

**BLOUBERG LOCAL MUNICIPALITY**

REQUEST FOR PROPOSALS: APPOINTMENT FOR SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING FOR STAFF

**TERMS OF REFERENCE**

Project Number: BM18/18/19

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ANNEXURE A

RETURNABLE FORMS

**BLOUBERG LOCAL MUNICIPALITY**

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**Project Number:** BM18/18/19

**1. INTRODUCTION**

### 1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for the supply and delivery of protective clothing for staff in Blouberg municipality

### 1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

|              |   |
|--------------|---|
| <b>DATE</b>  | 23 AUGUST 2018                                  |
| <b>TIME</b>  | 10:00am   |
| <b>VENUE</b> | Blouberg Municipal Offices -<br>Council Chamber |

### 1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

|              |   |
|--------------|---|
| <b>DATE</b>  | 04 SEPTEMBER 2018                                 |
| <b>TIME</b>  | 11:00am   |
| <b>VENUE</b> | Blouberg Municipal Offices -<br>Municipal chamber |

## 2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile
- Proof of Company Registration
- SARS Tax Clearance Certificate(copy)
- Certified copy of B-BBEE Certificate(not older than three months)
- Certified ID copies of all directors( not older than three months )
- Proof of residence (municipal rates and taxes in the name of the company and of all directors of the company) or letter from tribal offices for those residing in villages.
- CSD summary report not older than three months (with a compliant status)

**N.B ALL COPIES SHOULD BE CERTIFIED NOT OLDER THAN THREE MONTHS  
FAILURE TO SUBMIT ADMINISTRATIVE REQUIREMENT WILL LEAD TO BID NON-  
RESPONSIVE**

### 3. PROJECT DESCRIPTION AND BACKGROUND

Supply and delivery of protective clothing for staff

### 4. SCOPE OF WORK

| Description                       | Quantity | Unit Price | Total Amount |
|-----------------------------------|----------|------------|--------------|
| Javelin Work suit                 | 70       |            |              |
| Starlin shirt                     | 33       |            |              |
| Starlin Trouser                   | 33       |            |              |
| Ladies long sleeve shirt          | 26       |            |              |
| Ladies skirts 3 quarter (length ) | 26       |            |              |
| Health shoes                      | 16       |            |              |
| Protective shoes                  | 29       |            |              |
| Hiker boots                       | 33       |            |              |
| Coats                             | 22       |            |              |
| Embroidery                        | 149      |            |              |

### 5. EVALUATION CRITERIA

The submission from service provider will be evaluated in terms of 80/20 point system as stipulated in the preferential procurement regulations, 2017 pertaining the preferential procurement policy framework Act, 5 of 2000

| critierion | Point |
|------------|-------|
| Price      | 80    |
| B-BBEE     | 20    |

### 6. PRICING

R\_\_\_\_\_ Vat inclusive/Not Vat inclusive

## **7. APPOINTMENT OF SERVICE PROVIDER**

Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

## **8. FORM OF AGREEMENT**

A Service Level Agreement will be signed with the successful Bidder.

*END OF THE TERMS OF REFERENCE.*

**APPROVED BY:**

**MACHABA JUNIAS  
MUNICIPAL MANAGER**

# **ANNEXURE A: RETURNABLE FORMS**