

GEORGE MUNICIPALITY



EXPRESSION OF INTEREST NUMBER: FIN015/2016

**EXPRESSION OF INTEREST TO IDENTIFY SUPPLIERS FOR
VARIOUS GOODS AND SERVICES UNTIL 31 DECEMBER 2017**

ENQUIRIES: Mr SKUMBUZO ALAN MABUTO
YORK STREET
GEORGE
Tel: (044) 801 9450
E-mail: skura@george.org.za

ISSUED BY:
THE CITY COUNCIL
MUNICIPALITY OF GEORGE
P O BOX 19
GEORGE
6530

SUMMARY FOR TENDER OPENING PURPOSES

NAME OF TENDERER:

CENTRAL SUPPLIER DATABASE (CSD) NO.: MAAA.....

SUBMISSIONS CLOSES AT 12H00 ON FRIDAY, 03 FEBRUARY 2017

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TENDERER CONTACT DETAILS

This information shall be used for any correspondence or contact with the tenderer.

Please indicate whether you want to receive any correspondence via e-mail or send to your postal address by registered mail.

Name of Company:		Mark choice of correspondence with X
Postal Address: Postal Code:	
E-mail Address:	
Telephone Number:	
Cellular Number:	
Facsimile Number:	

**FIN015/2016 – EXPRESSION OF INTEREST TO IDENTIFY SUPPLIERS FOR VARIOUS
GOODS AND SERVICES UNTIL 31 DECEMBER 2017**

George Municipality invites local SMME's who are suitable and interested suppliers to submit an indication of their interest to provide the **works/services** as stated below.

List of various categories of goods/works/services:

- 1) Building maintenance works including welding, tiling, paving, fencing, carpentry and painting;
- 2) Dry-wall and partitioning;
- 3) Electrical maintenance works including supply and installation of electrical parts;
- 4) Plumbing;
- 5) Strip and quote – microwave ovens, refrigerators, urns, stoves, water dispensers;
- 6) Sandblasting;
- 7) Fencing – non lethal & perimeter;
- 8) Supply of sundry consumable items such as coffee, milk, sugar; bottled drinking water, sweets, etc.;
- 9) IT – Software, Hardware, Cartridges/Toners;
- 10) Luminaires, lighting and globes;
- 11) Supply, Installation and Maintenance of Fire Extinguishers;
- 12) Supply, Installation and Maintenance of Security equipment and Products such as:
 - i. Access Control Security Systems,
 - ii. Closed Circuit TV Systems,
 - iii. Repairs of Motorized Equipment such as Electric Sliding Gates and Supply,
 - iv. Installation and Maintenance of Elevators and Spare parts,
 - v. Garage Doors
- 13) Flowers, Bouquet, Fruit Basket & Snack Basket;
- 14) Transport/Bus Services;
- 15) Office Stationery;
- 16) Protective Clothing, Uniform and Embroidery;
- 17) Digital Printing (Paper & Clothing);
- 18) Relocation of BEE's;
- 19) Sound and Equipment (MC, DJ, Sound, Lighting, Stage);
- 20) Glass (Windows & Cars);
- 21) Aluminium products (Window frames, Door Frames, Blinds);
- 22) Refill of gas cylinders;
- 23) Locksmith services;
- 24) Cleaning material;
- 25) Weaponry items;
- 26) Removal and cutting of trees, grass cutting.

Completed forms in a sealed envelope, clearly marked: **“EOI No. FIN015/2016”** must be placed in the tender box at the George Municipality on the First Floor, Directorate: Financial Services, Supply Chain Management, York Street, George by no later than **12:00 on Friday, 03 February 2017.**

For more information contact the Supply Chain Management Unit at (044) 801 9134 / 9454 / 9464 / amanda@george.org.za / bronlynn@george.org.za / denzil@george.org.za / siyakholwa@george.org.za / samantha@george.org.za

Please note that this an Expression of Interest and not an invitation to tender and no contract or order will be automatically followed. The purpose is for registration purposes ONLY.

**FIN015/2016 – EXPRESSION OF INTEREST TO IDENTIFY SUPPLIERS FOR VARIOUS
GOODS AND SERVICES UNTIL 31 DECEMBER 2017**

TERMS OF REFERENCE

1. OBJECTIVE

- 1.1 According to the National Treasury, establishment of contracts is one of the sourcing strategies for the acquisition of goods and services that are required on a repetitive basis.
- 1.2 The Municipality is vested with the powers and delegations to appoint service providers that can be utilized as a sourcing strategy to procure goods or services that are required on a repetitive basis.
- 1.3 The main objective of the terms of reference is to appoint a suitable service providers which will assist the Municipality's Supply Chain Management Unit and departments to eliminate the delays of service delivery, which sometimes result in/to unnecessary deviations.
- 1.4 These expression of interests will be awarded to a service provider that intends to assist the Municipality by providing market related prices (cost efficiency), with high quality goods and services, which ultimately seek to ensure value for money and render, supply and deliver the items/services within the delivery timeframes until 31 December 2017.

2. BACKGROUND

- 2.1 The Supply Chain Management Unit (Stores) is supplying the employees and departments of the municipality with various goods/services and therefore the appointed service providers will be required to supply and deliver those items/services to the departments situated in the George Municipal Area **WHEN AND ONLY IF A NEED ARISES.**
- 2.2 The Supply Chain Management Unit (Stores) has experienced some difficulties in the past where it use to run out of stock because failure of service providers to adhere to the delivery time frames and this has resulted in bad service delivery and subsequently resulting in deviations with unaffordable costs.
- 2.3 This is an Expression of Interest and not an invitation to tender and no contract or order will be automatically followed. The purpose is for registration purposes ONLY. All possible suppliers will have an equal opportunity to quote and reasonable time must be given to suppliers to quote. The award of quotations will be done on a rotational basis.

3. TIME SCHEDULE

- 3.1 The duration period will take effect from the appointed date until 31 December 2017.

4. PROJECT MANAGEMENT

- 4.1 The appointed service providers shall be given procurement instructions by the Supply Chain Management Unit.
- 4.2 This contract will be generally managed by the Supply Chain Management Unit (Chief SCM Practitioner) in consultation with the Project Managers.

4.3 Management meetings will be held between the Supply Chain Management and the appointed service provider where it's deemed necessary.

5. **QUALIFICATION CRITERIA:**

- Company profile highlighting area of specialisation or core functions;

Each supplier will be categorised strictly on its core business and related services.

The following documents need to be submitted with the response to the EOI:

- Valid Tax Clearance Certificate
- Copy of CIDB: All suppliers whose services constitute construction and /or engineering works in terms of the Construction Industry Development Board Act 38 of 2000 and its Procurement Regulations.
- Proof of professional registration or a copy of any other registration certificate pertaining to your relevant industry, e.g. ECB (Electrical Contractors Board), PSIRA (Security services), ECSA (Engineering Consultants) and P.C.O. (Bush Clearing).

DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state*.	
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.	
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.	
3.1	Full Name of bidder or his / her representative:	
3.2	Identity number:	
3.3	Position occupied in the Company (director, trustee, shareholder ²):	
3.4	Company Registration Number:	
3.5	Tax Reference Number:	
3.6	VAT Registration Number:	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	YES / NO
3.8.1	If yes, furnish the following particulars: Name of person / director / trustee / shareholder member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	
3.9	Have you been in the service of the state for the past twelve months?	YES / NO
3.9.1	If so, furnish particulars.	
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of bids?	YES / NO

3.10.1	<p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	
3.11	<p>Are you aware of any relationship (family, friend, other) between the company and any person in the service of the state who may be involved with the evaluation and or adjudication of bids?</p>	YES / NO
3.11.1	<p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	
3.12	<p>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</p>	YES / NO
3.12.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	
3.13	<p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p>	YES / NO
3.13.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p>	

	<p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>		
3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES / NO	
3.14.1	<p>If yes, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4. Full details of directors / trustees / members / shareholders:			
THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)
5.	The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.		

.....
Signature

.....
Date

.....
Capacity

.....
Name of Company

¹MSCM Regulations: "in the service of the state" means to be -

(a) a member of -

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the National Assembly or the National Council of Provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official or any Municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial entity; or

(f) an employee of Parliament or a provincial legislature.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.

CHECKLIST

Indicate services/goods to be rendered:

#.	DESCRIPTION	Tick ✓
1.	Building maintenance works including welding, tiling, paving, fencing, carpentry and painting	
2.	Dry-wall and partitioning	
3.	Electrical maintenance works including supply and installation of electrical parts	
4.	Plumbing	
5.	Strip and quote – microwave ovens, refrigerators, urns, stoves, water dispensers	
6.	Sandblasting	
7.	Fencing – non lethal & perimeter	
8.	Supply of sundry consumable items such as coffee, milk, sugar; bottled drinking water, sweets, etc.	
9.	IT – Software, Hardware, Cartridges/Toners	
10.	Luminaires, lighting and globes	
11.	Supply, Installation and Maintenance of Fire Extinguishers	
12.	Supply, Installation and Maintenance of Security equipment and Products	
13.	Flowers, Bouquet, Fruit Basket & Snack Basket	
14.	Transport/Bus Services	
15.	Office Stationery	
16.	Protective Clothing, Uniform and Embroidery	
17.	Digital Printing (Paper & Clothing)	
18.	Relocation of BEE's	
19.	Sound and Equipment (MC, DJ, Sound, Lighting, Stage)	
20.	Glass (Windows & Cars)	
21.	Aluminium products (Window frames, Door Frames, Blinds)	
22.	Refill of gas cylinders	
23.	Locksmith services	
24.	Cleaning material	
25.	Weaponry items	
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