



MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

Head office

Private Bag X11 or
P.O. Box 64
LADYBRAND
0745

38 Joubert Street
LADYBRAND
9745

Tel: 051-9240654
051-9240659
051-9240655
051-9240657

Fax: 051-9240020

E-mail:
mantsopamun@xsinet.co.za

P.O. Box 24
EXCELSIOR
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5
HOBHOUSE
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA
9771

Tel: 051-9640012

Fax: 051-9640054

File no.:

Contact Person: Khotso Pharoe

15 August 2016

INVITATION FOR QUOTATIONS – ASSISTANCE WITH ASSETS MANAGEMENT PROCESSES (SCM/AD 01/16/17)

Quotations are hereby invited from reputable service providers to assist the municipality with management processes

Scope of Work

- Calculation of depreciation for the 2015/16 financial year, and submitting journal entries to the Municipality to process on the accounting system
- Reconciling the Asset Register to the accounting records of the Municipality

Yours faithfully


SM SELEPE
MUNICIPAL MANAGER

GENERAL CONDITIONS

All correspondence to be addressed to the Municipal Manager

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. An original tax clearance certificate must be attached. No quotation will, however be awarded to bidders who have failed to submit the original tax clearance certificate.
8. The **80/20** adjudication system will be applicable, where **80 points**, will be allocated for **price** and **20 points**, will be allocated for **B-BBEE Status Level Verification Certificate**.
9. The successful supplier will be the one who scores the highest points.
10. No quotation will be considered from persons in the service/employment of the state or government.

For more information you contact SCM Manager (Mr. Khotso Pharoe) at 051 924 0654

Notes

- **Quotations must be submitted and delivered at Tender Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 22 August 2016 @ 16h30, the envelope must be sealed and clearly marked 'ASSISTANCE WITH ASSET MANAGEMENT PROCESSES' quoting reference number SCM/AD 01/16/17**

Yours faithfully

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SM SELEPE

MUNICIPAL MANAGER

DATE: