

**BIG 5 HLABISA LOCAL MUNICIPALITY (R7 276)**



P.O Box 387, 101 808, Off Masson Street, Hlabisa  
 Hlabisa 3937  
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Eng: SCM

**Ref: Quotations for Repair, Re-gas, and Service of Air conditioners in Hlabisa Offices**  
**REQUEST FOR QUOTATIONS**  
 Big 5 Hlabisa Local Municipality seeks to appoint a suitably qualified and reputable service provider to submit quotations for the following items:

Item	Description	Quantity
1	REPAIRS, RE-GAS AND SERVICING OF AIRCONDITIONERS IN HLABISA OFFICES	01

NOTES THE DETAILED SPECIFICATION WITH NUMBER OF AIR CONDITIONERS IS ATTACHED

**SUPPORTING DOCUMENTS AND CONDITIONS**

- 1 Valid Tax Clearance Certificate & SARS Pin Issue Certificate, Company Founding Documents, Proof of registration on the NT CSD & BBEE Certificate (Not Compulsory) must be submitted with a quotation.
- 2 MBDA, 6.1, 8 & 9 must be submitted. (available from municipal website: [www.big5hlabisa.gov.za](http://www.big5hlabisa.gov.za))
- 3 The successful service provider will be required to register on the municipal database. Database Forms are available on request.
- 4 The Big 5 Hlabisa Local Municipality Supply Chain Management Policy will apply.
- 5 The Council reserves the right to negotiate further conditions and requirements with the successful bidder. And reserve the right not to appoint.
- 6 Quotations that are late, incomplete, unsigned or stamped, will not be accepted or considered. The municipality will accept no responsibility for the late delivery of quotations by courier services or any other forms of mailing.
- 7 The Big 5 Hlabisa Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid
- 8 Bids shall remain valid for 60 – 90 days from the closing date (26 JULY 2023).
- 9 All prices should be inclusive of Value Added Tax (VAT).

**REPAIRS, RE-GAS AND SERVICING OF AIRCONDITIONERS IN HLABISA OFFICES**

All Completed quotations and supporting documents must be submitted in a sealed envelope clearly marked with their quotation names as above and must be deposited in the municipal tender box situated at the reception area of the Big 5 Hlabisa Municipality, Lot 808, Off Masson Road, Hlabisa 3937 by Tuesday 26<sup>th</sup> of JULY 2023 at 12h00.

**EVALUATION CRITERIA**

Big 5 Hlabisa Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) read with The Revised Preferential Procurement Regulations – Gazette No. 27636, 30 May 2005. The B020 preference point system shall be applicable during the evaluation.

Preferential Points System (B020), 80 for Price and 20 for B-BBEE contribution status level allocated as follows:

B-BBEE Status Level of Contributor	Number of points (B020 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Enquiries should be directed to the Supply Chain Manager, Mr S L Mditshwa on (035) 838 8500 during office hours.

**DR. VJ MTHEMBA**  
 MUNICIPAL MANAGER