SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATION

Q069/2011

SUPPLY AND DELIVER 25MPA GREY INTERLOCKING PAVERS

SUPPLIER _____

ADDRESS: _____TEL NO: _____

_____ CELL NO.:_____

_____ FAX NO: _____

Prepared for:
Sol Plaatje Municipality
Private Bag X5030
KIMBERLEY
8300

Prepared for:
Acquistioner: Lorenzo Fillis
LINE MANAGER:Mr. Monty Peirce
Private Bag x5030
KIMBERLEY
8300

09 May 2011

SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATIONS

Directorate: CITY ENGINEERING **Section: ROADS**

Contact person: Mr. MONTY PEIRCE **telephone: 082 447 2476**

Documents are obtainable from:
Contract Department, City Hall, 2 Market Square, Kimberley
Telephone: 053 8078482/3/9

Date: 09 May 2011 **Reference No. "*Q 069/2011*"**

Q 069/2011:
SUPPLY AND DELIVER OF 25MPA X 60MM GREY INTERLOCKING PAVERS

INVITATION FOR QUOTATIONS FOR ORDERS ABOVE R30 000 BUT LESS THAN R200 000

ALL QUOTATIONS MUST BE SUBMITTED WITH A COMPLETED PREFERENCE POINT SYSTEM PROCUREMENT CERTIFICATE

ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF ANY QUOTE

QUOTATIONS SUBMITTED BY NON-REGISTERED (DATA BASE) PROVIDERS WILL ONLY BE CONSIDERED IF A VALID ORIGINAL TAX CLEARANCE CERTIFICATE FROM SARS IS SUBMITTED WITH THIS QUOTATION (FOR AMOUNTS ABOVE R15000.00)

GENERAL CONDITIONS

Quotations must be submitted using this official quotation form.

(1) ***PRICES ALTERED BY MEANS OF CORRECTION FLUID WILL NOT BE CONSIDERED***

(2) All quotations must be submitted with a completed Preference point system procurement certificate.

(3) Prices quoted must include value added tax, delivery charges **and offloading to the Municipal Stores in Industria Road, Ashburnham, Kimberley (unless otherwise stated).**

(4) Any quote will not necessarily be accepted and the Municipality reserves the right to accept the whole or any part of any quote and the bidder scoring the highest number of points will not necessarily be accepted.

(5) **Preference will be given to Database Suppliers**.

(6) Quotations submitted by non-registered (data base) providers will only be considered ***if a valid original tax clearance certificate from SARS*** is submitted ***with this quotation*** (for amounts above R15000.00) and if all information is submitted as required in the company profile form attached. **(Refer to listing Criteria Form, SQD 6.1)**

(7Quotations submitted by registered providers will only be considered if a copy of proof of registration is submitted with this quotation.

(8) All quotations will be evaluated on a point system in accordance with the provisions of the Preferential Procurement Policy Framework Act No. 5 of 2000.

(9) Sealed quotations, outwardly marked: ***"Q 069/2011: SUPPLY AND DELIVER OF 25MPA X 60MM GREY INTERLOCKING PAVERS"*** must be addressed to the ***Municipal Manager*** and placed in the: **Tender Box,** ***Ground Floor, Main Entrance of the City Hall, 2 Market Square, Kimberley*** not later than ***11:00 on TUESDAY, 17 MAY 2011.***
Quotations will be opened in public in the Boardroom of the City Hall immediately after closing the same day.

(10) Invoices received before the last working day of each month will, as far as possible, be paid not later than the 15th day of the following month.

IS YOUR COMPANY REGISTERED AS AN AUTHORISED PROVIDER WITH SOL PLAATJE MUNICIPALITY?

□YES □ NO IF YES, PROVIDE REGISTRATION NO. _____

DELIVERY TIME _____

SETTLEMENT DISCOUNT ALLOWED _____% _____DAYS

THESE QUOTED PRICE/S WILL HOLD GOOD UNTIL _____

AUTHORISED BY THE BIDDER : PRINT NAME_____SIGNATURE _____

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS _____

PRICE SCHEDULE AND SPECIFICATIONS

- Suppliers are to adhere strictly to the specifications given.
- Not adhering to the specifications, will result in the quotation not being considered.

Details and Specifications	***Quantity***	***Total price Inclusive of vat & delivery***
BRICKS, PAVING, INTERLOCKING, SUPPLY AND DELIVER, 25 MPA, WITHIN MUNICIPAL BOUNDRIES, 60MM THICK, GREY (To be delivered to Soechoareng street Galeshewe)	1400 square meters	
NETT TOTAL AMOUNT R		

* FOR OFFICE USE ONLY*

***AS AGREED BY* : -**
LINE/PROJECT MANAGER: _____ DATE: _____

ACQUISITION MANAGER: _____ DATE: _____

APPROVED BY:
SUPPLY CHAIN MANAGER: _____ DATE: _____

DECLARATION OF INTEREST SQD 4

1. No bid will be accepted from persons in the service of the State*.

2. Any person, having a kinship with persons in the service of the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the State, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest bid.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid: -

3.1 Full name …….

3.2 Identity number ……..

3.3 Company registration number …….

3.4 Tax reference number……..

3.5 VAT registration number …….

3.6 Are you presently in the service of the State* YES ☐ / NO ☐

3.6.1 If so, furnish particulars …….

…….

3.7 Have you been in the service of the State for the past 12 months YES ☐ / NO ☐

3.7.1 If so, furnish particulars …….

…….

3.8 Do you have any relationship (family, friend, other) with persons in the service of the State and who may be involved with the evaluation and/or adjudication of this bid? YES ☐ / NO ☐

3.8.1 If so, furnish particulars …….

…….

3.9 Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the State and who may be involved with the evaluation and/or adjudication of this bid? YES ☐ / NO ☐

3.9.1 If so, furnish particulars …….

…….

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the State? YES ☐ / NO ☐

3.10.1 If so, furnish particulars …….

…….

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the State? YES ☐ / NO ☐

3.11.1 If so, furnish particulars …….

…….

* MSCM Regulations "in the service of the State" means to be -

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

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C E R T I F I C A T I O N

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

....

Signature Date

....

Position Name of bidder

Sol Plaatje Municipality	SOL PLAATJE MUNICIPALITY, KIMBERLEY LISTING CRITERIA

1) **Company Name:** ……

2) **Contact Details:** Tel No: …… Fax No:……..……Cell phone No:……

3) **Postal Address:** …..……

4) **VAT Registered:** Yes ☐ No ☐ **If registered, VAT Registration No:** ……

5) **Settlement Discount Allowed:** ..... % for payment within.....days

6) **Bank Name:** ……

7) **Account No**: …… **Type of Account:** ..... **Branch code:**.....

8) **Location in Sol Plaatje Municipal Area**: Yes ☐ No ☐

9) **% owned by black male:**……..…% **% wned by black female:** …… %

% owned by black youth: ……%

10) **% owned by disabled persons:** ……..……..% **% owned by white female:**…… …%

11) **Indicate Main Sector/ Please select *one* only:**

Agriculture ☐; Mining and Quarrying ☐; Manufacturing ☐; Electricity, Gas, Water ☐; Construction ☐; Retail & Motor Trade & Repairs ☐; Wholesale Trade, Commercial Agents and Allied Services ☐; Catering & Accommodation & other Trade ☐; Transport, Storage & Communications☐; Finance and Business Services ☐; Community, Social and Personal Services ☐

12) **Amount of full time employed staff:** ..... **Annual Turnover: R**…..……

Asset Value (*excluding fixed property):* **R**……..

13) **Declaration of Interest:**

☐ Are you in the service of the State or have you been in the service of the State (including Municipal officials or councillors) in the previous 12 months?

☐ Are any close family members (spouse, child or parent) of a director, manager, shareholder or stakeholder of your company in the service of the State (including municipal officials or councillors) or has been in the service of the State during the previous 12 months?

SOL PLAATJE MUNICIPALITY

PREFERENCE POINT SYSTEM

PROCUREMENT CERTIFICATE

Preference point system for procurement with a Rand value equal to or above R30 000 but less than R200 000.

NAME OF FIRM: _____

POSTAL ADDRESS: _____

_____

_____

_____

TELEPHONE NO: _____

CONTACT PERSON: _____

APPROVED REGISTRATION NO OBTAINED FROM SPM DATABSE: _____

PREFERENCE POINTS CLAIM FORM IN TERMS OF
THE PREFERENTIAL PROCUREMENT REGULATIONS 2001
PURCHASES

METHOD OF POINTS CALCULATION

The points system used is in accordance with the provisions of the Preferential Procurement Policy Framework Act, No. 5 of 2000.

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individuals (HDI's) preference points as well as a summary for preference points claimed for attainment of other specified goals.

N.B. :
BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI'S) AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

The following preference point systems are applicable to all quotes:

1.1 The following preference point systems are applicable to all quotes: -
The 80/20 system for requirements with a Rand value of up to R200 000

1.2 Preference points for this bid shall be awarded for: -
(a) Price; and
(b) Specific contract participation goals, as specified in the attached forms

1.3 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

1.4. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

SOL PLAATJE MUNICIPALITY

METHOD OF POINTS CALCULATION

1.5 Preference for being an HDI and/or achieving specified goals will be calculated separately and will be added to the points scored for functionality and prices.

Price

HDI and Specific Contract Participation Goals

20

The following formula will be used to calculate the points for price and functionality: -

$$PS = P_c \times \left\{ 1 - \frac{P_t - P_{min}}{P_{min}} \right\}$$

Where

P_c = 80

PS = points scored for price of quote under consideration

P_t = Rand value of offer quote under consideration

P_{min} = Rand value of lowest acceptable quote

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001
PURCHASES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individuals (HDI's) preference points as well as a summary for preference points claimed for attainment of other specified goals.
N.B.: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI'S) AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

GENERAL DEFINITIONS

2.1 **"Acceptable bid"** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.1.1.1 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.2 **"Black people"** is a generic term which means African, Coloureds and Indians as defined in the Broad – Based Black Empowerment Act (No.53 of 2003).

2.4 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.5 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state.

2.7 **"Specific contract participation goals"** means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.7.1
2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of State to give particular consideration to procuring locally manufactured products.

2.8 **"Control"** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.9 **"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.10 **"Equity Ownership"** means the percentage ownership and control, exercised by individuals within an enterprise.

2.11 **"Good standing"** means not being blacklisted or involved in illegal activities, must comply with the credit control policy with regard to payments for services and must have satisfactorily complied with present and previous contractual obligations.

GENERAL DEFINITIONS (Continued)

2.12 **"Historically Disadvantaged Individual (HDI)"** means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution); and/or

(2) who is a female; and/or

(3) who has a disability:

(4) who is a youth

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

2.13 **"Management"** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

2.14 **"Owned"** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

2.15 **"Person"** includes reference to a juristic person.

2.16 **"Rand value"** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

2.17 **"Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

2.18 **"Sub-contracting"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

2.19 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

2.20 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

PREFERENTIAL, HDI AND SPECIFIC GOALS BALANCED SCORECARD:
(80/20 PREFERENCE POINT SYSTEM)

***IMPORTANT*: –**
Failure on the part of a bidder to complete this section shall be interpreted to mean that the preference points for the following equity ownership by HDI and/or achieving the following goals are not claimed.

Penalty: -
Upon detecting any false claim or statement hereunder will result in the bidders de-registration and the bidder will be prevented from participation in future contracts for a period of three (3) years.

(1) Shareholding by HDI
(See General Definitions in this document)

	Description	***Maximum Points***	***Percentage Ownership (%)***	***# (See below) Percentage involvement of individuals Exercising control over Enterprise and are Shareholders (%)***
1.1	"Black People" Percentage Points" (See General Definitions in this document)	**10**		
1.2	Gender, percentage Ownership by Female Individuals.	**3**		
1.3	Disablement, percentage Ownership by Disabled Individuals	**2**		
1.4	Youth, percentage Ownership by Youth	**2**		

(2) Specific Goals

	Description	***Maximum Points***	***Mark if applicable***
1.1	Enterprise operating within the Frances Baard District Area	**3**	

Signature of Bidder: _____

Date: _____

 # CONTROL is the power to govern the financial and operating policies of an enterprise so as to obtain benefits from its activities and INVOLVEMENT refers to the degree / percentage active involvement in the day to day activities of the enterprise. Therefore the percentage indicated must be the percentage active involvement of individuals who have control over the enterprise and are shareholders.

 # The Equity Ownership will be equated to the percentage active involvement for scoring and evaluating points.

** FOR OFFICE USE ONLY**

***AS AGREED BY* : -**
LINE/PROJECT MANAGER: _____ DATE: _____

ACQUISITION MANAGER: _____ DATE: _____

APPROVED BY:
SUPPLY CHAIN MANAGER: _____ DATE: _____

METHOD OF POINTS CALCULATION (Continued)

ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDI's, or in the case of a company, the percentage shares that are owned by individuals classified as HDI's, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

ADJUDICATION USING A POINT SYSTEM

The bidder obtaining the highest number of points **may** be awarded the contract.

Preference points shall be calculated after prices have been brought to a comparative basis.

Points scored will be rounded off to 2 decimal places.

In the event of equal points scored, the bid **will** be awarded to the bidder scoring the highest number of points for specified goals.

POINTS AWARDED FOR HISTORICALLY DISADVANTAGED INDIVIDUALS

Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

Listed companies and tertiary institutions do not qualify for HDI preference points.

A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

BID DECLARATION

7

Bidders must complete the "Declaration of Interest" form at the end of this form.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Quotation Document must form part of all quotes invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 Any quote may be rejected if the supplier, or any of it's directors have: -

a. abused the municipality's/municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the quote: -

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **access this Register enter the National Treasury's website,** www.treasury.gov.za**, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……. CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…….…….. ……

Signature Date

……..

……

Position Name of Bidder