



# 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: 26/2020: QUOTATIONS ARE HEREBY INVITED FOR THE REMOVING OF OLD TAR  
AND REPLACING IT WITH INTERLOCKING PAVING 80MM**

**Advertising date: Wednesday 13 January 2021**  
**Closing date and time: Wednesday 20 January 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.
- 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](http://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 (When Applicable)**
  - **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.

<b>RFQ NUMBER:</b>	RFQ: 26/2020: REMOVING OF OLD TAR AND REPLACING IT WITH INTERLOCKING PAVING 80MM																				
<b>ADVERTISING DATE:</b>	Wednesday 20 January 2021																				
<b>DEPARTMENT:</b>	Infrastructure Services Department																				
<b>DESCRIPTION OF SERVICES</b>	<p><b>PROJECT SPECIFICATIONS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">ITEM NO</th> <th style="width: 50%;">DESCRIPTION</th> <th style="width: 15%;">QTY</th> <th style="width: 25%;">AMOUNT(R)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Removing old tar and replacing it with interlocking paving 80 mm with a bedding of 50 mm river sand</td> <td style="text-align: center;">400 m<sup>2</sup></td> <td></td> </tr> <tr> <td></td> <td>Total excl.Vat</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Vat</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total incl. Vat</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Completion certificate will be only be issued after final inspection by the Project Manager and no payment will be done before quality assurance certification.</b></p>	ITEM NO	DESCRIPTION	QTY	AMOUNT(R)	1	Removing old tar and replacing it with interlocking paving 80 mm with a bedding of 50 mm river sand	400 m <sup>2</sup>			Total excl.Vat				Vat				Total incl. Vat		
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<b>POINT SCORING</b>	<p>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:</p> <p>The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <p>80 points for Price 20 points for BBBEE level of contribution</p>																				
<b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b>	<p>Company registration documents            Certified Copies of ID's of members/directors            Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9  <b>MBD 1. Invitation to bid</b>  <b>MBD 4. Declaration of interest.</b>  <b>MBD 6.1 B-BBEE Status Level of Contribution.</b>  <b>MBD 8 Declaration of bidders past supply chain management practices.</b>  <b>MBD 9: Certificate of independent bid determination.</b>  <b>Schedule (fixed prices including Vat)</b>  <b>Authority of Signatory must be completed and signed in case of a business</b></p>																				

	<p><b>not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></p> <p><b>Copy of latest municipal account and/or signed lease agreement by both parties.</b></p> <p><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></p> <p><b>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</b></p> <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>	Wednesday 20 January 2021 @ 12:00pm
<b>DELIVERY PERIOD</b>	Delivery period after the date of official order fourteen (14)days
<b>DELIVERY ADDRESS</b>	Lesedi Local Municipality
<b>SUBMISSION OF QUOTES</b>	Tender box SCM Unit Civic Centre Heidelberg
<b>ENQUIRIES</b>	Muzi Nkosi at (016) 330 0040/071 392 1783 or email <a href="mailto:muzin@lesedi.gov.za">muzin@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:** Wednesday 20 January 2021

**Quotation No:** 26/2020

**Closing Time:** 12:00pm

**REMOVING OF OLD TAR AND REPLACING IT WITH INTERLOCKING PAVING 80MM**

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>AMOUNT(R)</b>
1	Removing old tar and replacing it with interlocking paving 80 mm with a bedding of 50 mm river sand	400 m <sup>2</sup>	
Total excl vat			
Vat			
Total incl vat			

**Completion certificate will be only be issued after final inspection by the Project Manager and no payment will be done before quality assurance certification.**

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

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