



The **GTM**
GREATER TUBATSE
MUNICIPALITY

**SUPPLY CHAIN MANAGEMENT
UNIT**

South Africa's first democratic platinum city

1st Kastania Street, P O Box 206, Burgersfort, 1150, Tel: (013) 231 1000 / 1224, Fax: (013) 231 7467

PUBLIC NOTICE: GTM78/2015/16

REQUEST FOR QUOTATIONS

Quotations are invited from experienced and suitably qualified consultants .

Bid Number	Description	Closing Date for submission of quotations
GTM078/2015/16	Practical Implementation of the record classification system and file plan management processes (for 8 days).	15 March 2016 Time : 12h00

Objectives:

- Standardize the records management practice in accordance with the file plan
- Reduction of information related risk
- Ensure easy retrieval of information as most of the records and correspondence will be having reference numbers

MANDATORY REQUIREMENTS:

- Records management consulting company with the necessary experience
- CV of a person who is qualified in record management with inclusive of the following:
 - Company registration documents with ID's of Members/Directors
 - Valid and original Tax Clearance Certificate
 - Up-to date municipal rates and taxes for the director's and company.
 - Original proof of banking details
 - Proof of previous experience
 - Completion of MBD forms

ADDITIONAL REQUIREMENTS:

- BBBEE Verification Certificate

EVALUATION CRITERIA

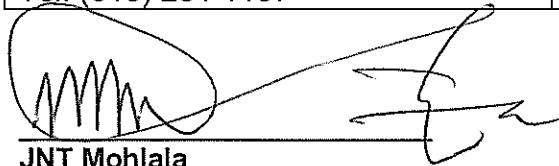
Quotations shall be evaluated in accordance with the Greater Tubatse Municipality's Supply Chain Management Policy as amended, Preferential Procurement Policy Framework Act 5/2000, 2011 Procurement Regulations, functionality, and on 80/20 basis.

CONDITIONS OF THE BID

1. All bids will be closed and opened in public on the **15 March 2016** at **12H00** and must be fully priced, signed and sealed in an envelope appropriately marked the name of the bid proposing-for and must be deposited into the Municipal Tender Box which is accessible 24 hours and 07 days a week at the Reception of the Greater Tubatse Municipality, 1st Kastania Street, Burgersfort. No late, faxed, e-mailed, telephonic or electronically-submitted bids will be accepted for consideration.
2. The municipality shall not be obliged to accept the lowest or any tender
3. **In terms of the National Treasury's Regulation, no bid will be accepted from the persons in the service of the state** and bidders failing to comply with the requirements of the bid document shall be submitting non-responsive bids.

For any Enquiries you can contact:

Manager: Corporate Admin	Manager :SCM
Mr Komane ML	Ms LM Letsoalo
Tel: (013) 231 1157	Tel : (013) 231 1231



JNT Mohlala

Municipal Manager