



**Contact Person:** Keith Gertse  
**Telephone no:** 023 - 5511019  
**Fax no:** 023 - 5511019

**Date: 18 January 2017**

Kindly furnish me with a written quotation for the supply of the goods/services as per attached schedule

The quotation must be submitted on the letterhead of your business and the forms must be completed AND delivered by hand not later than **26 January 2017**.

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) 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.
- This order / quotation are subjected to the General Conditions of Contract (GCC) of National Treasury and are available upon request.

**NB: No quotations will be considered from persons in the service of the state or manufacturer on electrical material and goods are not been stipulate in quotation.**

"in 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

Yours faithfully

**Per email: Keith J Gertse**

Signature



## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the municipality/state/state entity.
2. Any person, having a kinship with persons in the service of the municipality/state/state entity, 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 service of the municipality/state/state entity, it is required that the bidder or their authorized representative declare the position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
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 municipality/state/state entity?  
**YES/NO**

3.6.1 If so, furnish particulars.

.....

3.7 Have you been in the service of the municipality/state/state entity for the past twelve months?  
**YES/NO**

3.8 Do you have any relationship (family, friend, other) with persons in the service of the municipality/state/state entity 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 municipality/state/state entity 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 municipality/ state/state entity?  
**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 municipality/state/state entity?

**YES/NO**

3.11.1 If so, furnish particulars.

.....

**CERTIFICATION**

**I, THE UNDERSIGNED**

.....

**(NAME)**

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

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

.....

**SIGNATURE**

.....

**DATE**

.....

**POSITION**

.....

**NAME OF BIDDER**



## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor

regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid;  
or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
**Signature**

.....  
**Date**

.....  
**Position Name of Bidder**

**Specifications**

| Electric Comb Binder |                             |   |
|----------------------|-----------------------------|---|
| No                   | Description                 | Detail  |
| 1                    | Binding Capacity            | 500   |
| 2                    | Binding Element Selector    | Yes   |
| 3                    | Binding Type                | Plastic Comb                                      |
| 4                    | Units per Master Carton     | 1   |
| 5                    | Material Type               | Steel   |
| 6                    | Manual or Electric Punching | Electric  |
| 7                    | Punching Capacity           | Capacity of 30 Sheets                             |
| 8                    | Qty Per Pack                | 1   |
| 9                    | Usage                       | Intensive   |
| 10                   | Comb Size                   | Binding capacity with a maximum comb size of 51mm |
|                      |                             |   |

*Finance & Administration*

**DEPARTMENT**

**DATE: 2017-01-18**

*Agnew*

**APPROVED**





# LAINGSBURG MUNICIPALITY



Notice no: 53/2016

## Invitation to register on the Central Karoo District Municipalities / Centralised Supplier Database Registration

National Treasury has issued MFMA Circular 81 pertaining to a Web based Central Supplier Database(CSD) for the registration of prospective suppliers. As of 1<sup>st</sup> July 2016 all suppliers who intend doing business with municipalities, must be registered on the Centralised Supplier Database. The Centralised Supplier Database is a single database to serve as the source of all supplier information for all spheres of government. The benefit for the private sector will be a reduction of red tape and administrative effort when doing business with government.

The Laingsburg; Beaufort West; Prince Albert Municipalities and Central Karoo District Municipality, in collaboration with the Western Cape Provincial Government, hereby invites all current as well as interested prospective suppliers of goods and services to in future register on the Centralised Supplier Database.

### The CSD will automatically validate the following registration documents for Municipalities;

- Confirmation and status of Business Registration Documents
- Proof of Bank Account Registration
- Tax compliance status
- Employee in the service of state as defined in the Municipal SCM Regulations with information only available in the PERSAL system at this time, namely National and Provincial officials
- Identity Documentation
- Tender defaulters and restrictions status

All suppliers will be required to complete the required information on the CSD website:

<https://secure.csd.gov.za>

A valid email address, identity number, cell phone number and bank account details are mandatory in order to register on the CSD. No proof of documentation is necessary as the CSD will electronically validate and authenticate all the information. Your entity will be issued with a unique CSD number starting with (MAA...), which will be used as reference and must be quoted on all quotations and tenders as from 1<sup>st</sup> July 2016.

**Failure to register may result in Municipality not being able to conduct business with your company / entity.**

Any queries can be directed to [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or 012 406 9222.

Enquiries can also be addressed electronically or telephonically as follows per Municipality:

**Beaufort West**  
Mrs. Senel Pothberg  
Tel: 023 414 8100

**Laingsburg**  
Mr. Keith Gertse  
Tel: 023 551 1019

**Prince Albert**  
Mrs. Christa Baadjies  
Tel: 023 541 1036

**Central Karoo District**  
Ms. Alicia Lenders  
Tel: 023 449 1000

[www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za);

[www.laingsburg.gov.za](http://www.laingsburg.gov.za)

[www.pamun.gov.za](http://www.pamun.gov.za)

[www.skdm.co.za](http://www.skdm.co.za)

E-mail: [senel@beaufortwestmun.co.za](mailto:senel@beaufortwestmun.co.za); [kigertse@laingsburg.gov.za](mailto:kigertse@laingsburg.gov.za); [cqb@pamun.gov.za](mailto:cqb@pamun.gov.za); [alenders@skdm.co.za](mailto:alenders@skdm.co.za)

|   |   |  |   |
|---|---|--|---|
|  |  |  |  |
| <b>MUNICIPALITY</b>   |   |  |   |
| <b>LAINGSBURG</b>   | <b>CENTRAL KAROO DISTRICT</b>   | <b>BEAUFORT WEST</b>   | <b>PRINCE ALBERT</b>  |