



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: CORP:01/2021 QUOTATIONS ARE HEREBY INVITED FOR DIFFERENT SKILLS UNIT STANDARDS/ALIGNED

Advertising date : Monday 26 JANUARY 2021

Closing date and time: Wednesday 04 February 2021 @ 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
- **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act:2000 Preferential Procurement Regulations, 2017**
4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:
(b)And EME or QSE
(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.

- 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
 - Bidders must ensure compliance with their tax obligations.
 - Bidders are required to submit their unique personal identification number (PIN) issued by SRS to enable the organ of state to view the taxpayer's profile and status
 - 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**

Lesedi 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.

RFQ NUMBER:	RFQ: CORP:01/2021: QUOTATIONS ARE HEREBY INVITED FOR DIFFERENT SKILLS UNIT STANDARDS/ALIGNED											
ADVERTISING DATE:	Tuesday 26 January 2021											
DEPARTMENT:	Corporate Services(HR)											
DESCRIPTION OF SERVICES	<p>SPECIFICATIONS: QUOTATIONS ARE HEREBY INVITED FOR DIFFERENT SKILLS UNIT STANDARDS/ALIGNED</p> <p>1.The ITIL® Foundation</p> <p>The course is the entry level certification course for IT Service Management Best Practices based on ITIL®. Participants will learn the principles and core elements of the Service Lifecycle approach to IT Service Management according to ITIL®</p> <p>ITIL® is the most adopted guidance in the world of IT Service Management, and as technology and business practices and challenges increase, so has ITIL® evolved. The course aims at introducing the core concepts of ITIL 4. It covers the principles of ITIL 4 guidance, concepts and terminology. IT helps in understanding the practices across IT Service Management. The total number of employees expected to attend will be eight (8).</p> <p><u>FUNCTIONALITY</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Proof of capability: Letters of similar completed projects (with contactable references per letter)</th> <th style="width: 20%;">Maximum</th> <th style="width: 20%;">Minimum</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) </td> <td style="text-align: center; vertical-align: top;">40 Points</td> <td style="text-align: center; vertical-align: top;">10 Points</td> </tr> <tr> <td>The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15)</td> <td style="text-align: center; vertical-align: top;">40 Points</td> <td style="text-align: center; vertical-align: top;">25 Points</td> </tr> </tbody> </table>			Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum	<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points	The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15)	40 Points	25 Points
Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum										
<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points										
The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15)	40 Points	25 Points										

Experience of the facilitator 3 years(20) 2 years (15) 1 year (10)		
Training plan and implementation	20 Points	20 Points
	100 Points	55

Only bidders who score 55 points or more for functionality will be further evaluated on Price and BBBEE.

2.End-User Computing

The purpose of the course is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment. A qualifying learner will be able to:

Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace. Understand the impact and use Information Communication & Technology (ICT) in an organisation and society. Improve communication by combining communication skills with End User Computing skills. Improve the application of mathematical literacy in the workplace, by better utilising applicable End User Computing Applications. The total number of employees expected to attend will be sixteen (16).

FUNCTIONALITY

Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum
<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points
The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15) Experience of the facilitator 3 years(20)	40 Points	25 Points

2 years (15) 1 year (10)		
Training plan and implementation	20 Points	20 Points
	100 Points	55

Only bidders who score 55 points or more for functionality will be further evaluated on Price and BBEE.

3.Occupational Health and Safety (OHS) Training.

The purpose of the course is to equip learners with information, knowledge and skills to enable them to: Explain the legislative framework of health and safety legislation in the workplace. The legal liabilities and duties of different structures as explained in the OHSAct 85 of 1993.It demonstrate knowledge pertaining to the requirements regarding a company's health and safety policies, procedures and codes. Explain the implementation and maintenance of health and safety legislation in a workplace. Elaborate the importance of integrating safety and health considerations in routine activities within the workplace and identify the critical areas in order to prevent incidents from taking place. The total number of employees expected to attend will be sixteen (16)

FUNCTIONALITY

Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum
<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points
The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15) Experience of the facilitator 3 years(20) 2 years (15) 1 year (10)	40 Points	25 Points
Training plan and implementation	20 Points	20 Points

100
Points

55

Only bidders who score 55 points or more for functionality will be further evaluated on Price and BBBEE.

4. Library Practice

A library is a catalyst for literacy, reading, teaching and scaffolding inquiry learning. A learning culture is what every society needs from ECD centres to workplaces. This course is aimed at equipping learners with the ability and skills to maintain and develop a library collection responsive to the needs of its diverse community. It will equip learners with understanding of reading trends and categories of books and other library material. The total number of employees expected to attend will be fifteen (15).

FUNCTIONALITY

Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum
<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points
The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15) Experience of the facilitator 3 years(20) 2 years (15) 1 year (10)	40 Points	25 Points
Training plan and implementation	20 Points	20 Points
	100 Points	55

Only bidders who score 55 points or more for functionality will be further evaluated on Price and BBBEE.

5. Finance for Non-Financial Managers

The Finance for Non-financial Managers course is designed for people with little or no financial training who want to learn more about understanding the

numbers and how to participate more fully in financial planning and decisions. This four-day course is practical, accessible and interactive. Learners will gain basic financial acumen through case-studies and leave with the tools to understand financial statements and engage with finance professionals and engage with finance professionals. Demonstrating an understanding of the key concepts of managerial finance. • Interpreting financial statements. • Drafting financial forecasts. • Drafting budgets according to operational plans of the unit. • Supervising the financial management of a unit against given requirements. The total number of employees expected to attend will be ten (10).

FUNCTIONALITY

Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum
<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points
The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15) Experience of the facilitator 3 years(20) 2 years (15) 1 year (10)	40 Points	25 Points
Training plan and implementation	20 Points	20 Points
	100 Points	55

Only bidders who score 55 points or more for functionality will be further evaluated on Price and BBEE.

6. Report Writing

The report writing is aimed at equipping learners with knowledge and skills necessary to follow a process in writing texts and reports required in business. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment, require a particular format and may include specified

legislated requirements.(15)

FUNCTIONALITY

Proof of capability: Letters of similar completed projects (with contactable references per letter)	Maximum	Minimum
<ul style="list-style-type: none"> ➤ 4 Letters(40) ➤ 3 Letters(30) ➤ 2 Letters(20) ➤ 1 Letter(10) 	40 Points	10 Points
The facilitator CV and qualifications Diploma/degree in Administration/Management (20) Assessor/Moderator Certificate (15) Experience of the facilitator 3 years(20) 2 years (15) 1 year (10)	40 Points	25 Points
Training plan and implementation	20 Points	20 Points
	100 Points	55

Only bidders who score 55 points or more for functionality will be further evaluated on Price and BBBEE.

POINT SCORING
 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 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.

- 80 points for Price
- 20 points for BBBEE level of contribution

PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT
QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017
 4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:
 (b) An EME
 (2) A quotation that fails to meet any prequalifying criteria will be unacceptable.

<p>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</p>	<ul style="list-style-type: none"> • Company registration documents • Certified Copies of ID's of members/directors • Completed MBD 1, MBD2, MBD 4, MBD 6.1, MBD6.2, MBD 8, MBD 9 • MBD 1. Invitation to bid • MBD2. Tax Clearance Certificate Requirements. • 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 (If applicable) <ul style="list-style-type: none"> ○ MBD 8 Declaration of bidders past supply chain management practices. ○ MBD 9: Certificate of independent bid determination. • Schedule (fixed prices including Vat) • 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. • Copy of latest municipal account and/or signed lease agreement by both parties. • 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. <ul style="list-style-type: none"> ➤ If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services. • If the business operates from the different address as per CIPC document, affidavit must be provided
<p>CLOSING DATE AND TIME:</p>	<p>Thursday 4 February @ 12:00pm</p>
<p>DELIVERY PERIOD</p>	<p>Delivery period after the date of official order fourteen (14) days</p>
<p>DELIVERY ADDRESS</p>	<p>To the various Libraries within Lesedi Local Municipality</p>
<p>SUBMISSION OF QUOTES</p>	<p>Tender box SCM Unit Civic Centre Heidelberg</p>
<p>ENQUIRIES</p>	<p>Sibulelo Mokoena at 016 492 0202 email sibulelom@lesedi.gov.za</p>

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: 04 February 2021

Quotation No: CORP:01/2021

Closing Time: 12:00pm

	SKILLS PROGRAMME	QUANTITY	PRICE PER ITEM	TOTAL AMOUNT INCL. VAT
1	The ITIL® Foundation	08		
2	End-User Computing	16		
3	Occupational Health and Safety (OHS) Training.	16		
4	Library Practice	15		
5	Finance for Non-Financial Managers	10		
6	Report Writing	20		
	TOTAL QUANTITY		GRAND TOTAL INCLUDING VAT	

Name of Bidder: Date:

Signature: Position:

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	<u>100%</u>

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. RFQ:STO:21/202

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare, in my capacity as of (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- a) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- b) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000.)

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

5. ANNEXURE C

5.1. GUIDELINES FOR COMPLETING ANNEXURE C:

LOCAL CONTENT DECLARATION – SUMMARY SCHEDULE

Note: The paragraph numbers correspond to the numbers in Annexure C.

C1. Tender Number

Supply the tender number that is specified on the specific tender documentation.

C2. Tender description

Supply the tender description that is specified on the specific tender documentation.

C3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

C4. Tender Authority

Supply the name of the tender authority.

C5. Tendering Entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd).

C6. Tender Exchange Rate

Provide the exchange rate used for this tender, as per Municipal Bidding Document (MBD) 6.2.

C7. Specified local content %

Provide the specified minimum local content requirement for the tender (i.e. 90%), as per Municipal Bidding Document (MDB) 6.2.

C8. Tender item number

Provide the tender item number(s) of the products that have a local content requirement as per the tender specification.

C9. List of items

Provide a list of the item(s) corresponding with the tender item number.

This may be a short description or a brand name.

CALCULATION OF LOCAL CONTENT

C10. Tender price

Provide the unit tender price of each item excluding VAT.

C11. Exempted imported content

Provide the ZAR value of the exempted imported content for each item, if applicable. These value(s) must correspond with the value(s) of column D16 on Annexure D.

C12. Tender value net of exempted imported content

Provide the net tender value of the item, if applicable, by deducting the exempted imported content (C11) from the tender price (C10).

C13. Imported value

Provide the ZAR value of the items' imported content.

C14. Local value

Provide the local value of the item by deducting the Imported value (C13) from the net tender value (C12).

C15. Local content percentage (per item)

Provide the local content percentage of the item(s) by dividing the local value (C14) by the net tender value (C12) as per the local content formula in SATS 1286.

TENDER SUMMARY

C16. Tender quantity

Provide the tender quantity for each item number as per the tender specification.

C17. Total tender value

Provide the total tender value by multiplying the tender quantity (C16) by the tender price (C10).

C18. Total exempted imported content

Provide the total exempted imported content by multiplying the tender quantity (C16) by the exempted imported content (C11). These values must correspond with the values of column D18 on Annexure D.

C19. Total imported content

Provide the total imported content of each item by multiplying the tender quantity (C16) by the imported value (C13).

C20. Total tender value

Total tender value is the sum of the values in column C17.

C21. Total exempted imported content

Total exempted imported content is the sum of the values in column C18. This value must correspond with the value of D19 on Annexure D.

C22. Total tender value net of exempted imported content

The total tender value net of exempt imported content is the total tender value (C20) less the total exempted imported content (C21).

C23. Total imported content

Total imported content is the sum of the values in column C19. This value must correspond with the value of D53 on Annexure D.

C24. Total local content

Total local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.

C25. Average local content percentage of tender

The average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).

Annex C

Local Content Declaration - Summary Schedule

(C1)	Tender No.
(C2)	Tender description:
(C3)	Designated product(s)
(C4)	Tender Authority:
(C5)	Tendering Entity name:
(C6)	Tender Exchange Rate:
(C7)	Specified local content %

Note: VAT to be excluded from all calculations

Pula		EU		GBP	
------	--	----	--	-----	--

Calculation of local content

Tender summary

Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
(C20) Total tender value											
(C21) Total Exempt imported content											
(C22) Total Tender value net of exempt imported content											
(C23) Total Imported content											
(C24) Total local content											
(C25) Average local content % of tender											
Signature of tenderer from Annex B											
Date:											

6. ANNEXURE D

6.1. GUIDELINES FOR COMPLETING ANNEXURE D:

“IMPORTED CONTENT DECLARATION – SUPPORTING SCHEDULE TO ANNEXURE C”

Note: The paragraph numbers correspond to the numbers in Annexure D.

D1. Tender number

Supply the tender number that is specified on the specific tender documentation.

D2. Tender description

Supply the tender description that is specified on the specific tender documentation.

D3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

D4. Tender authority

Supply the name of the tender authority.

D5. Tendering entity name

Provide the tendering entity name (i.e. Unibody Bus Builders (Pty) Ltd).

D6. Tender exchange rate

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

TABLE A. EXEMPTED IMPORTED CONTENT

D7. Tender item number

Provide the tender item number(s) of the product(s) that have imported content.

D8. Description of imported content

Provide a list of the exempted imported product(s), if any, as specified in the tender.

D9. Local supplier

Provide the name of the local supplier(s) supplying the imported product(s).

D10. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the exempted imported product(s).

D11. Imported value as per commercial invoice

Provide the foreign currency value of the exempted imported product(s) disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

D12. Tender exchange rate

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D13. Local value of imports

Convert the value of the exempted imported content as per commercial invoice (D11) into the ZAR value by using the tender exchange rate (D12) disclosed in the tender documentation.

D14. Freight costs to port of entry

Provide the freight costs to the South African Port of the exempted imported item.

D15. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the exempted imported product(s) as stipulated in the SATS 1286:2011.

D16. Total landed costs excl VAT

Provide the total landed costs (excluding VAT) for each item imported by adding the corresponding item values in columns D13, D14 and D15. These values must be transferred to column C11 on Annexure C.

D17. Tender quantity

Provide the tender quantity of the exempted imported products as per the tender specification.

D18. Exempted imported value

Provide the imported value for each of the exempted imported product(s) by multiplying the total landed cost (excl. VAT) (D16) by the tender quantity (D17). The values in column D18 must correspond with the values of column C18 of Annexure C.

D19. Total exempted imported value

The total exempted imported value is the sum of the values in column D18. This total must correspond with the value of C21 on Annexure C.

TABLE B. IMPORTED DIRECTLY BY TENDERER

D20. Tender item numbers

Provide the tender item number(s) of the product(s) that have imported content.

D21. Description of imported content:

Provide a list of the product(s) imported directly by tender as specified in the tender documentation.

D22. Unit of measure

Provide the unit of measure for the product(s) imported directly by the tenderer.

D23. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the imported product(s).

D24. Imported value as per commercial Invoice

Provide the foreign currency value of the product(s) imported directly by tenderer disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

D25. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D26. Local value of imports

Convert the value of the product(s) imported directly by the tenderer as per commercial invoice (D24) into the ZAR value by using the tender exchange rate (D25) disclosed in the tender documentation.

D27. Freight costs to port of entry

Provide the freight costs to the South African Port of the product(s) imported directly by the tenderer.

D28. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the product(s) imported directly by the tenderer as stipulated in the SATS 1286:2011.

D29. Total landed costs excl VAT

Provide the total landed costs (excluding VAT) for each item imported directly by the tenderer by adding the corresponding item values in columns D26, D27 and D28.

D30. Tender quantity

Provide the tender quantity of the product(s) imported directly by the tenderer as per the tender specification.

D31. Total imported value

Provide the total imported value for each of the product(s) imported directly by the tenderer by multiplying the total landed cost (excl. VAT) (D29) by the tender quantity (D30).

D32. Total imported value by tenderer

The total value of imports by the tenderer is the sum of the values in column D31.

TABLE C. IMPORTED BY THIRD PARTY AND SUPPLIED TO THE TENDERER

D33. Description of imported content

Provide a list of the product(s) imported by the third party and supplied to the tenderer as specified in the tender documentation.

D34. Unit of measure

Provide the unit of measure for the product(s) imported by the third party and supplied to tenderer as disclosed in the commercial invoice.

D35. Local supplier

Provide the name of the local supplier(s) supplying the imported product(s).

D36. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the imported products.

D37. Imported value as per commercial invoice

Provide the foreign currency value of the product(s) imported by the third party and supplied to the tenderer disclosed in the commercial invoice accepted by SARS.

D38. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D39. Local value of imports

Convert the value of the product(s) imported by the third party as per commercial invoice (D37) into the ZAR value by using the tender exchange rate (D38) disclosed in the tender documentation.

D40. Freight costs to port of entry

Provide the freight costs to the South African Port of the product(s) imported by third party and supplied to the tenderer.

D41. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the product(s) imported by third party and supplied to the tenderer as stipulated in the SATS 1286:2011.

D42. Total landed costs excluding VAT

Provide the total landed costs (excluding VAT) for each product imported by third party and supplied to the tenderer by adding the corresponding item values in columns D39, D40 and D41.

D43. Quantity imported

Provide the quantity of each product(s) imported by third party and supplied to the tenderer for the tender.

D44. Total imported value

Provide the total imported value of the product(s) imported by third party and supplied to the tenderer by multiplying the total landed cost (D42) by the quantity imported (D43).

D45. Total imported value by third party

The total imported value from the third party is the sum of the values in column D44.

TABLE D. OTHER FOREIGN CURRENCY PAYMENTS

D46. Type of payment

Provide the type of foreign currency payment. (i.e. royalty payment for use of patent, annual licence fee, etc).

D47. Local supplier making the payment

Provide the name of the local supplier making the payment.

D48. Overseas beneficiary

Provide the name of the overseas beneficiary.

D49. Foreign currency value paid

Provide the value of the listed payment(s) in their foreign currency.

D50. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D51. Local value of payments

Provide the local value of each payment by multiplying the foreign currency value paid (D49) by the tender rate of exchange (D50).

D52. Total of foreign currency payments declared by tenderer and/or third party

The total of foreign currency payments declared by tenderer and/or a third party is the sum of the values in column D51.

D53. Total of imported content and foreign currency payment

The total imported content and foreign currency payment is the sum of the values in column D32, D45 and D52. This value must correspond with the value of C23 on Annexure C.

7. ANNEXURE E

7.1. GUIDELINES TO COMPLETING ANNEXURE E:

“LOCAL CONTENT DECLARATION- SUPPORTING SCHEDULE TO ANNEXURE C”

The paragraph numbers correspond to the numbers in Annexure E

E1. Tender number

Supply the tender number that is specified on the specific tender documentation.

E2. Tender description

Supply the tender description that is specified on the specific tender documentation.

E3. Designated products

Supply the details of the products that are designated in terms of this tender (for example, buses/canned vegetables).

E4. Tender authority

Supply the name of the tender authority.

E5. Tendering entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd Ltd).

LOCAL GOODS, SERVICES AND WORKS

E6. Description of items purchased

Provide a description of the items purchased locally in the space provided.

E7. Local supplier

Provide the name of the local supplier that corresponds to the item listed in column E6.

E8. Value

Provide the total value of the item purchased in column E6.

E9. Total local products (Goods, Services and Works)

Total local products (goods, services and works) is the sum of the values in E8.

E10. Manpower costs:

Provide the total of all the labour costs accruing only to the tenderer (i.e. not the suppliers to tenderer).

E11. Factory overheads:

Provide the total of all the factory overheads including rental, depreciation and amortization for local and imported capital goods, utility costs and consumables. (Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up. Consumables can also be defined as the components of an end product that are used up or permanently altered in the process of manufacturing, such as basic chemicals.)

E12. Administration overheads and mark-up:

Provide the total of all the administration overheads, including marketing, insurance, financing, interest and mark-up costs.

E13. Total local content:

The total local content is the sum of the values of E9, E10, E11 and E12. This total must correspond with C24 of Annexure C.

Approved

Mr. Gabriel Banda
Municipal Manager