



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION FORM**

**Procurement from R30 000, 00 up to a transaction value of R200 000, 00 (including Vat). (For publication on Lesedi Local Municipality Website and Notice Board)**

**SUPPLY, DELIVER AND OFF-LOADING OF METER SEALS AS PER NRS 096-1:2007**

DATE OF ADVERTISEMENT	29 MARCH 2019
DATE OF CLOSING	08 APRIL 2019 AT 12H00
COMPULSORY BRIEFING SESSION ( IF APPLICABLE)	
<b>DETAILS OF BIDDER</b>	
FULL NAME	
ADDRESS OF BIDDER	
ID NUMBER (SOLE PROPRIETOR) COMPANY OR CC NUMBER	
REGISTRATION NUMBER (PTY) LTD	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER (IF ANY)	
CONTACT PERSON	
ALTERNATIVE CONTACT PERSON	
TELEPHONE NUMBER	
CELL PHONE NUMBER	
FAX NUMBER	
CIDB NUMBER (IF ANY)	

**Must be completed in full**

## SCOPE OF SERVICES

**THE SUPPLY AND DELIVERY OF METER SEALS AS PER NRS 096-1:2007 ON AN AS AND WHEN REQUIRED BASIS FOR AN AMOUNT NOT EXCEEDING R200 000 INCLUSIVE OF VAT.**

### **1 SCOPE OF CONTRACT:**

This contract calls for the supply and delivery of the item listed in the price schedule, to the Lesedi Local Municipality. The delivery address will be supplied at time of ordering.

### **2 QUANTITIES AND DELIVERY:**

The Municipality however, reserves the right to increase or decrease the quantities of any or all items at any time. The successful tender shall therefore remain open until the order reaches R200 000.00 inclusive of Vat for the ordering of materials, **as and when required**, in which case the delivery period shall remain the same as that quoted in this contract document. The quantity expected to be used for this tender will be approximately 30 000 seals per category.

### **3 REQUIREMENTS**

Seal to be used for sealing all types of electricity meters – low to medium security. The seal will be applied as per the NRS 096-1:2007 specification. The sample of the seal and product certificate must be provided with this bid, failing the bid will be rejected. Other compulsory requirements are as follows

- Bidders are required to submit an official quote on a company letterhead
- Delivery must be within 14 days after the receipt of order
- Only locally produced or locally manufactured Textiles and Clothing from local raw material or input will be considered. A stipulated minimum threshold for local production and content for this bid is 100%. Proof to be submitted.
- If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the DTI should there be a need to import such raw material
  
- Original tax clearance certificate/Tax pin from Sars
- Forms listed below ( Municipal Bid Documents )
- Latest municipal account / Clearance Certificate for Water and Lights.
- CSD Registration report
- Authority letter
- Relevant Letter of good standing
- Directors copy of ID

The Declaration Certificate for Local Production and Content (MBD 6.2) together with the Annex C (Local Content declaration: summary schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid. The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

#### **4 TYPE OF SEALS**

The seals required are to be used for the sealing of all types of electricity meters. These include but are not limited to of all types, single phase electromechanical meters, polyphase electromechanical and electronic meters and prepayment electricity meters.

##### **a) NYLON SEAL**

Nylon, adjustable length seal with  $\pm 125$ mm tail and round locking chamber with metal insert or an anti-theft material to enhance security. Seal must be laser printed on marking area of  $\pm 15$ mm x 30mm with a minimum of 7 digits with a tail diameter of 1.5mm. The seal must be supplied in mats of 10 for ease of distribution. The seal must be available in various colours and must be able to have a logo printed.

##### **b) TAMPER EVIDENT SECURITY LABEL**

These seals are fitted over the equipment to be sealed (typically the meter faceplate cover and the meter body are covered).

- 1) The tamper evident security label shall be self-adhesive.
- 2) The tamper evident security label shall clearly and irreversibly indicate tampering (partial transfer).
- 3) Tamper evident seals shall be available in various colours.
- 4) Tamper evident seals shall have unique serial numbers given in both numerical order and barcode format. Provision shall also be made for a company identifier or logo on the seal.
- 5) The numbers shall be clearly and indelibly marked on the body and it shall not be possible to remove or alter a number in any way without destroying the integrity of the seal.
- 6) The unique number shall consist of at least seven characters. The barcode format shall be code 128.

#### **5 STANDARD SPECIFICATION**

The seals specified will be individually numbered with the first letter of the colour and then the number and will contain the logo of the Lesedi Local Municipality. The seals will not be sold to any individual or entity other than the Lesedi Local Municipality. No special tools are to be involved when applying the seals, however colour differentiation will be required. The colours required will be as set out in the NRS 096-1:2007 sealing policy yellow, white, orange, blue, red and green.

#### **6 SAMPLE**

A sample of the seals offered shall be submitted, in a sealed envelope together with the bid document. Failure to submit will render the bid as non-responsive.

A certificate of the product must also be submitted, Failure to submit will render the bid as non-responsive.  
 Bill of Quantity

Item- A	Description -B	Quantity -C	Unit Rate -D	Delivery Period -E
1	Nylon Seal	30 000		
Total ( C x D)				
VAT				
Grand Total				

Colours will be concluded after award.

**EVALUATION CRITERIA:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD1, MBD 2, MBD4, MBD 6.1 ,MBD 6.2, MBD 8 MBD 9, Annex C (Local Content declaration: summary schedule) and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal manager’s office.

<b>Designated Group: An EME or QSE which is last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

**NB:** Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link:[business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database.

**BIDDERS ARE WELCOME TO ATTEND THE OPENING ON THE CLOSING DATE**