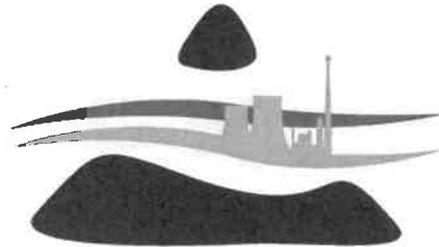


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 046/2022-23

SUPPLY AND DELIVERY OF STATUTORY BOOKS

CLOSING DATE 28 APRIL 2023 @ 12:00PM

PREPARED FOR/BY:

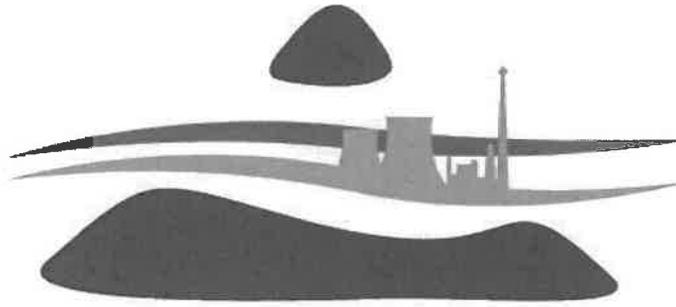
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 046/2022-23

Date: 21 April 2023

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

SUPPLY AND DELIVERY OF STATUTORY BOOKS

SPECIFICATIONS

Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 28 April 2023 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**
- For all transaction tax Clearance certificate must be attached.
- The service provider **MUST** complete the following MBDs form (4, 6.1 and 8) failure to complete those forms will led to disqualification.
- Copy of company registration reflecting equity owned by the members and status.

- ALL service providers are requested to submit a Valid BBBEE VERIFICATION CERTIFICATE together with quotation to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- Certified ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

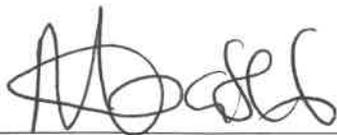
- ❖ PRICE 80
- ❖ BBBEE Status 20

Special Goals	Points Allocation
Black owned (more than 51%)	10
Women owned (more than 51%)	5
Youth owned (more than 51%)	5

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully



M Choshane
ACTING CHIEF FINANCE OFFICER

OFFICE OF THE DIRECTOR
ENVIRONMENTAL HEALTH AND EMERGENCY SERVICES

DATE: 16 March 2023
DEPARTMENT: EH & ES
COMPILED BY: Nomalanga Oluranti

SPECIFICATIONS FOR STATUTORY BOOKS

<i>ITEM DESCRIPTION</i>	<i>ITEM SPECIFICATIONS</i>	<i>QUANTITY</i>
Statutory Books Annexure D Annexure E Annexure F Prohibition Order (Annexure C)	<ul style="list-style-type: none"> - A4 50 sheets/ book - Triplicate Book - Hard body cover - Carbonless forms - Colors: White,(Primary page) Yellow (Triplicate page) and Pink (duplicate page) - Peculated and open on left side - Standard numbering in black ink on top right of the page (i.e. Sheet:001) 	5



Mr. A van Zyl

Acting Director: Environmental Health and Emergency Services

ANNEXURE D

FOOD STUFFS, COSMETICS AND DISINFECTANTS ACT, 1972(ACT NO. 54 OF 1972)

**REGULATIONS RELATING TO THE POWERS AND DUTIES OF INSPECTORS
AND ANALYSTS CONDUCTING INSPECTIONS AND ANALYSES
ON FOODSTUFFS AND AT FOOD PREMISES, R328 OF 20 April 2007**

ORDER FOR THE SEIZURE OF FOODSTUFFS IN TERMS OF REGULATION 4(1)(b)

In terms of the above mentioned regulations the following foodstuffs are deemed to be unfit for human consumption as verified by an inspection and/or examination or analysis thereof for the following reason(s):

.....and is hereby
seized at the following address.....
.....
.....
.....
.....

Quantity	Article of food	Description	Reason for detention	Mark

.....
Signature: Inspector

.....
Date



ANNEXURE E

FOOD STUFFS, COSMETICS AND DISINFECTANTS ACT, 1972(ACT NO. 54 OF 1972)

**REGULATIONS RELATING TO THE POWERS AND DUTIES OF INSPECTORS
AND ANALYSTS CONDUCTING INSPECTIONS AND ANALYSES
ON FOODSTUFFS AND AT FOOD PREMISES, R328 OF 2007**

**CERTIFICATE FOR REMOVAL AND SAFE DISPOSAL OF SEIZED FOODSTUFFS AT
REQUEST OF THE PERSON IN CHARGE REFERRED TO IN REGULATIONS 4(9)**

Name and address of person in charge: _____

Date: _____

This is to certify that under mentioned foodstuffs has/have been removed and will be destroyed for the following reason(s): _____

Quantity	Article of food	Description	Reason for detention	Mark

.....
Signature:

**PERMISSION FOR THE REMOVAL AND SAFE DISPOSAL OF
ABOVENTIONED FOODSTUFFS**

I, the undersigned hereby surrender the abovementioned foodstuff(s) to the Inspector and agree to its removal and safe disposal.

Signature: owner/Agent.....

Date:.....

ANNEXURE F

FOOD STUFFS, COSMETICS AND DISINFECTANTS ACT, 1972(ACT NO. 54 OF 1972)

**REGULATIONS RELATING TO THE POWERS AND DUTIES OF INSPECTORS
AND ANALYSTS CONDUCTING INSPECTIONS AND ANALYSES
ON FOODSTUFFS AND AT FOOD PREMISES, R328 OF 20 April 2007**

ORDER FOR AN INSTRUCTION ISSUED IN TERMS OF REGULATION 5

ADDRESS OF PREMISES.....
.....

PERSON IN CHARGE:.....

POSTAL ADDRESS:.....

NAME OF INSPECTOR:.....

DATE OF INSPECTION :

It is hereby instructed that the following condition(s) existing on the above-mentioned food premises be rectified immediately, or by the following date:.....

(1).....
.....

(2).....
.....

(3).....
.....

(4).....
.....

(5).....
.....

.....
Signature: Inspector

.....
Date

ANNEXURE C
[Regulation 4(2)]

PROHIBITION ORDER
REGULATIONS GOVERNING GENERAL HYGIENE REQUIREMENTS FOR FOODPREMISES, THE
TRANSPORT OF FOOD AND RELATED MATTERS (638 OF June 2018)

NAME OF BUSINESS
ADDRESS OF PREMISES
PERSON IN CHARGE
NAME OF INSPECTOR
DATE OF INSPECTION

1. It is hereby instructed that the following condition(s) existing on the above -mentioned food premises be rectified immediately, or by the following date: _____

- (a)
- (b).....
- (c).....
- (d).....
- (e).....

2. The reason(s) for the prohibition:

.....

.....

.....

.....

3. The Certificate of Acceptability may not be displayed until such time the prohibition has been removed

4. The prohibition will in writing be removed by a local authority as soon as the reason(s) for the prohibition has (have) been removed and provided that the inspector is satisfied that the reason(s) for the prohibition is (are) not likely to recur.

5. No person shall perform any act that is contrary to this prohibition. Any person performing an act contrary to this prohibition order will be guilty of an offence and liable for prosecution.

Name of Inspector _____

Name of owner _____

Signature _____

Signature _____

Date _____

Date _____

MEMORANDUM

TO :Acting Municipal Manager Mr Siphon Thomas	FROM: Acting Director EH&ES Mr. Andre van Zyl
	DATE:03 April 2023

Motivation for Cartridges

The above matter refers:

Cartridges requested are for the department Environmental Health and Emergency Services .They will be used for the desk printers. Desk printers are mainly used to print inspection reports and other work related documents. The colour cartridges are only used by Secretary, Managers and Administrators for printing certificates and other work related documents.

The Desk printers helps a lot when we have challenges with the main printing machines in the Offices namely Satellite Offices and TNH Building

The following personnel will receive the cartridges

Name of Personnel	Designation	Office situated	Colour
Mohapi Mathibe	Manager Disaster & Fire	Sasolburg	Colours
Tshidi Lemeko Mogoera	Deputy Manager	Sasolburg	Black
Mammy	Secretary	Sasolburg	Colour
Nomalanga Oluranti	Admin officer	Sasolburg	Colours
Naledi Mthimkulu	Admin officer	Sasolburg	Colours
Maposo Sikhosana	Admin Officer	Frankfort	Colours
Cecilia Mokhele	Admin Officer	Parys	Black
Debra Ngundue	EHP	Sasolburg	Black
Mcebo Mkhathshwa	Snr Pollution Officer	Sasolburg	Black
Dirk De Vos	Snr EHP	Kroonstad	Black
Alex Makateng	EHP	Sasolburg	Black

Trust you find the above in order.

A handwritten signature in black ink, consisting of several overlapping loops and curves, positioned above a horizontal line.

Andre van Zyl
Acting Director Environmental Health & Emergency Services

MEMORANDUM

TO : Acting Municipal Manager	FROM: Acting Director EH&ES Mr. Andre van Zyl
	DATE: 03 April 2023

Motivation for Notice/Statutory Books

The above matter refers:

Municipal Health Services is responsible for the enforcement of number of functions, being preventative and reactive functions.

The purpose of enforcement is to secure compliance with legal requirement. Environmental Health Practitioners are responsible for the enforcement of the following function which is food safety. To ensure compliance notice/statutory books should be available to deal with contravention and other legislative requirements.

Trust you find the above in order.



Andre van Zyl
Acting Director Environmental Health & Emergency Services