



WEST RAND



DISTRICT MUNICIPALITY

DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

REQUEST FOR FORMAL WRITTEN QUOTATIONS

West Rand District Municipality is hereby inviting service providers to quote on the following:

Bid No.	Description	Evaluation
WR/HR/28/2014	Professional service provider to conduct a Annual Engagement Survey with all employees of the WRDM in order to establish the percentage of productive and engaged employees as measured by the annual engagement survey.	<ul style="list-style-type: none">▪ Relevant Experience▪ Track Record▪ Price▪ BBBEE

Closing Date : Friday, 28 November 2014 at 14h00 pm

Contact person : Mr. Wisani Tshitangu

Contact Number : 011 411 5074

Email Address : mgoreoang@wrdm.gov.za

Instructions dealing with the depositing of quotations:

Address a sealed envelope clearly marked with the **quote number, description** and **closing date** Deposit it in the RFQ Box situated at the Entrance of Supply Chain Department(**Inside the building**), Municipal Building, Corner Park & 6th Str. Randfontein.

Terms and Conditions relating to tendering:

- The Municipal Supply Chain Policy will apply;
- Bids must only be submitted on the bid documentation provided by the West Rand District Municipality.
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes.
- Bidders must attach a certified copy of the BBBEE Certificate to qualify for BBBEE points
- The following documents must be attached to the quotations / proposals:
 - **An original valid Tax Clearance Certificate obtainable from SARS; and**
 - **An original current account in terms of water & lights/Rates & Taxes obtainable from the municipality which the bidder resides**

MUNICIPAL MANAGER
M.D. MOKOENA