



MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Moqhaka Local Municipality is hereby inviting service providers to quote on the following:

RFQ Number	Description	Contact Person	Closing Date		
5/1/3/2017-18	<p><u>RE-ADVERTISEMENT: EMBROIDED GOLF T-SHIRT FOR WARD COMMITTEE MEMBERS:</u></p> <p>Service providers are hereby requested to provide quotations for the embroidered golf t-shirt for ward committee members according to the following specifications.</p> <p>Office of the Speaker</p> <table border="1"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> Golf T- shirt (80-100% cotton) short sleeves. color yellow. T-Shirt must be embroidered with Moqhaka Local Municipality Logo and the following words underneath the logo. (Ward Committee Member. Ward number) Embroidered Arc Shaped words at the back of the T-shirt. (CELEBRATING CENNTEARY OF NELSON MANDELA AND ALBERTINA SISULU) Successful Bidder will be given instructions about sizes NB: Bidders are required to submit the samples of t-shirt without embroidery </td> </tr> </tbody> </table>	Description	<ol style="list-style-type: none"> Golf T- shirt (80-100% cotton) short sleeves. color yellow. T-Shirt must be embroidered with Moqhaka Local Municipality Logo and the following words underneath the logo. (Ward Committee Member. Ward number) Embroidered Arc Shaped words at the back of the T-shirt. (CELEBRATING CENNTEARY OF NELSON MANDELA AND ALBERTINA SISULU) Successful Bidder will be given instructions about sizes NB: Bidders are required to submit the samples of t-shirt without embroidery 	<p>Mr R.J. Mabefu at Tel: 056 216 9877 Email Address: retselisitsoe m@moqhaka.gov.za</p>	03/09/2018 at 12h00
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Submission of Quotation:

By hand: Quotation and supporting documents must be sealed and externally endorsed with the Bid No. and Description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

By Post: To reach the Manager Supply Chain Management, P.O. BOX 302, Kroonstad, in sufficient time for it to be placed in the Tender Box before closing time.

Terms and Conditions relating to tendering:

- The Municipal Supply Chain Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Preference will be given to suppliers based within the Moqhaka Local Municipality's area of jurisdiction;
- All persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes.

Please attach the following documents:

(Failure to submit the below mentioned documents will result in immediate disqualification)

- Bidders should be registered on CSD Website at www.csd.gov.za and the proof of CSD Registration Documents must be attached;
- Company's registration documents, Tax Clearance Certificate or TCC Pin, originally certified ID copies of company's directors not older than three(3) months and the company profile must be attached;
- Municipal rates and taxes statement that is not older than 90 days that clearly state the business name obtainable from the municipality where the business resides or lease agreement must be attached, if the statement is on the Landlord's or an individual's name an affidavit certified by the commissioner of oaths must be attached;
- Bidders must submit an original or originally certified copy of SANAS Accredited BBBEE Status Level Certificate or the BBBEE Sworn Affidavit which is signed by the commissioner of oaths or BBBEE from IRBA will be acceptable. BBBEE status should also be captured upon CSD Registration;
- Only SANAS Accredited B-BBEE Certificate and the sworn BBBEE Affidavit-B-BBEE Exempted Micro Enterprise which is signed by the Commission of Oaths will be accepted. No other B-BBEE Certificate will be accepted according to the new Preferential Procurement Regulations (PPR);
- In terms of Joint Venture: bidders must attach a joint venture agreement and Originally Certified ID Copies of the Company's Directors;
- Late and unsigned or incomplete bids will be disqualified;
- Declaration of Interest must be attached to the quote and must be fully completed and signed.(MBD4 Form);
- Failure to attach the above-mentioned copies will results to a tender being non-responsive;
- Municipality will only communicate the outcome of the bid with successful bidder and more information can be obtained from the municipality website;
- Young people, women and people with disabilities are also encouraged to submit quotations;

Enquiries

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9183. For Technical queries contact Mr R.J. Mabefu at 056 216 9877.