MOPANI DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT

DATE: 28 March 2017

FROM: SCM

SUBJECT: Request for Formal Written Price Quotation

Mopani District Municipality hereby invites formal written price quotation from prospective service providers who are registered on the central supplier database (CSD) for supply and delivery of promotional material as per specifications tabulated below:

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Everyday shopper bag branded with Mopani District Municipality logo	200		
Eight (8) Panel Golf Umbrellas branded with Mopani District Municipality logo	200		
Slim & colorful ball point pens branded with Mopani District Municipality logo	200		
Mouse Pads branded with Mopani District Municipality logo	200		
		Sub - total	
		14% VAT	
		Quotation Amount	

Kindly sent the quotation as per the below information:-

MDB 1: Invitation/Advert



Office

MOPANI DISTRICT MUNICIPALITY

Government Buildings, Main Road Private Bag X9687 Giyani 0826

Fax: +27 15 812 4301 Email: basa@mopani.gov.za

Tel: +27 15 811 6300

Supply Chain Management

Department:

BID DESCRIPTION: SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL.

BID NO: MDM 2017-02

Quotations are hereby invited from interested service providers for the design and printing of municipal newsletter. Quotation documents will be downloadable from 28 March 2017 on official Mopani District Municipality website at www.mopani.gov.za. No Briefing session

Interested bidder must should submit proof of the following documentation to avoid disqualification: Quotations must be on an official letterhead of the company; CSD report (Not a month old report); CK/company registration; Valid Tax Clearance; certified or original Valid B-BBEE certificate, All schedules on this document fully completed and signed.

Completed Quotation document with attachments/supporting documents should be deposited in the Bid box of Mopani District Municipality Main building Giyani Old Parliament marked above quotation number/description and contact detail of the bidder not later than closing date/time: 4 April 2017 @ 12H00 indicated above.

The following conditions will apply:

Quotations must be fully compliant to the specification;

Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 points will be for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation. Mopani District Municipality does not itself to accept the lowest or any bid; reserves right to appoint/cancel or accept whole or part of a bid or to negotiate further condition with successful bidder Payment will be effected within 30 days of receipt of invoice Bid will be evaluated/adjudicated in term of Mopani. Price(s) quoted must be valid for at least 30 days from the date of this offer

No late / telephonic / faxed / e-mailed bids will be accept

ENQ: Mojela JM

Shitlhangu DD
Acting Municipality Manager
Closing Date 04 April 2017 / 12h00

FORM OF BID

I/W	e the undersigned: Quote for an amount of R .		VAT Inclusive
the conf	ote to supply and deliver to the greater Tzanee articles, goods, material, services or the like de tract. All quotations shall be based on Net Firn es including vat	escribed both in th	nis and the other schedules to this
1.	Name of Company:		
2.	Country or Origin of goods:		
3.	Maximum period required for delivery of the	goods/services as	from the date of the Order:
	(Ple	ase note that failu	re to delivery within 14 day from date of
	official may result in the municipality cancelli	ng the order)	
4.	CONTACT PERSON		
5.	POSITION OF SIGNATORY		
TEL.	NO:	FAX	
CELI	L NO	ALTERNATIVE	
PHY	SICAL ADDRESS:	ADDRESS	
E-M	AIL ADDRESS:		
I the	e undersigned hereby acknowledge that I am f	ully informed and	conversant with the particulars and
cond	ditions as contained in the document, and agre	ee to supply and o	leliver the items in accordance with this
cont	tract and subject to the price schedule.		
	NATURE OF AUTHORIZED SON TO SINGN QUOTE		R OF AUTHORISED O SINGN QUOTE

PART A

2.

MBD 4

DECLARATION OF INTEREST

1.	Any legal person, including persons employed by the state1, or persons having a kinship with persons employed by the
	state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised
	competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should
	the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to
	them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the
	evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1	Fu	I Name of bidder or his or her representative:	
	1.	Identity Number:	
	2.	Position occupied in the Company (director, trustee, sharehold	er², member):
	3.	Registration number of company, enterprise, close corporation, partnership agree	ement or trust:
	4.	Tax Reference Number:	
	5.	VAT Registration Number:	

2.2 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

VAT Registration Number:

^{1&}quot;State" means -

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.3	Are you or any person connected with the bidder	YES / NO	
	presently employed by the state?		
	If so, furnish the following particulars:		
	Name of person / director / trustee / shareholder/ member:		
	Name of state institution at which you or the person		
	connected to the bidder is employed :		
	Position occupied in the state institution:		
	Any other particulars:		
2	2.4 If you are presently employed by the state, did you obtain	YES / NO	
	the appropriate authority to undertake remunerative		
	work outside employment in the public sector?		
	If yes, did you attach proof of such authority to the bid Document?	YES / NO	

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

(Note: Failure to submit proof of such authority, where	
applicable, may result in the disqualification of the bid.	
If no, furnish reasons for non-submission of such proof:	
2.5 Did you or your spouse, or any of the company's directors /	YES / NO
trustees / shareholders / members or their spouses conduct	
business with the state in the previous twelve months?	
If so, furnish particulars:	
ii 30, idinish paraodiars.	
2.6 Do you, or any person connected with the bidder, have	YES / NO
any relationship (family, friend, other) with a person	
employed by the state and who may be involved with	
the evaluation and or adjudication of this bid?	
If so, furnish particulars.	
2.7 Are you, or any person connected with the bidder,	YES/NO
aware of any relationship (family, friend, other) between	
any other bidder and any person employed by the state	
who may be involved with the evaluation and or adjudication	

Eull No		Identity Number	Doroonal	Incomo	Tay State	Employee	Number
2.9	Full details of directors / tr	ustees / members / sl	nareholders.				
If so, fur	nish particulars:						
whether	or not they are bidding for this o	contract?					
of the co	mpany have any interest in any	other related companie	S				
2.8	Do you or any of the directors			YES/	NO		
0.0	D	////-/		VEO	NO.		
,							
If so.	furnish particulars.						
OI UI	o ola.						
of th	is bid?						

Full Name	Identity Number	Personal Income Reference Number	Tax State Employee Number Persal Number

1				
3	DECLARATION			
	I, THE UNDERSIGNED (NAME)			
	CERTIFY THAT THE INFORMA	TION FURNISHED IN PA	RAGRAPHS 2 and 3 ABOVE IS C	ORRECT.
	I ACCEPT THAT THE STATE M. FALSE.	AY REJECT THE BID OR	ACT AGAINST ME SHOULD THI	S DECLARATION PROVE TO BE
	Signature		Date	
	Position		Nar	ne of bidder
4. IE	ERMS OF CONTRACT			
	ERMS OF CONTRACT ELIVERY OF GOODS AND SERVIO	CES		
DI Deli			of receipt of order, failure to de	eliver the municipality will
DI Deliv	ELIVERY OF GOODS AND SERVIO			eliver the municipality will

	MDM	2017 -02: SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL	9-20
PART 6.1	В		MBD
	PREFE	RENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIO	NS 2011
		e form must form part of all bids invited. It contains general information and serves as a claim form for pd-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution	reference
NB:	DIF	FORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEF RECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL P EGULATIONS, 2011.	
1.	GENE	ERAL CONDITIONS	
	1.	The following preference point systems are applicable to all bids:	
1.	the 80	0/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and	i
	1.	The value of this bid is estimated not to exceed R 1 000 000 (all applicable taxes included) and the system shall be applicable.	erefore the 80/20
	2.	Preference points for this bid shall be awarded for:	
1.	Price;	; and	
2.	B-BBI	EE Status Level of Contribution.	
1.3.1	The	e maximum points for this bid are allocated as follows:	
		POINTS	

1.3.1.1

PRICE

.....

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

.....

Total points for Price and B-BBEE must not exceed

100

- Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

- 2.7 "consortium or joint venture" 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;
- 2.8 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 "EME" means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 "non-firm prices" means all prices other than "firm" prices;
- 2.13 "person" includes a juristic person;
- 2.14 "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007:
- 2.17 "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18	"trustee" means any person, including the founder of a trust, to whom property is bequeathed in
	order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the Drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P\min}{P\min} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

1. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
 - 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

1.

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8	SUB-CONTRACTING				
8.1	Will	/ill any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)	e)		
8.1.1	If yes, indicate:				
	(i)	what percentage of the contract will be subcontracted?	%		
	(ii)	the name of the sub-contractor?			
	(iii)	the B-BBEE status level of the sub-contractor?			
	(iv)	whether the sub-contractor is an EME? YES / NO (delete which is not applicable)	ole)		
9	DEC	ECLARATION WITH REGARD TO COMPANY/FIRM			
9.1	Nam	ame of firm :			
9.2	VAT	AT registration number :			
9.3	Com	ompany registration number			
9.4	TYP	YPE OF COMPANY/ FIRM			
	Part	artnership/Joint Venture / Consortium			
	One	ne person business/sole propriety			
	Clos	ose corporation			
	Com	ompany			
П	(Ptv	Ptv) Limited			

[TICK APPLICABLE BOX]

9.5	DESCRIE	BE PRINCIPAL BUSINESS ACTIVITIES
9.6	COMPAN	NY CLASSIFICATION
	Manufact	urer
	Supplier	
	Professio	nal service provider
	Other ser	vice providers, e.g. transporter, etc.
	[TICK APP	LICABLE BOX]
9.7	MUNICIP	AL INFORMATION
	Municipal	lity where business is situated
	Registere	ed Account Number
	Stand Nu	mber
9.8	TOTAL N	IUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?
9.9	claime	ue undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points d, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate es the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;		
			itions of contract have not been fulfilled, th	n claimed or obtained on a fraudulent basis or any of the purchaser may, in addition to any other remedy it
		(a)	disqualify the person from the bidding pro	ocess;
		(b)	recover costs, losses or damages it ha conduct;	is incurred or suffered as a result of that person's
		(c)	cancel the contract and claim any dama make less favourable arrangements due	ages which it has suffered as a result of having to to such cancellation;
		1.	directors who acted on a fraudulent bas	eholders and directors, or only the shareholders and sis, from obtaining business from any organ of state er the audi alteram partem (hear the other side) rule
		2.	forward the matter for criminal prosecution	n
1.	WITNESSES;			
				SIGNATURE(S) OF BIDDER(S)
2.				DATE:
	SS: 	•••••	······································	

Part C

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 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.
- 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;
- 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.
- 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.
- 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 number:	
Bid Description:	
In response to the invitation for the bid made by Mopani District Municipality	

Do hereby make the fo	ving statements that I certify to be true and complete in every re	spect:
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.
- 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