



REQUEST FOR QUOTATIONS

PREPARATION OF 2013/2014 ANNUAL REPORT

Interested and suitably qualified consultants registered with the Big 5 False Bay Municipal database are invited to submit quotations on the preparation of 2013/2014 annual report.

The following **compulsory** documents must accompany the quotations:

- Tax clearance certificate
- Brief company profile
- Company registration certificate
- BEE certificate (optional)
- Completed and signed declaration of Interest (MBD4) available on municipal website www.bigfivefalsebay.org.za under downloads.
- Latest statement of Municipal Rates.

Quotations will be evaluated in terms of Preferential Procurement Regulations, 2011 pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislations. Functionality criteria will also be used. Preference points will be awarded to service providers using their B-BBEE status level of contribution. 80/20 Preference point system will be used.

Quotations to be submitted sealed in an envelope clearly marked "PREPARATION OF 2013/14 ANNUAL REPORT" should be dropped in the tender box at Big 5 Municipal offices situated at 163 Zebra Street by no later than the closing date and time.

CLOSING DATE FOR THE SUBMISSION OF QUOTATIONS IS 16 JULY 2014 AT 12:H00. LATE, FAXED, POSTED AND EMAILED QUOTATIONS WILL NOT BE CONSIDERED AND ACCEPTED.

The council reserves the rights to accept all, some, or none of the quotations submitted, either wholly or in part and it is not obliged to accept the lowest quote.

Enquiries should be directed to Miss S Mchunu (035)562 0040 during office hours (08h00 - 16H00). Technical enquiries to be directed via email to njabulo@bigfivefalsebay.org.za

Municipal Manager
Mr AM Dhlomo