



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 24 OCTOBER 2019

UMZ/2019-20/BTO/001 BOOKS AND REGISTERS (BTO)

SERVICE PROVIDER TO SUPPLY DELIVER BOOKS AND REGISTERS.

Bidders are hereby invited to submit proposals/Quotations to Supply and deliver books and Registers as per specification.

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

Umzimvubu Local Municipality Supply Chain Management policy will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. 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. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 05 November 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr T.Fundira & Mr Mbukushe (SCM Manager) 039 255 8507/8555

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


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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU

LOCAL MUNICIPALITY

PERSON DEALING WITH THE MATTER: N. MAJOVA

SUBJECT : EXPENDITURE BOOKS SPECIFICATION

Dear Sir

Expenditure section which fall under BTO would like to request your good office to procure the following books that are used for reporting and recoding of all the transaction that occurs within Expenditure section. Specification of the books is expected to be as follows:

1. SPECIFICATIONS: Invoice Register (Other Expenditure)

Size : A4
Colour : Black ink single sided. Perforated and numbered
Stock : N.C.R 50 in Triplicate
Artwork : Design and layout included (one artwork)
Finishing : Quarterbound with A5 crack back sticker to be applied to the front cover
Quantity : 2
Pages : 200Pages

2. SPECIFICATIONS: Invoice Register (Travelling Agency)

Size : A4
Colour : Black ink single sided. Perforated and numbered
Stock : N.C.R 50 in Triplicate
Artwork : Design and layout included (one artwork)
Finishing : Quarterbound with A5 crack back sticker to be applied to the front cover
Quantity : 2
Pages : 200Pages

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 1553
E. www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE



3. SPECIFICATIONS: Petty Cash Register / Reconciliation Book

Size : A4
Colour : Black ink single sided. Perforated and numbered
Stock : N.C.R 50 in Triplicate
Artwork : Design and layout included (one artwork)
Finishing : Quarterbound with A5 crack back sticker to be applied to the front cover
Quantity : 2
Pages : 200Pages

4. SPECIFICATIONS: Petty Cash Form Book

Size : A4
Colour : Black ink single sided. Perforated and numbered
Stock : N.C.R 50 in Duplicate
Artwork : Design and layout included (one artwork)
Finishing : Quarterbound with A5 crack back sticker to be applied to the front cover
Quantity : 20
Pages : 200Pages

5. SPECIFICATIONS: Voucher Register Book

Size : A3
Colour : Black ink single sided. Perforated and numbered
Stock : N.C.R 100 in Duplicate
Artwork : Design and layout included (one artwork)
Finishing : Quarterbound with A4 crack back sticker to be applied to the front cover
Quantity : 2
Pages : 200Pages

6. SPECIFICATIONS: Voucher Submission Checklist Book

Size : A4
Colour : Black ink single sided. Perforated and numbered
Stock : N.C.R 50 in Duplicate
Artwork : Design and layout included (one artwork)
Finishing : Quarterbound with A5 crack back sticker to be applied to the front cover
Quantity : 2
Pages : 200Pages

Yours faithfully



Miss N Majova (Ass. Manager: Expenditure)



PETTY CASH FORM

FUNCTION..... Date.....
Available Budget R..... Confirmed By R.....
Project & Segment.....
Description.....
Amount Issue R..... Change R.....
Requested BY..... Signature.....
Approved BY (AM/HOD)..... Signature.....
Issued BY..... Signature.....

NB: Person requesting petty cash has a responsibility to submit supporting documents to BTO within a week from date of receiving petty cash.

Failure to submit will result in automatic deduction from his/her salary, an amount equal to petty cash issued during the next payroll.

VOUCHER REGISTER

**UMZIMVUBU LOCAL MUNICIPALITY
VOUCHER REGISTER**



Invoice Date	Invoice Number	Supplier Name	Invoice Description	Invoice Amount	Received by (Expenditure Section)	Submitted BY	Date Submitted	Time Submitted	Signature	Document Completed	Comment

PETTY CASH REGISTER/ RECONCILIATION BOOK



**UMZIMVUBU LOCAL MUNICIPALITY
PETTY CASH REGISTER / RECONCILIATION**

DEPARTMENT/ FUNCTION..... MONTH.....
 DEPARTMENT CASH FLOAT

Date	Segment/ Vote	Project Name	Description	Requested By	Issued Amount	Date Received	Change	Balance

COMPLETED BY: NAME..... SIGN..... DATE.....

REVIEWED BY: NAME..... SIGN..... DATE.....