



## UMZIMVUBU LOCAL MUNICIPALITY

ADVERT DATE: 03 October 2016

### SERVICE PROVIDER TO CONDUCT VERIFICATION OF BUSINESS LICENCES

Bidders are hereby invited to submit proposals for verification of business licences in Mount Frere and Mount Ayliff. Terms of Reference will be available on the website and SCM office for free.

#### MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality with Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 12<sup>th</sup> October 2016**. All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

#### Enquiries:

All technical enquiries may be directed to Mr. L. Matshoba 039 255 8569 SCM Mr T Mbukusho 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T. Nota  
813 Main Street or P/Bag X9020  
MT FRERE  
5090  
Tel: (039) 255-8500  
Fax: (039) 255-01673

GPT NOTA  
MUNICIPAL MANAGER



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**BUSINESS LICENSES**

**2016 - 2017**



**BUSINESS LICENSE VERIFICATION****TERMS OF REFERENCE****BUSINESS LICENSE VERIFICATION****1. Background**

Umzimvubu Local Municipality is a category B municipality situated within the Alfred Nzo District Municipality. It is made up of two urban areas namely KwaBhaca (Mt Frere) and EmaXesibeni (Mt Ayliff). Umzimvubu municipality is largely characterised by people who are in the working age, however the majority of the population makes living out of formal and informal businesses. Umzimvubu has identified a need to verify compliance with business licence regulations and that all businesses have licences. It is under this background that the municipality invites all suitable qualified service providers to submit proposals on a quotation basis, to assist with business licence data cleansing/verification.

**2. Scope**

| Project                        | Deliverable                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verification                   | <ul style="list-style-type: none"><li>• Door to door verification to ensure that all businesses have licences.</li><li>• Verify validity of business licences in each business in both towns.</li><li>• Advise on the roll out of the business licenses to the out skirts of urban areas.</li></ul>                                                                            |
| Application procedure          | <ul style="list-style-type: none"><li>• Advise the municipality on a best procedure/practise to issue licences for businesses and allocation of hawker stalls and stands.</li><li>• Develop the business data base in all categories of both towns</li><li>• Determine the number of businesses with and without valid business licenses (both formal and informal).</li></ul> |
| Revenue collection/Enhancement | <ul style="list-style-type: none"><li>• Verify cost effectiveness of tariffs/rates per category of business.</li></ul>                                                                                                                                                                                                                                                         |

**BUSINESS LICENSE VERIFICATION**

|             |                                                                                                                                            |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|             | <ul style="list-style-type: none"> <li>Advise the municipality on unexploited revenue streams in relation to business licenses.</li> </ul> |
| Policy gaps | <ul style="list-style-type: none"> <li>Advise the municipality on policy issues/gaps in compliance with the business Act.</li> </ul>       |

**3. Evaluation criteria**

80/20: 20 is for BBBEE certificate, sworn certificate or exempt Certificate. 80 is for price.

**PRE-QUALIFICATION** a minimum points to be scored in order to be evaluated further is 60 points

| Criteria                                                                           | Scores     |
|------------------------------------------------------------------------------------|------------|
| Methodology                                                                        | 40         |
| Previous experience with similar projects and with project completion certificates | 60         |
| <b>Total</b>                                                                       | <b>100</b> |

**METHODOLOGY SCORING**

| CRITERIA                                                                           | RAITING                                             | WEIGHT |
|------------------------------------------------------------------------------------|-----------------------------------------------------|--------|
| Methodology                                                                        | Cash flows with Projections and method of statement | 40     |
| Previous experience with similar projects and with project completion certificates | 3 Similar Projects                                  | 40     |
|                                                                                    | 2 Similar Projects                                  | 20     |
|                                                                                    | 0 Projects                                          | 0      |

Service providers must submit a detailed proposal with contactable references for the projects undertaken and include the client details.

*Open*  
14/09/2016