



INGQUZA HILL
LOCAL MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

CONTACT

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DOCUMENTS

Click to view [Current Formal RFQs](#) (R30 000-R200 000).

Click to view [Current Tenders](#) (more than R200 000).

Click to view previous [Tenders and Quotations Awarded](#).

Click to view [Tender Registers \(Briefing and Closing Registers\)](#)

GENERAL

The Ingquza Hill Local Municipality uses service providers and suppliers for a wide range of services and products, and encourages reputable, ethical businesses to take the necessary steps to enter a potential working relationship with the municipality. The way municipalities do business is strictly regulated by section 217 of Act No.108 of 1996 and the Municipal Finance Management Act (Chapter 11-MFMA) and requires different processes, depending on the scope and size of the service.

The first step for all existing and prospective businesses is to register on the National Central Supplier Database, via the online link below. www.csd.gov.za

NATIONAL CENTRAL SUPPLIER DATABASE

All entities wanting to do business with government, semi-government and government agencies must register on the national Central Supplier Database www.csd.gov.za. You will need the following to register:

- A South African barcoded identification (ID) number.
- A valid Tax Clearance Certificate (TCC) obtainable from the Receiver of Revenue (SARS).
- A credible bank account.
- If your service requires professional registration, you must have proof of registration and/or a registration number with the relevant industry regulatory body must be provided.
- BEE Certificate, where applicable.

Goods, services or products valued below R2000 (all applicable taxes included) require just one quote and departments may request a quote directly to the registered service provider or via SCM. Once received and accepted, an order is generated. A supplier can commence the service or supply the products once it has received the order with the order number on it. On delivery, the supplier must present an invoice on which the order number is clearly displayed. The department head signs the invoice off which is then sent for payment within 30 (MFMA -65 (e) days from when the delivery note was signed-off.

Services or products between R2000 and R30 000 (all applicable taxes included) follow an informal request for quote (RFQ) process and at least three quotes must be obtained via the Supply Chain Management office. In most cases the lowest quote will be accepted. Once received and accepted an order is generated. A supplier can commence the service or supply the products once it has received the order with the order number on it. On delivery, the supplier must present an invoice on which the order number is clearly displayed. The expenditure section signs the invoice off which is then sent for payment within 30 days from when the delivery note was signed-off.

Services or products that are likely to cost between R30 000 and R200 000 (all applicable taxes included) follow a formal request for quote (RFQ) process. Depending on the size and nature of the project, service or goods, this process can take from a few weeks to a few months. Instructions, specifications, processes and relevant contact persons are usually indicated in the RFQ documentation. They are advertised seven (07) days on the municipality's website and notice board

Goods services or construction works that are likely to cost more than R200 000 (all applicable taxes included) must go through the formal bidding/tender process. Depending on the size and nature of the project, service or goods, this process can take from a few weeks to several months. Instructions, specifications, processes and relevant contact persons are usually indicated in the tender documentation and require interested suppliers to complete and submit a document within a predetermined timeframe.

BIDDING STEP-BY-STEP

Step One

Register on the Central Data Base and submit your application to the municipality's Supply Chain Management (SCM) Unit for listing.

Step Two

Be on the lookout for requests to bid in this website's 'Current Tenders' section, in local newspapers and municipal notice boards. Download tender documents from the website or collect from the SCM offices. www.ihlm.gov.za, **SUPPLY CHAIN MANAGEMENT**

Step Three

Prepare the tender/bidding document by doing the following:

- Read documents carefully and provide all information requested.
- Attach all requested documentation including the relevant Tax Income Number and Pin.
- Make sure you have provided the correct price and contact details for your office.
- Answer all questions truthfully, if you are caught in a lie it may disqualify your offer and lead to further action.
- When in doubt, ask for more information from the persons listed on the tender document.
- Make sure you can meet all requirements of the service/goods in the tender and that you can deliver within the time specified so you can honour the conditions of the contract.
- Make sure the bid documents are signed on all the indicated areas.

Step Four

Submit your offer (quote or bid) before the closing time and in the correct tender box as specified in the tender document.

Step Five

Quotations/tenders are evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (PPPFA Act 5 of 2000) Regulations 2017 and the Ingquza Hill Local Municipality's Supply Chain Management Policy – in which 80/90 points will be scored for price and 20/10 points for B-BBEE status – and according to the quotation/tender specification and conditions.

Step Six

- Formal RFQ: SCM evaluates the legal compliance while the user department evaluates technical compliance, after which the user department approves or declines the quotation.

- Tender: SCM evaluates the legal compliance while the user department evaluates technical compliance. It is then forwarded to the Bid Evaluation Committee (BEC) which in turn will make recommendations to the Bid Adjudication Committee (BAC) for consideration and/or approval.

Step Seven

- Preferred and unsuccessful bidders are informed of the outcome of their quotations/tenders.
- Parties that object to the outcome, can submit an objection within 14 days of the outcome. If the objection is successful, the decision is reversed and the quotation/bid process re-initiated should the municipality wish to do so.
- If the objection is unsuccessful, the preferred bidder will receive a final award letter.

Step Eight

The municipality and the preferred bidder will conclude a Service Level Agreement (SLA)/contract for the project for which it had successfully quoted/tendered.