



## **BERGRIVIER MUNICIPALITY**

### **Quotation: Electronic Cemetery Management Programme**

Bergrivier Municipality awaits quotations from qualified persons/enterprises to supply and install an ELECTRONIC CEMETERY MANAGEMENT PROGRAMME for Bergrivier Municipality.

Further details and official quotation documents may be obtained from Mr J Breunissen during office hours at 022-913 6000.

Quotations and all relevant documents, in a sealed envelope clearly marked "***Electronic Cemetery Management Programme***" must be handed in at the Municipal Office, Church Street, Piketberg, before **12:00 on Friday 9 December 2011**. No late, electronic or faxed quotations will be accepted.

Quotations will be evaluated in accordance with Council's Preferential Procurement Policy (80/20).

Bidders must meet the listing criteria in Bergrivier Municipality's Supply Chain Management Policy and must therefore register on Council's database for prospective providers.

Bergrivier Municipality is not obliged to accept the lowest, any part of a bid or bid.

**EC LIEBENBERG**  
**MUNICIPAL MANAGER**

**Municipal Offices**  
**13 Church Street**  
**PIKETBERG**  
**7320**

**MK 143/2011**

## Electronic Cemetery Management Programme

### CONDITIONS OF QUOTATION

1. Quotations in sealed envelopes, clearly marked with the relevant reference, must be handed in at Bergrivier Municipal Office, 13 Church Street, Piketberg, by not later **12h00** on **FRIDAY 9 DECEMBER 2011**, when it will be opened in public.
2. Details and enquiries regarding the quotation are available from Mr J.Breunissen during normal office hours at Tel: (022) 913 6000.
3. Quotations must be completed and submitted on the attached forms.
4. Quoted price must include VAT.
5. A firm delivery period must be indicated. Failure to provide the delivery period will invalidate the quotation.
6. Quotations must be signed by an authorised person.
7. An original and valid Tax Clearance Certificate must be submitted with the quotation.
8. Late quotations or quotations by telegraph, telephone, telex, facsimile or e-mail will not be accepted.
9. Quotations received will be evaluated according to Council's Preferential Procurement Policy (80/20). If the schedule is not completed comprehensively, no credits will be given.
10. The acceptance of the quotation and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
11. Goods may only be provided after and according to the issued official order.
12. Payment will only be made after the goods have been delivered or service was rendered, to the satisfaction of the Municipality, as per official order.
13. Payment will only be made within thirty (30) days of receipt of monthly statement and the relevant VAT invoice containing the official order number and the municipality's VAT number.
14. Bidders must meet the listing criteria in Bergrivier Municipality's Supply Chain Management Policy and must therefore register on Council's database for prospective providers.
15. Failure to comply with any of these conditions may invalidate your quotation.

