



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

Ref: Mr Paul Malgas (SCM)

Tel:(016)492 0028

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:17/2021

Ref:2/2/5/4/5/1

QUOTATIONS ARE HEREBY INVITED FOR THE SUPPLY AND DELIVERY OF FURNITURE FOR THE COUNCIL CHAMBER, BRANDING MATERIAL (GAZEBO (TENT), PULL UP BANNERS, MEDIA BANNER), DIGITAL CAMERA

Advertising date: Friday 04 June 2021

Closing date and time: Friday 11 June 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
- 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(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.

RFQ NUMBER:	RFQ:17/2021 : SUPPLY AND DELIVERY OF FURNITURE FOR THE COUNCIL CHAMBER, BRANDING MATERIAL (GAZEBO (TENT), PULL UP BANNERS, MEDIA BANNER), DIGITAL CAMERA																																		
ADVERTISING DATE:	Friday 04 June 2021																																		
DEPARTMENT:	Office of the Executive Mayor																																		
DESCRIPTION OF SERVICES	<p>PROJECT SPECIFICATIONS:</p> <p>Envisaged specifications</p> <ul style="list-style-type: none"> • 51 black leather swivel chairs inside the Council Chamber including the Executive Mayor`s, Speaker`s and Municipal Manager`s chair. • 18 black leather swivel chairs outside the Council Chamber in the lobby. • Digital camera • Pull-up banners with Municipal branding • Gazebo (tent) with Municipal branding • Media banner with Municipal branding <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">ITEM</th> <th style="width: 15%;">QUANTITY</th> <th style="width: 35%;">PRICE PER ITEM</th> <th style="width: 20%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>EXECUTIVE CHAIR- black leather swivel</td> <td style="text-align: center;">3</td> <td></td> <td></td> </tr> <tr> <td>ARMCHAIR- black leather swivel</td> <td style="text-align: center;">49</td> <td></td> <td></td> </tr> <tr> <td>DIGITAL CAMERA</td> <td style="text-align: center;">01</td> <td></td> <td></td> </tr> <tr> <td>MEDIA BANNER with Municipal logo</td> <td style="text-align: center;">3</td> <td></td> <td></td> </tr> <tr> <td>GAZEBO with Municipal logo</td> <td style="text-align: center;">02</td> <td></td> <td></td> </tr> <tr> <td>PULL-UP BANNER with Municipal logo</td> <td style="text-align: center;">03</td> <td></td> <td></td> </tr> <tr> <td>TOTAL QUANTITY</td> <td style="text-align: center;">61</td> <td>GRAND TOTAL INCLUDING VAT</td> <td></td> </tr> </tbody> </table>			ITEM	QUANTITY	PRICE PER ITEM	TOTAL	EXECUTIVE CHAIR- black leather swivel	3			ARMCHAIR- black leather swivel	49			DIGITAL CAMERA	01			MEDIA BANNER with Municipal logo	3			GAZEBO with Municipal logo	02			PULL-UP BANNER with Municipal logo	03			TOTAL QUANTITY	61	GRAND TOTAL INCLUDING VAT	
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POINT SCORING	<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> <ul style="list-style-type: none"> • 80 points for Price • 20 points for BBBEE level of contribution
COMPULSORY RETURNABLE DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Company registration documents • Certified Copies of ID's of members/directors • Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9 • MBD 1. Invitation to bid • MBD 4. Declaration of interest. • MBD 6.1 B-BBEE Status Level of Contribution. ○ 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. <p>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</p> <p>If the business operates from the different address as per CIPC document, affidavit must be provided</p>
CLOSING DATE AND TIME:	Friday 11 June 2021 @ 12:00pm
DELIVERY	

PERIOD	Delivery period after the date of official order fourteen (14)days
DELIVERY ADDRESS	Lesedi Local Municipality
SUBMISSION OF QUOTES	Tender box SCM Unit Civic Centre Heidelberg
ENQUIRIES	Jabu Marwa at 016 492 0047 /082 771 2191 or email jabum@lesedi.gov.za

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: 14 June 2021

Quotation No: 17/2021

Closing Time: 12:00pm

Envisaged specifications

- 51 black leather swivel chairs inside the Council Chamber including the Executive Mayor`s, Speaker`s and Municipal Manager`s chair.
- 18 black leather swivel chairs outside the Council Chamber in the lobby.
- Digital camera
- Pull-up banners with Municipal branding
- Gazebo (tent) with Municipal branding
- Media banner with Municipal branding

ITEM	QUANTITY	PRICE PER ITEM	TOTAL AMOUNT INCL. VAT
EXECUTIVE CHAIR- black leather swivel	3		
ARMCHAIR- black leather swivel	49		
DIGITAL CAMERA	01		
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TOTAL QUANTITY	61	GRAND TOTAL INCLUDING VAT	

Name of Bidder: **Date:**

Signature: **Position:**

APPROVED BY:

DATE: _____
