



Supply Chain Management

Need to know

Bids are evaluated in terms of the preference point system as prescribed in the PPPF Act (No 5 of 2000), MFMA Act No 56 of 2003, SCM Regulations and the Council Supply Chain Management Policy. Goods or services above a transaction value of R 200 000.00 (VAT Inc.) and long term contracts may only be procured through the competitive bidding process (tendering process). The main objective of this procedure is to obtain the optimum supply of goods of services from the market in terms of quality, timeliness, cost – while minimizing risks, maintaining integrity and accomplish socioeconomic objectives.

Bid responsiveness/ Procedures

Bidders need to undertake the following to ensure the responsiveness of the bids / proposals.

1. Ensure all bid documents are completed.
2. Adhere to the conditions as stipulated on the bid document.
3. Ensure that the bid document have been properly completed and signed.
4. Ensure the proposal meets the minimum requirements of the bid.
5. Ensure no deviation from, or unacceptable qualification to the terms.
6. Attend site meetings or briefing sessions (if applicable)
7. Ensure that the total bid price is within the required threshold value i.e. (1) 80/20 between R 200 000.00 and R 500 000.00 (2) 90/10 above R 500 000.00.
8. Ensure proposed work plan is submitted (if applicable).
9. Attach all required supporting documentation's i.e. qualifications, profiles, certificates etc.

Function Evaluation Criteria Checklist

Service Providers are required to complete this section to ensure completeness and further evaluation of the proposal. Below is the criteria needed:

1. Original Valid Tax Clearance Certificate.
2. Proof of Registration with SA Planning Council (Copies of Certificates must be submitted).
3. Summary of Company Profile.
4. Project team (CV's must be attached/Qualifications).
5. How long has the company been involved in similar projects (Contactable References (3) must be submitted)/ previously completion of projects?
6. Service provider understands of the Terms of References.
7. Outline all Activities to be carried-out during the duration of the project.
8. Time Frame of the work until completion must be indicated/Detailed budget breakdown.