




MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Moghaka Local Municipality is hereby inviting service providers to quote on the following:

RFQ Number	Description	Contact Person	Closing Date/Time
1/1/1/2018-19	<p>Post-Employment Medical Aid Benefits and Long Service Awards:</p> <p>The Municipality request the services of a service provider to perform actuarial valuations of the Post-Retirement Medical Aid Benefits liability and the Long Service Awards liability of the Municipality in line with the requirements of International Accounting Standards 19 (IAS 19) as well as Actuarial Practice Note 301 (APN 301) of the Actuarial Society of South Africa and will also be in line with the principles outlined in Generally Recognised Accounting Practice 25 (GRAP 25).</p> <p>The valuation reports should be signed off by a Fellow member of the Actuarial Society of South Africa.</p> <p>The valuation reports will contain the following:</p> <ul style="list-style-type: none"> • Introduction and summary of results • Analysis of changes in membership over the valuation period; • Liability to the Municipality in respect of employee benefit arrangements; • Medical Contributions Table; • Projected expense in respect of employee benefits in the year following the valuation date; • Expected change in the accrued liability over the year following the valuation date; • Post-Employment Medical Subsidy Benefits valued; • Valuation Methods and Valuation Assumptions; • Valuation Results; • Sensitivity analysis to demonstrate the variability of the results to changes in the more important assumptions used; • Reconciliation of results to previous valuation; • Conclusion and recommendations. <p><u>The municipality has the following:</u></p> <ol style="list-style-type: none"> 1. A total of 859 Employees qualify for Long Service Awards, 	<p>Mr J Muller Tel: 056 216 9203 Email Address: muller@moqhaka.gov.za</p>	<p>30 July 2018 At 12H00</p>

SUPPLY CHAIN MANAGEMENT
 DOCUMENT RECEIVED
 19 JUL 2018
 Official Signature: 

	<p>2. A total of 57 (7 Active Employees & 50 Pensioners) Pensioners Qualify for Post-Employment Medical Aid Benefits,</p> <p>The aim of the valuation reports will be to enable the Municipality to raise appropriate provisions in its annual financial statements.</p> <p>NB: The service provider must have at least 3 verifiable references where this work was performed to the required standards.</p>
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SUPPLY CHAIN MANAGEMENT

DOCUMENT RECEIVED

19 JUL 2018

Official Site: *[Signature]*

Submission of Quotation:

By hand: Quotation and supporting documents must be sealed and externally endorsed with the RFQ No. and Description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

By Post: To reach the Manager Supply Chain Management, P.O. BOX 302, Kroonstad, in sufficient time for it to be placed in the Tender Box before closing time.

Terms and Conditions relating to tendering:

- The Municipal Supply Chain Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Preference will be given to suppliers based within the Moqhaka Local Municipality's area of jurisdiction;
- All persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes.
- All Bidders should be registered on Central Supplier Database (CSD) at <https://secured.csd.gov.za / www.csd.gov.za>

Please attach the following documents:

(Failure to submit the below mentioned documents will result in immediate disqualification)

- Bidders should be registered on CSD Website at www.csd.gov.za and the proof of CSD Registration Documents must be attached;
- Company's registration documents, Tax Clearance Certificate or TCC Pin, certified ID copies of company's directors not older than three (3) months and the company profile must be attached;
- Municipal rates and taxes statement that is not older than 90 days that clearly state the business name obtainable from the municipality where the business resides or lease agreement must be attached, if the statement is on the Landlord's or an individual's name an affidavit certified by the commissioner of oaths must be attached;
- Bidders must submit certified copy of SANAS/IRBA Accredited BBBEE Status Level Certificate or the BBBEE Sworn Affidavit which is signed by the commissioner of oaths. BBBEE status should also be captured upon CSD Registration;
- Only SANAS/IRBA Accredited B-BBEE Certificate and the sworn BBBEE Affidavit-B-BBEE Exempted Micro Enterprise which is signed by the Commission of Oaths will be accepted. No other B-BBEE Certificate will be accepted according to the new Preferential Procurement Regulations (PPR);
- Late and unsigned or incomplete bids will be disqualified;

- Closing time: 12H00
- Declaration of Interest must be attached to the quote and must be fully completed and signed. (MBD4 Form);
- Failure to attach the above-mentioned copies will result to a tender being non-responsive;
- Municipality will only communicate the outcome of the RFQ with successful bidder and more information can be obtained from the municipality website;
- Young people, women and people with disabilities are also encouraged to submit quotations;

Enquiries

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9183. For Technical queries contact Mr J Muller at 056 216 9203.

