



# SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

Ref: Ms Sibulelo Mokoena (SCM)

Tel:(016)492 0202

## **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Lesedi Local Municipality's Website and Notice Boards)**

Kindly furnish Lesedi Local Municipality with a written quotation on the goods listed hereunder:

**RFQ: CSD:71/2020**

**Ref:17/3/1**

**QUOTATIONS ARE HEREBY INVITED FOR RIFD GATE AND WORK STATION ATKWAZENZELE**

**Advertising date: Friday 06 November 2020**

**Closing date and time: Friday 13 October 2020 @ 12:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of LLM  
Civic Centre  
Corner Du Preez & HF Verwoerd Streets, Heidelberg  
Upper Level West Wing  
Tender Box

---

### **The following conditions will apply:**

---

- Supply Chain Management Unit, Civic Centre, Upper Level West Wing Heidelberg.  
The lowest or any quotations will not necessarily be accepted and LLM reserves the right to accept the quotation in total or only in part.
- To participate in LLM's quotation procurement of goods and services, suppliers are requested to register on National Treasury Supplier Database (CSD).
- According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
- All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ [www.csd.gov.za](http://www.csd.gov.za)
- Bidders must ensure compliance with their tax obligations.
- Application for tax compliance status (TCS) OR PIN NO: may also be made via E-filing. In order to use this provision, Taxpayers will need to register with SARS as E-Filers through the website..WWW.SARS.GOV.ZA.
- Foreigner suppliers must complete the pre-award questionnaire in PART B:3

- The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges.
- Bidders may submit a printed TCS CERTIFICATE together with the bid. bids where consortia/ sub-contractors are involved, each party must submit a separate TCS certificate /Pin & CSD summary report/number.
- CSD Summary report must be attached
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:
- Bidders must print the following documents from LLM website under quotations.
  - **MBD 1. Invitation to bid**
  - **MBD 4. Declaration of interest**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 6.2 Declaration for local production and content for designated sector**
  - **MBD 8: Declaration of bidders past supply chain management practices.**
  - **MBD 9: Certificate of independent bid determination.**
  - **Sworn Affidavit: B-BBEE-EME.**
  - **Authority of Signatory**

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

- No quotation will be considered from persons in service of the state (MDB 4)

**LESEDI LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Lesdedi Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	RFQ: CSD:71/2020: RIFD GATE AND WORKSTATION AT KWAZENZELE
<b>ADVERTISING DATE:</b>	Friday 06 November 2020
<b>DEPARTMENT:</b>	Community Services Department
<b>DESCRIPTION OF SERVICES</b>	<p><b>PROJECT SPECIFICATIONS</b></p> <p>scope of the work to be done is to provide and install the RFID gate and workcation at Kwa ele library and provide training to the library personnel on the use of the system.</p> <p><b><u>TRAINING</u></b></p> <p>The successful bidder at no charge shall provide operator/user/staff training.</p> <p><b><u>RFID DETECTION SYSTEM</u></b></p> <ol style="list-style-type: none"> <li>1) The system shall use Radio Frequency Identification (RFID) technology.</li> <li>2) Detection panels shall be <u>1800mm high</u>.</li> <li>3) Detection panels shall be made of clear (see-through) material with an aluminium white base (RAL 9006)</li> <li>4) The base of the clear panels shall be available in more than 2000 colours as per the RAL chart to custom match any library interior.</li> <li>5) Standard system setup should be two panels with the option of base plate, direct or buried cable mount.</li> <li>6) The system shall have the option to have up to 8 panels linked to have coverage of 8,8m.</li> <li>7) Power supply shall be 24 V AC and power consumption 32VA</li> <li>8) Operating Frequency shall be 13.56 MHz maximum and transmitting power: 8 W.</li> <li>9) The system shall support tags types ISO 1569, ISO 18000-3-A (Infineon my-d, NXP I-Code, SLI, SLIx)</li> <li>10) The system shall have an energy saving design – it shall only activate when people approach it.</li> <li>11) The system shall have status display window which shows a patron count. This must be integrated into the system and <u>not an add-on unit</u>.</li> <li>12) The integrated people counter shall be bi-directional and shall use <u>Radar based technology</u> to provide more accurate statistical information about users entering and leaving the library.</li> <li>13) Software for enhanced statistical reporting shall be available free of charge.</li> <li>14) The system shall have a <u>configurable audible and visual alarm</u>.</li> <li>15) The system must be compatible with RFID tags currently in use by the Lesedi Local Municipality.</li> <li>16) The system must have the capability to be linked remotely to the client’s PC by network cable in order to enable the client to access patron count, to configure the settings (colour of panels when alarm is triggered, sound pitch and duration) and to provide data for the statistical information.</li> </ol> <p><b><u>TECHNICAL RESOURCES:</u></b></p> <ol style="list-style-type: none"> <li>1) Bidders (Suppliers) must have at least (6) Technicians permanently employed countrywide in order to provide a national footprint. <b>Details to be provided</b></li> <li>2) Bidders must have at least five (2) Technicians permanently employed and be based in Gauteng to cover the Lesedi area. <b>Details to be provided</b></li> </ol>
<b>POINT</b>	All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points

<b>SCORING</b>	<p>will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below: The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> <li>• 80 points for Price</li> <li>• 20 points for BBBEE level of contribution</li> </ul>
<b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Company registration documents</li> <li>• Certified Copies of ID's of members/directors</li> <li>• Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li>• <b>MBD 1. Invitation to bid</b></li> <li>• <b>MBD 4. Declaration of interest.</b></li> <li>• <b>MBD 6.1 B-BBEE Status Level of Contribution.</b></li> <li>○ <b>MBD 8 Declaration of bidders past supply chain management practices.</b></li> <li>○ <b>MBD 9: Certificate of independent bid determination.</b></li> <li>• <b>Schedule (fixed prices including Vat)</b></li> <li>• <b>Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></li> <li>• <b>Copy of latest municipal account and/or signed lease agreement by both parties.</b></li> <li>• <b>The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and/or the directors, which must stipulate the responsibility of payment of municipal services.</b> <ul style="list-style-type: none"> <li>➤ <b>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</b></li> </ul> </li> </ul> <p><b>If the business operates from the different address as per CIPC document, affidavit must be provided</b></p>
<b>CLOSING DATE AND TIME:</b>	Friday 13 November 2020 @ 12:00pm
<b>DELIVERY PERIOD</b>	Delivery period after the date of official order fourteen (14)days
<b>DELIVERY ADDRESS</b>	To the various Libraries within Lesedi Local Municipality
<b>SUBMISSION OF QUOTES</b>	Tender box SCM Unit Civic Centre Heidelberg
<b>ENQUIRIES</b>	Corrie Verster at 016 492 0049 /082 376 9203 or email <a href="mailto:corriev@lesedi.gov.za">corriev@lesedi.gov.za</a>

**CONDITIONS:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

Name of Bidder: ..... Tel No/ Cell No :.....

Contact Person ..... Fax Number .....

Residential Address

Postal Address

.....

.....

.....

.....

.....

.....

.....

.....

E-mail address: .....

**Supplier Number (CSD) MAAA: .....**

**Tax Compliance Status (TSC) Pin: .....**

.....

.....

Signature

Date

**PRICING SCHEDULE**

**Name of Bidder:** .....

**Closing Date:** Friday 13 November 2020

**Quotation No:** CSD:71/2020

**Closing Time:** 12:00pm

**Bill of Quantities:**

DESCRIPTION	LOCATION	QUANTITY	TOTAL PRICE
RFID Gate	Kwazenzele Lesedi Local Municipality	1	
RFID Work Station	Kwazenzele Lesedi Local Municipality	1	
<b>SUB TOTAL</b>			
<b>VAT</b>			
<b>GRAND TOTAL</b>			

**Name of Bidder:** ..... **Date:** .....

**Signature:** ..... **Position:** .....

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_

