



ELIAS MOTSOALEDI LOCAL MUNICIPALITY

QUOTATION NO. RFQ 09/06/2023

REQUEST FOR QUOTATIONS OR SERVICES
(R 30 000 TO R 200 000.00)

SUPPLY, DELIVER, REMOVE, REPAIR AND INSTALLATION OF OFFICE FURNITURE FOR THE PUBLIC SAFETY DIVISION

CLOSING DATE:	09/06/2023	TIME	09H00
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NAME OF COMPANY	
TOTAL AMOUNT	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: COMMUNITY SERVICES – PUBLIC SAFETY DIVISION	
V. MASILELA		C. COETZEE	
MANAGER SCM		MANAGER: PUBLIC SAFETY	
TEL. NUMBER	013 262 3056	TEL. NUMBER	013 262 3056
QUOTATION ISSUED BY			
SCM UNIT			
		TEL. NUMBER	013 262 3056
ELIAS MOTSOALEDI LOCAL MUNICIPALITY		P.O. BOX 48 , GROBLERSDAL, 0470	

QUOTATION DETAILS

TENDER TITLE	SUPPLY, DELIVER, REMOVE, REPAIR AND INSTALLATION OF OFFICE FURNITURE FOR THE PUBLIC SAFETY DIVISION					
CLOSING DATE	09/06/2023		CLOSING TIME		09H00	
SITE MEETING	DATE	07 JUNE 2023	TIME	11H00	COMPULSORY	YES
SITE MEETING ADDRESS	CNR ROBERTSON & BARLOW AVENUE (INFRASTRUCTURE SERVICES)					
CIDB GRADING REQUIRED	N/A		LEVEL AND CATEGORY		N/A	
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20	
QUOTATION BOX SITUATED AT	2nd Grobler Avenue, Groblersdal, Elias Motsoaledi local Municipality					
OPERATING HOURS	The bid box is open during office hours, Monday to Friday from 7h30 to 16h15					
OFFER TO BE VALID FOR	30	DAYS FROM THE CLOSING DATE OF QUOTATION.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation.
2. Quotations that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
4. No late quotations after closing date and time will be accepted.
5. Quotations not clearly marked and unnamed will not be accepted.
6. Quotations may only be submitted on the quotation documentation provided by the municipality.
7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

QUOTATION NOTICE & INVITATION
ELIAS MOTSOLEDI LOCAL MUNICIPALITY
QUOTATION NO: RFQ 09/06/2023

CLOSING DATE: 09/06/2023 AT 09H00

**SUPPLY, DELIVER, REMOVE, REPAIR AND INSTALLATION OF OFFICE FURNITURE FOR THE
PUBLIC SAFETY DIVISION**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for fit, supply and delivery of **SUPPLY, DELIVER, REMOVE, REPAIR AND INSTALLATION OF OFFICE FURNITURE FOR THE PUBLIC SAFETY DIVISION**

Quotation documents and specifications are available on the municipal website (www.emlm.gov.za)

The closing time for receipt of quotations is **09:00am on 09/06/2023**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted.

Any technical enquiries relating to the quotation document may be directed to SCM Department on 013 262 3056.

Fully completed quotation documents, clearly marked "**Quote No: RFQ 09/06/2023, SUPPLY, DELIVER, REMOVE, REPAIR AND INSTALLATION OF OFFICE FURNITURE FOR THE PUBLIC SAFETY DIVISION**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at 2nd Grobler Avenue, Elias Motsoaledi local Municipal Building, **Groblersdal, 0470, by no later than 09h00 am, on 2023/06/09**. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000: Preferential Procurement Regulation 2022 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality. Bidders will be evaluated on Price and Specific goals.

For quotes with a Rand value up to R50 000 000, the preference point system of 80/20 will apply, where 80 points will be for **(Price)** and 20 points will be for **Specific Goals** (Black, Women, Disability & people living in rural underdeveloped areas) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 Of 2000)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Company which at least 51% is owned by Black People	10	
Company which at least 51% is owned by people living in rural underdeveloped areas	10	
TOTAL POINTS	20	

No awards will be made to a person:

- Who is not registered on the Central Supplier Database,
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

Minimum Requirements

The following documents have to be attached: **(NB: Failure to meet any of the below minimum requirements will lead to disqualification)**

- Central Supplier Database registration report (Detailed)
- Valid copy of company registration document
- Compulsory Briefing Session
- Fully Completed MBD1, MBD4, MBD6.1, MBD8 and MBD9 Forms
- Proof of Municipal rates and taxes or services charges:
 - Of the company and all of its directors not in arrears for more than 90 days or
 - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
 - if leasing, a signed lease agreement by the lessor and the lessee and a declaration/letter indicating that the bidder and/or the director does not have municipal account and that the municipal services; rates and taxes are paid by the property owner, should be signed by the lessor and such declaration/letter must be attached / Municipal rates in the name of the lessor for both company and director(s).
- CIPC Abridged Certificate Annual returns ***(Figures / Amount page)***.
- Any alterations must be signed ***(NB: not initialed)***
- Signed each page ***(NB: not initialed)***
- Original Certified copies of ID's of the Director(s)(not older than 3 months)
- Fully completed Quotation documents ***(bidders will be disqualified for incomplete document)***

M.M KGWALE
MUNICIPAL MANAGER
ELIAS MOTSOALEDI LOCAL MUNICIPALITY
2ND GROBLER AVENUE, 0470

C2 PRICING SCHEDULE

C2.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- d) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- e) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents.
- f) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- g) Provisional amounts shall only be expended on the specific instruction of the Employer.
- h) All prices and rates entered in the pricing schedule must be **inclusive of Value Added Tax (VAT)**.
- i) If VAT registered, then should be added below the schedule. If not VAT registered indicate zero or N/A
- j) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- k) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- l) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.

CUSTOM DESIGNED OFFICE FURNITURE SPECIFICATIONS

All the items must be supplied, delivered and securely installed by the Service Provider.

BOQ

#	ITEM	QTY	UNIT PRICE	TOTAL
1	<p>Custom designed reception Counter/table:</p> <ul style="list-style-type: none"> • Heavy Duty Melamine Reception counter table (Mahogany), • Four (4) lockable drawers on left side (inside dimension is 80mm x 350mm x 420mm), • One (1) lockable drawer on right side (inside dimension is 200mm x 350mm x 420mm), • All drawers on heavy duty drawer runners and extra strong floor borads ¼ inch thick. • One (1) durable computer platform on right side below drawer, with sufficient ventilation, • EMLM Colour Logo on front of counter desk (500mm x 500mm) with solid backing (2000mm x 700mm) and design strips on sides of logo, • Eight (8) x 100mm Stainless Steel cabinet legs, • Table top with access holes and securely fitted channels for cabling (2050mm x 750mm), • Counter top (2050mm x 300mm) with dividers supporting the counter top, • Five (5) x heavy duty handels, 	1		
2	<p>Adjustable Wall mounted Duel Monitor Computer arm</p> <ul style="list-style-type: none"> • Wall Mount Station for monitor and keyboard featuring easy height adjustment using mechanical spring (monitor mount) and pneumatic spring (keyboard mount) technology to accommodate any position • Cable Management system has been integrated to keep potentially messy cords clean and organized • Arms And Tray can both be folded up to save space and make storage far less of a hassle • Sit And Stand experience brings you an ergonomic life for a workflow filled with comfort and convenience • Sturdy steel design backed with a 3 Year Manufacturer Warranty and friendly tech support to help with any questions or concerns 	7		
3	<p>Adjustable Desk mounted Duel Monitor Computer arm</p> <ul style="list-style-type: none"> • Aluminum Alloy + ABS Color : Silver • Net weight: 4kg • Gross weight: 4.2kg • Base clamping thickness Less than or equal to 60mm • Applicable models 11-17 inch notebook and 17-32 inch monitor • Product load: 0-9kg 	5		
4	<p>Remove old air conditioner and install Heavy duty steel cover plate:</p> <ul style="list-style-type: none"> • 3mm (660mm x 430mm) powder coated steel plate securely installed with roll bolts to cover aircon hole. 	1		
5	<p>Custom designed small Heavy Duty Melamine wall sunk unit where air conditioner was installed with specifications as follows:</p> <ul style="list-style-type: none"> • Melamine wall sunk unit (520mm x 660mm x 430mm) • One (1) x drawer (500mm x 580mm x 250mm) • One (1) x drawer (500mm x 580mm x 150mm) • All drawers on heavy duty drawer runners, • Two (2) x heavy duty handels, • Extra strong base to support wall sunk unit, • Durable drawer floor board ¼ inch thick. 	1		

6	<p>Custom designed Mahogany Melamine Wall mounted Corner Filing Units with specifications noted as follows:</p> <ul style="list-style-type: none"> • Eight (8) x Wall durable mounted panels (2500mm x 400mm x 50mm) – Two (2) per unit, • Eight (8) x side mounted panels (2500mm x 100mm) – Two (2) per unit, • Six (6) x durable triangular corner shelves flushed in wall mounted side panels with extra support (At least 30mm). • Four (4) Stainless Steel cabinet legs. 	4		
7	<p>Custom designed Melamine filing cubes with specifications per unit as follows:</p> <ul style="list-style-type: none"> • Safely and securely Wall mounted at 1700mm high, • Dimension of a unit is: 1000mm x 350mm x 350mm x 30mm, • Lockable sliding door with durable runners, • Two (2) x heavy duty handels. 	6		
8	<p>Melamine Office Table</p> <ul style="list-style-type: none"> • Two (2) lockable drawers on right side (inside dimension is 80mm x 350mm x 420mm), • All drawers on heavy duty drawer runners and extra strong floor boards ¼ inch thick. • One (1) durable computer platform on right side below drawers, with sufficient ventilation, • Four (4) x 100mm Stainless Steel cabinet legs, • Square tubing (75mm x 2.5mm) Stainless Steel leg support on left side of table, • Table top with access holes and securely fitted channels for cabling (1500mm x 750mm), • Two (2) x heavy duty handels, 	4		
9	<p>Remove Cupboards:</p> <ul style="list-style-type: none"> • Remove high density walk-in filing unit/cabinet at Municipal Stores in Eind Street and reinstall it at the Traffic Division, 14 Robertson Avenue, Groblersdal, • Remove Heavy Duty Safe at 14 Robertson Avenue and take it to Municipal Stores, • 3 x Remove cupboards to Assets at Municipal Stores in Eind Street, • 3 x Remove, reinforce, repair and strengthen side walls, rear panel, helves and ad stainless steel cabinet legs, whereafter the wooden cupboards must be securely reinstalled. • 2 x remove and securely reinstall counter tops. 	6		
10	<p>Heavy Duty High-back Office Chair:</p> <ul style="list-style-type: none"> • Forward Pivot Mechanism • Double Taper Gas Spindle • Comes Standard without Arms • Tension Adjuster • Polished Aluminium Five Star Base with Heavy Duty Double Castors • 20mm Thick One-Piece Plywood Shell of Fourteen Laminates • Seat Width 600mm • Foam on Seat is Very High-Density Chip with a Laminated High-Density Foam • Foam on Back is Very High Density 	5		

	<ul style="list-style-type: none"> Guaranteed to Carry a Weight of up to 150KG and is suitable for 24 Hours use 			
11	<p>Wall sunked cupboard with specifications as follows:</p> <ul style="list-style-type: none"> Dimension – 1150mm x 1510mm x 400mm, Amber Cherry Melamine – 30mm, Two (2) lockable sliding doors on durable runners, Two (2) x heavy duty handles, Two (2) x shelves – 1510mm x 400mm with at least 12 durable supports. Rear of cupboard must be at least 30mm melamine with double wall with isolation to provide sound damping. 	1		
12	<p>Melamine underdesk lockable 2 drawer and computer stand</p> <ul style="list-style-type: none"> One (1) lockable drawer (inside dimension is 80mm x 350mm x 420mm), One (1) lockable drawer (inside dimension is 200mm x 350mm x 420mm), All drawers on heavy duty drawer runners and extra strong floor boards ¼ inch thick. One (1) durable computer platform below drawer, with sufficient ventilation, Four (4) x 100mm Stainless Steel cabinet legs, Two (2) x heavy duty handles, 	8		
13	<p>Melamine L-Shaped (6000mm) table top securely installed with specifications as follows:</p> <ul style="list-style-type: none"> 2 x 3600mm x 600mm x 32mm Melamine (Colour is the same as office) cut and joint to fit office space, 5 x Stainless Steel Table top leg (710mm x 80mm), L-Shaped support brander for table top. 	1		
14	<p>Custom built wall mounted cupboard/unit with specifications as follows:</p> <ul style="list-style-type: none"> Melamine wood cupboard (1100mm x 600mm x 2200mm) Lower cabinet with rear ventilation for fridge (550mm x 900mm x 600mm), Shelve for printer (500mm x 500mm x 700mm) with extra support for durability, Two (2) shelves for filing (1100 x 600mm) with extra support to extend for filing durability, Lockable doors with heavy duty durable hinges, Two (2) heavy duty handles. 	1		
15	<p>Workstation deviders with specifications as follows:</p> <ul style="list-style-type: none"> Securely Installed on Counter tops to conform to cubicle dimensions, 600mm x 600mm x 20mm 	6		
16	<p>Custom designed under counter shelve (Traffic Counter) with 6-way plugs for battery chargers:</p> <ul style="list-style-type: none"> 1900mm x 250mm x 30mm 	1		
17	<p>Zebra Roller Blinds</p> <p>Securely installed in the office of the Manager Public Safety (1600mm x 1100mm).</p>	2		
18	<p>Custom designed under counter lockable drop box for traffic fines (Traffic Counter) with specifications as follows:</p> <ul style="list-style-type: none"> Melamine (250mm x 600mm x 900mm), Four (4) x 100mm Stainless Steel cabinet legs, 	1		

<ul style="list-style-type: none"> • 350mm x 20mm cut in counter top, • Door with durable hinges (500mm x 700mm), • Heavy duty lock system to lock the drop box, • 1 x Heavy duty handle 			
Sub Total			
Add 15% VAT (If Applicable)			
Grand Total			

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOLEDI LOCAL MUNICIPALITY)

BID NUMBER:	CLOSING DATE:	CLOSING TIME:	
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DESCRIPTION

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS

02 GROBLER AVENUE

GROBLERSDAL

0470

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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<i>TOTAL NUMBER OF ITEMS OFFERED</i>	<i>TOTAL BID PRICE</i> R
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<i>SIGNATURE OF BIDDER</i>	<i>DATE</i>
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	C. COETZEE
CONTACT PERSON	V MASILELA	TELEPHONE NUMBER	013 262 3056
TELEPHONE NUMBER	013 262 3056	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	ccoetzee@emlm.gov.za
E-MAIL ADDRESS	vmasilela@emlm.gov.za		

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state? If yes, please furnish particulars :	Yes	No
3.7.1	Name of director		
3.7.2	Service of state organization		

3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
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3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? If yes, please furnish particulars:	Yes	No

3.13.1	Name of director	
3.13.2	Related company	
Note:	<p>SCM Regulations:</p> <p>"In the service of the state" means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. <p>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>	

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Company which at least 51% is owned by Black People	10	
Company which 51% is owned by people living in rural underdeveloped areas	10	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:.....

ADDRESS:.....

.....

.....

.....

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page</p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.</p>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids¹ invited.
- 2 Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(RFQ Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
SignatureDate

.....
Position Name of Bidder

NOTICE OF SUPPLY CHAIN MANAGEMENT

APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database.

Registration is COMPULSORY in order to conduct business with Elias Motsoaledi Local Municipality.

The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate)

QUESTIONS		YES	NO
1.	Is your company registered on the Central Supplier Database?		
2.	If yes, provide the following details:		
2.1	<ul style="list-style-type: none"> ▪ CSD registration number 	MAAA	
2.2	<ul style="list-style-type: none"> ▪ Unique CSD number 		
3.	If no, please register on Central Supplier Database ,website, www.csd.gov.za , before submitting tender document		
I, (insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (insert company name)			
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

General Notes:

- The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – www.treasury.gov.za/legislation.