



## REQUEST FOR QUOTATIONS

### **ELECTRONIC DOCUMENTS MANAGEMENT SYSTEM**

<b>SCM CONTACT PERSON:</b>	Mr P Dyonase
<b>TELEPHONE NUMBER:</b>	(015) 673-9617
<b>FAX NUMBER:</b>	(051) 673-1550
<b>REFERENCE:</b>	SCM/MOH/56/2012
<b>DESCRIPTION:</b>	Electronic Documents Management System
<b>ADVERTISEMENT DATE:</b>	04/05/2012
<b>CLOSING DATE:</b>	15/06/2012
<b>CLOSING TIME:</b>	12:00
<b>COMPULSORY SITE MEETING:</b>	Yes
<b>TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:</b>	Chief Financial Officer Mr JV Nkosi
<b>TELEPHONE NUMBER:</b>	(015) 673-9634
<b>SITE MEETING VENUE:</b>	Council chamber, Mohokare Municipal Offices, Zatron, Hoofd street (Town hall)
<b>SITE MEETING DATE:</b>	11 June 2012
<b>SITE MEETING TIME:</b>	12:00
<b>PUBLIC OPENING:</b>	No

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000**

*This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2011 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: [www.treasury.gov](http://www.treasury.gov)).*

**NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.**

ITEM	QUANTITY	CONFIGURATION/DESCRIPTION/FUNCTION
01	Image Processing	Scanning paper based documents, film and converting micro-image to digital data.
02	Backup	Backup of data using magnetic media and Direct backup from laptop and server.
03	Active Filing	Off-site management and physical filing of active or semi-active files. Development of records management strategy and file plan.

**Compulsory Documentation** to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

**Please deposit Quotation in the Quotation box situated at the Municipal Offices.**

**NB!!**

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation e.g. Tax Clearance and BBBEE certificate

**Vendors Registration:**

Prospective Vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

**No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.**

**NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."**

***NB: No quotations will be considered from persons in the service of the state***

*\*MSCM Regulations: "in the service of the state" means to be –*

*(a) a member of –*

*(i) any municipal council*

*(ii) any provincial legislature; or*

*(iii) the national Assembly or the national Council of provinces;*

*(b) a member of the board of directors of any municipal entity;*

*(c) an official of any municipality or municipal entity*

*(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999*

*(e) a member of the accounting authority of any national or provincial public entity; or*

*(f) an employee of Parliament or a provincial legislature*

*Yours Faithfully*

***Mr JV Nkosi***

***Head: Supply Chain Management***