

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

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Supply Chain Unit
Procurement

Our Ref:
Ons Verw: 02-19/10/2017

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

19 October 2017

INVITATION TO QUOTE (RFQ 02- 19/10/2017)

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items. The price must indicate vat as well as delivery (where applicable)

In terms of Section 19(b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

SUPPLY AND DELIVERY OF OFFICE STATIONERY

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	<ul style="list-style-type: none">STATIONERY (SEE ATTACHE BELOW)	1

Quotations must be deposited in a box marked "STATIONERY" not later than **30 October 2017 at 10:00** faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (SCM UNIT) at 013 262 3056.

EVALUATION CRITERION (80/20)

Minimum requirements

- Central Supplier Database Registration Report
- Valid company registration certificate
- Certified copy of BBB-EE certificate, an EME letter from accountants or a sworn affidavit from commissioner of oath (**failure to submit BBB-EE certificate or a sworn affidavit; no points will be allocated, but will be evaluated further**)
- Fully completed MBD 4,8 and 9 forms
- Proof of municipal rates and taxes of the company or any of its directors not in arrears for more than three months must be submitted and companies that are located in areas that do not pay municipal rates and taxes a proof from the municipality should be submitted stating that the company is located at the area that does not pay municipal rates and taxes. If leasing, the service provider must attach copy of lease agreement and 3 months statement municipal rates and taxes of the lessor.

General Notes

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


R.M. MAREDI
MUNICIPAL MANAGER

Elias Motsoaledi
Local Municipality

19 OCT 2017

Municipal Manager

Stationary for libraries

6	x	- date stamps (self-inking dater 3.8mm print – numbers only ✓
6	x	- book glue – 500ml squeeze bottle with sealable lid ✓
9	x	- tower white lables 32 x 50 mm ✓
3	x	- scissors - large – soft grip ✓
1	x	- tape dispenser – heavy duty – 75mm core
3	x	- large tape dispenser – 75mm large and 25mm small core
9 packs	x	- book ends – beige – standard H135mm cork base
6 sets	x	- alpha guide blocks – vanished solid pine – set of 26
3 packs	x	- Reddi corners (reinforces corners of soft and hardcover books)
12 x	18mmx66m	- Clear cello tape
12 x	48mmx50m	- clear packing tape (cello tape)
6 x	A4	- notebooks
2 x	23/15 (15mm)	- heavy duty staples
9 x	26/6	- staples
4 x	packs	- monami jumbo highlighters (pack of 6)
3 x		- permanent marker black artline 90
3 x		- permanent marker black artline 700
3 x		- permanent marker red artline 90
6x		- monami – zeta ballpoint pen 0.7mm nib pocket clip - black
1 x	pack of 20	- papermate – inkjoy ballpoint pen – assorted colors – retractable medium nib
6 x		- rulers
9 x		- rubber bands
6 x		- erasers
6 x		- 2hole metal pencil sharpeners
9 x		- correction pens
3 x		- bostik prestik
9 x		- pritt 40g
2 x	packs of 12	- HB pencils
2 x	packs	- pencil leads 0.5ml (4tubes per pack)
1 x		- calculators
3 x	box of 100	- paper clips – 25mm –
1 x	box of 50 -	paper clips – 78mm – king size
1 x	box	- orange ballpoint pen fine nib
6 x		- red pens – pilot grip ballpoint
6 x		- blue pens – pilot grip ball point
3 x		- book covering pvc roll 120 micron heavy duty (big rolls)
3 x	packs	- note stick 76x76mm
12 x		- plastic files (bags)
12 x		- envelope filies – plastic assorted colors
12 x		- lever arch files
12 x	packs	- colour pencils
1 x		- self adhesive 400 sheet cube 51mm x 51mm
2 x		- desk organizer – moulded plastic
3 x		- 3 tier letter tray
3 x		- endorsing ink – black
3 x		- endorsing ink – red
1 x		- cotton twine
1 x	box	- round roll labels 10mm – orange
1 x	box	- round roll labels 10mm – green
1 x	box	- round roll labels 10mm – blue

- 1 x - neon flag indexer – 5 colors (5pads x 20sheets per pad)
- 3 x - drawing pins 9assorted colors – plastic cover)
- 1 x - large fingerettes (for paging documents) ✓
- 1 x - medium fingerettes ✓
- 3 x - staple removers ✓
- 1 x box 250 - white envelopes (±42 x 23mm – for A4 papers)
- 6 x - hardcover 144pages memo books ✓
- 4 x - desk set with chain pen sets (black – 5 free refills)
- 3 x - counter bells
- 3 x - pocket file display book 20 pockets – hard cover
- 8 x - presentation folder (2 black/2red/2green/2blue)
- 1 x pack - filing pockets (120micron pvc pockets (100 pockets per pack)
- 6 x - carry folders (2blue/2green/2red)
- 1 x box f 50 - plastic file fasteners (coloured)
- 1 x box - paper fastener (51mm no.7 (box of 100) waltons
- 1 x box - grip binders 76mm – pack of 100 waltons
- 3 x - pilot progrex mechanical pencil 0.5mm black
- 6 x - superglue 50g
- 3 x - pritt ponal – wood glue – 100ml
- 3 x - pvc folding clipboard/inner pocket + pen holder (1black/1red/1blue)
- 1 x - step stool (non slip rubberized base – lightweight and portable ✓

MBD 4

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.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (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.

² 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.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 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? YES / NO

3.10.1 If yes, furnish particulars.
.....

3.11 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? YES / NO

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.
.....
.....

3.14 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. YES / NO

3.14.1 If yes, furnish particulars:
.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S 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:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. 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	Is the bidder or any of its directors listed on the Elias Motsoaledi local municipality's database as a company or person prohibited from doing business with the public sector?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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:

- a. take all reasonable steps to prevent such abuse;
- b. 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
- c. 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:

(Bid 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder