



MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 2/1/5/2019-20

CLOSING DATE: 07/10/2019

CLOSING TIME: 12:00pm

NON-REFUNDABLE FEE: **R150.00**

Description	Contact Person
<p><u>SUPPLY AND DELIVERY OF TONERS FOR PLOTTER</u></p> <p>The service providers must supply and deliver toners similar to Epson SC-T5200:</p> <ul style="list-style-type: none">- 700ml Matte Black Cartridge (Quantity x 4)- 700ml Photo Black Cartridge (Quantity x 4)- 700ml Cyan Cartridge (Quantity x 4)- 700ml Magenta Cartridge (Quantity x 4)- 700ml Yellow Cartridge (Quantity x 4) <p>— Suppliers should submit a copy of the brochure of the toner for verification</p> <p><i>NB: Bidders are requested to ensure they download the declaration of interest form , specification and RFQ Scope and/or collect it from Security Desk</i></p>	<p>Mr. M.P. Moroke Tel: 056 216 9180 Email Address: karabom@moqhaka.gov.za</p>

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

The following conditions to quotation exist:

1. The Municipal Supply Chain Policy will apply (Available at www.moqhaka.gov.za);
2. Bidders who do not have BBBEE Certificates will not be disqualified;
3. Bidders should ensure that quotations are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. Telephonic, facsimile, electronic/emailed and late quotations will not be accepted.
4. All prices must include VAT;
5. Quotations will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.

6. The quotation must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned;
7. The lowest or any quotation shall not necessarily be accepted and the Municipality reserves the right to accept any part of the quotation;
8. Quotations submitted are to hold good for the period up until to 90 days;
9. Do not dismember this Quotation Document (do not take it apart or put documents between its pages);
10. All other documents of the submission must be attached behind this bid document;

Please attach the following **COMPULSARY DOCUMENTS:**

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

1. Copy of company registration (CIPC-CK) documents that reflect company name, registration number, date of registration and active directors or members;
2. Certified copy of ID documents of the active directors or members which is not older than three (3) months;
3. Bidders must submit an original or originally certified copy of SANAS Accredited Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificate or the B-BBEE Sworn Affidavit which is signed by the commissioner of oaths or B-BBEE from IRBA will be acceptable. (Non-compulsory, failure to submit will result in no points awarded).
4. An original and valid tax clearance certificate or tax compliance status reference pin issued by SARS must be attached to this bid document;
5. The bidding entity as well as all its directors must submit the Municipal rates and taxes statement, which is not older than three (3) months / 90 days in arrears or valid lease agreement which is in the name of the business and, which must stipulate the responsibility of payment of municipal services.
 - 5.1 If the responsibility of payment of municipal services is that of the tenant / lessee, please provide proof of payment of those services.
 - 5.2 If the business operates from the different address as per the CIPC document, a affidavit certified by the commissioner of oaths must be attached.
 - 5.3 If the statement is in the Landlord's or Director's name an affidavit certified by the commissioner of oaths must be attached.
6. The Central Supplier Database (CSD) registration summary report. NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD.
7. The following completed and signed documents to the bid: (Obtainable from the SCM section or from the municipalities website).
 - 7.1 MBD 1: Invitation to tender;
 - 7.2 MBD 4. Declaration of Interest;
 - 7.3 MBD 6.1 Preferential Points;
 - 7.4 MBD_6_2 Local content;
 - 7.5 MBD 8: Declaration of bidders past supply chain management practices
 - 7.6 MBD 9: Certificate of independent bid determination.

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

8. Delivery charges MUST be included in the price for "Supply and Delivery of Goods" or it should be clearly indicated.

9. In terms of Joint Venture: bidders must attach a joint venture agreement;
10. Municipality will only communicate the outcome of the bid with successful bidder and more information can be obtained from the municipality website;

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 27636 DATED 30 MAY 2005).

SUBMISSION DETAILS

The quotation and supporting documents sealed in an envelope and externally endorsed with the relevant quotation number and description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad.

CONTACT DETAILS FOR ENQUIRIES

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9143.

For Technical, queries contact Mr M.P Moroke at (056) 216 9180.