



UMZIMVUBU
— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. N. Zibi

Date: 02/10/2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation TO SUPPLY AND DELIVER GRAVE NUMBERS FOR OLD CEMETERY-MT FRERE AS PER SPECIFICATION.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 10/10/2014 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.

THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION.

SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

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MR GPT NOTA

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UMZIMVUBU

LOCAL MUNICIPALITY

MEMORANDUM

PERSON DEALING WITH THE MATTER: MR A.N. MANDLANA

TO : Budget and Treasury
FROM : Manager: Citizen and Community Services
DATE : 01 September 2014
FILE NO. : 5/6/1/4
SUBJECT : **Request for OLD Mount Frere Cemetery 2300 Grave Numbers**

Vote No. 208 - 700041

The above mentioned matter bears reference

Background and Reasoning

Umzimvubu Local Municipality is undertaking an extensive project to identify and number old grave site, and as well as collect, verify and update the burial records of Mount Frere Old Cemetery. This is a painstaking process of identification and numbering of old grave site, as well as collecting and integrating old burial data into the already existing cemetery software program known as SmartMun Municipal Management Suite. The Municipality operates and manages four cemeteries, two cemeteries in Mt Ayliff and two cemeteries in Mount Frere.

In 2012 the Municipality installed a SmartMun Municipal Management Software suit a computerized system of managing ULM cemeteries and burial electronic records, up until the records were recorded on the system. This system began in 2012 for all new burial records moving forward. To this end the Municipality is intending to collect and computerize all the previous burials into the new (SmartMun Cemeteries Manager) system.

The mission of the Burial Database Project of Umzimvubu Local Municipality Old Cemetery is to identify, document and memorialize burial sites of the Umzimvubu old cemeteries, most of which are abandoned or undocumented, we seek to identify these grounds by creating a database for their documentation regardless of their current condition.

The initial stage of this project will be to collect, record and store pertinent information gathered from community, property owners, churches, community organizations, relevant stakeholders and concerned citizens through public participation and submission to the municipality.

The primary goal of the Burial Database of Umzimvubu Old Cemeteries project will be to create a Local burial register that will be accessible to the public as a genealogical instrument to assist those searching for lost remains of their personal history.

The purpose of this project is to provide a traceable and researchable database for all cemeteries.

Objective

The two main objectives of the investigation of unrecorded burials are as follows:

- To summarize the information (unrecorded burials) that will be available in order to update the database.
- To create a comprehensive inventory of burial locations in ULM as a resource tool for families, relatives and genealogists.

Scope of works

This is an attempt to develop a practical way incorporate previous burial records on the new electronic burial management system. Our project approach therefore includes the following activities:

- Public Participation
- Site inspection and investigation
- Evaluate the already existing system levels of functionality interms of requirements for capturing, update and incorporation of the data.
- Old grave numbering
- Data Recording

Project Deliverable

- Research Report and Microsoft Access Database
- Burial records on CD containing information of all the unrecorded burial sites.
- Data (Unrecorded burial site) capturing on SmartMun Municipal Management Software
- Grave numbering

Recommendation

That budget and treasury purchase 2300 grave numbers for Mount Frere OLD Cemetery Project that will initiate on the month of **October 2014, 2nd quarter**. We also urge that the grave numbers be availed when the project initiate.

Specification

- **Size = 130X 185mm**
- **Crombadels board covered in green vinyl (the number must be cut in white vinyl) painted in rust resistant black oxide paint/ galvanized**
- **Stakes must be attached to the cromadele with rivets, the length 600mm**
- **Flat bar steel pointing at one end and be painted with/ in rust resistant black oxide paint/ galvanized.**
- **From 401 to 2700 grave numbering**

Yours in service delivery



MR M.N. SINEKE
MANAGER: CITIZEN AND COMMUNITY SERVICES