

**INXUBA YETHEMBA
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /
LOCAL MUNICIPALITY**

P O Box 24
CRADOCK
5880
TEL : +27(0)48 801 5000
FAX : +27(0)48 881 1421



P O Box 55
MIDDELBURG
5900
TEL : +27(0)49 842 1337
FAX : +27(0)49 842 1310

“A coherent developmental municipality putting people first and providing a better life for all its citizens”

REQUEST FOR QUOTATION

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	PROVISION FOR EMPLOYEE JOB SATISFACTION SURVEY
Requestor:	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	04/11/2022Q
NOTICE NO.	174/2022
Advert Date:	15 NOVEMBER 2022
Closing Date:	22 NOVEMBER 2022

SPECIFICATION

Supply and delivery of following:

No.	Description	Quantity	Unit Price	Total
1.	Employee job satisfaction survey	200		
2.	Preparation of the report	1		
3.	Disbursements			
	Sub-Total			
	Vat @15%			
	TOTAL			

SPECIAL NOTE:

Employee attitudes are important to visionary Leadership and Management of a Public organisation such as a Municipality because they determine the behaviour of workers toward the performance of their primary assignments in particular and the community service in general.

Evaluation criteria

The quotes will be evaluated using the 80/20 preferential point system.

Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

General

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of VAT.
- Certified copies of identity documents of directors.
- Bidders to supply municipal utility bill or lease agreement.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate
- Accreditation with LGSETA
- Atleast 3 institutional experience on Employee Job Satisfaction Survey A reasonable experience on the trends and patterns of staff/Management engagements
- Identification of major Management styles that are prevalence within an organization and
- Any other relevant experience and knowledge on the required area of expertise
- Winning bidder will conduct the survey from 200 employee

Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: 04/11/2022Q (**PROVISION FOR EMPLOYEE JOB SATISFACTION SURVEY**)", which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 22 November 2022 at 12pm on the closing date.**

For further enquiries with regard to the Request for Quotation please contact the Project Manager, Ms. Thabisile Mgweba on 048 801 5024 or email tmgweba@iym.gov.za

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: www.csd.gov.za.

Should you have any SCM related enquiries please contact the **Supply Chain Management Unit;**

- Lwandokazi Ntloko (048) 801 5060 or email lnntloko@iym.gov.za

CLOSING DATE: 22 NOVEMBER 2022

**MR. MWM. MBEBE
MUNICIPAL MANAGER**