



MUNISIPALITEIT MUNICIPALITY uMASIPALA

REQUEST FOR QUOTATION

RFQ NUMBER:		SCM-8-2 - RFQ-01-02-2023	
RFQ DESCRIPTION:		Supply and Delivery of Stationery	
CLOSING DATE:	17 FEBURARY 2023	CLOSING TIME:	14H00
<i>Email: scm@laingsburg.gov.za; or <u>Hand delivered to:</u> MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900</i>		NB: 1. All bids must be submitted on the official forms – (not to be retyped) 2. Bids must be completed in black and white 3. No bids will be considered from persons in the service of the state	
Name of Bidder:			
Total Bid Price:			
Estimated Delivery / Completion Period:		07 days (After receipt of official signed purchase order)	
B-BBEE Status Level of Contributor:			
B-BBEE Status Level of Contributor points claimed:	 (maximum of 10 points)	
Locality of supplier points claimed:	 (maximum of 10 points)	
<p>B-BBEE certificates or Sworn Affidavits submitted with the bid document MUST be VALID ORIGINAL BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES OR SWORN AFFIVADITS</p> <p>BIDDERS MUST SUBMIT VALID CERTIFIED PROOF OF REGISTERED BUSINESS WITHIN THE BOUNDARIES OF THE CENTRAL KAROO IN ORDER TO QUALIFY FOR LOCALITY OF SUPPLIER POINTS</p>			

INDEX PAGE

PART 1		
NO.	ITEM	PAGE
1.	Request for Quotation Notice and Invitation to Bid	3
2.	Municipal Bidding Document 1	4
3.	Municipal Bidding Document 4 – Declaration of Interest	6
4.	Municipal Bidding Document 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022	9
5.	Municipal Bidding Document 8 – Declaration of Bidder’s Past Supply Chain Management Practices	14
6.	Municipal Bidding Document 9 – Certificate of Independent Bid Determination	16
PART 2		
NO.	ITEM	PAGE
7.	Pricing Schedule	20
8.	Form of Offer and Acceptance	21
9.	Declaration by Tenderer	23
10.	Supporting Documents from Bidder	24



**LAINGSBURG MUNICIPALITY
REQUEST FOR QUOTATION NOTICE AND INVITATION TO BID**

ADVERTISED IN:	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE		
RFQ NO:	SCM-8-2 - RFQ-01-02-2023	NOTICE NO :	N/A
PUBLISHED DATE:	14 FEBRUARY 2023	DEPARTMENT:	MUNICIPALITY
Request for Written Quotation:	Supply and Delivery of Stationery		
CLOSING TIME AND DATE:	NO LATER THAN 14H00	ON THE DATE:	17 FEBRUARY 2023
	Bids must be submitted on the official forms and must be returned via: <i>Email:</i> scm@laingsburg.gov.za ; or <i>Hand delivered to:</i> MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900		
BID RULES:			
<ol style="list-style-type: none"> Bids are to be completed in accordance with the conditions and bids rules contained in the bid document. Bids may only be submitted on the bid documentation issued by the Municipality. The Laingsburg Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Bids are subject to the Laingsburg Municipality Supply Chain Management Policy. 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 indicated; Only those suppliers who complies with specifications will be eligible for points. The successful provider will be the one scoring the highest points. Payments to the successful bidder in terms of this contract will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid. Do not dismember this Bid Document (do not take it apart or put documents between its pages). All other documents of the submission must be attached behind this bid document. Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties. Bidders who are not yet registered are required to register on the Central Suppliers Database (CSD). Bidders can register on the official website – www.csd.gov.za. 			
Bids shall be evaluated in terms of the Preferential Procurement Policy of Laingsburg Municipality		Bidders may claim preference points in terms of their B-BBEE status level of contribution and locality of supplier	
Preferential Procurement Point System Applicable	80/20	Local Content Requirement	N/A
CIDB Registration Required	None	Validity Period	30 Days
Site Meeting/Information Session	None		
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:	
Section:	Municipality	Section:	Supply Chain Management
Contact Person:	Mr. Keith Gertse	Contact Person:	A.T Quinn
Tel:	023 55 11 019	Tel:	023 55 11 019
Email:	scm@laingsburg.gov.za	Email:	scm@laingsburg.gov.za
Authorised by:	Mr. J. Booysen	Municipal Manager	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:	SCM-8-2-RFQ: 01-02-2023	CLOSING DATE:	17 FEBRUARY 2023
CLOSING TIME:	14:00		
DESCRIPTION	SUPPLY AND DELIVERY OF STATIONERY		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS			
MUNICIPAL BUILDINGS			
PRIVATE BAG X4			
02 VAN RIEBEECK STREET			
LAINGSBURG			
6900			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	MUNICIPALITY	CONTACT PERSON	KEITH GERTSE
CONTACT PERSON	A.T QUINN	TELEPHONE NUMBER	023-5511019
TELEPHONE NUMBER	023-5511019	FACSIMILE NUMBER	023-5511019
FACSIMILE NUMBER	023-5511019	E-MAIL ADDRESS	scm@laingsburg.gov.za
E-MAIL ADDRESS	scm@laingsburg.gov.za		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN 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.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

4. DECLARATION OF INTEREST

- 4.1. No bid will be accepted from persons in the service of the state¹.
- 4.2. 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 service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudging authority.
- 4.3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

4.3.1. Full Name of bidder or his or her representative:

4.3.2. Identity Number:

4.3.3. Position occupied in the Company (director, trustee, shareholder²):

4.3.4. Company Registration Number:

4.3.5. Tax Reference Number:

4.3.6. VAT Registration Number:

4.3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

4.3.8. Are you presently in the service of the state? **YES / NO**
 a) If yes, furnish particulars:

¹MSCM 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.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

4.3.9. Have you been in the service of the state for the past twelve months?
YES / NO

a) If yes, furnish particulars:
.....

4.3.10. 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

a) If yes, furnish particulars:
.....

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

a) If yes, furnish particulars:
.....

4.3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?
YES / NO

a) If yes, furnish particulars:
.....

4.3.13. Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?
YES / NO

a) If yes, furnish particulars:
.....

4.3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?
YES / NO

a) If yes, furnish particulars:
.....

4.4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80 / 20 OR 90 / 10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of —

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the tables below.

At least **50%** of the **20 / 10 points** will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

Tenderer must submit proof of its B-BBEE status level contributor (scorecard).

A tenderer failing to submit proof of B-BBEE status level of contributor –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

B-BBEE Status Level of Contributor points claimed: = (maximum of 10 or 5 points)

A maximum of **10 / 5** of the **20 / 10 points** will be allocated as follows:

Locality of supplier/ Local Labour	Points (80/20)	Points (90/10)
Within the boundaries of the municipality	10	5
Outside of the boundaries of the Municipality	0	0

Tenderer failing to submit proof of required evidence to claim preferences for specific goals –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** out of **10 / 5** of the relevant specific goals where the supplier or service provider did not stipulate.

Locality of supplier / Local Labour points claimed: = (maximum of 10 or 5 points)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- i) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iii) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

5. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 5.1. This Municipal Bidding Document must form part of all bids invited.
- 5.2. 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.
- 5.3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
- 5.3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 5.3.2. been convicted for fraud or corruption during the past five years;
 - 5.3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 5.3.4. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 5.4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM 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

6. CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 6.1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 6.2. 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 6.3. 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:
 - 6.3.1. take all reasonable steps to prevent such abuse;
 - 6.3.2. 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
 - 6.3.3. 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.
- 6.4. 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.
- 6.5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

I, the undersigned, in submitting the accompanying bid:
SCM-8-2 – RFQ-01-02-2023 – SUPPLY AND DELIVERY OF STATIONERY
(Bid Number and Description)

in response to the invitation for the bid made by:
LAINGSBURG MUNICIPALITY
(Name of Municipality)

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

- 6.6. 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 consortium³ will not be construed as collusive bidding.
- 6.7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 6.7.1. prices;
 - 6.7.2. geographical area where product or service will be rendered (market allocation)
 - 6.7.3. methods, factors or formulas used to calculate prices;
 - 6.7.4. the intention or decision to submit or not to submit, a bid;
 - 6.7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 6.7.6. Bidding with the intention not to win the bid.
- 6.8. 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.
- 6.9. 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.

³ 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.

6.10. 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

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES

SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder: Closing Time: 14H00 Closing Date: 17 February 2023 SCM/8/2 – RFQ-01-02-2023 – Supply and Delivery of Stationery
--

OFFER TO BE VALID FOR **30 DAYS** FROM THE CLOSING DATE OF THE BID.

ITEM NO	QUANTITY	UNIT	DESCRIPTION	BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)
1			<i>See Attachment (Annexure A)</i>	R
			Delivery	R
			TOTAL	R

Notes:

- **Items offered / quoted MUST be in stock;**
- **Delivery should occur within 7 days after receipt of the purchase order OR earlier if possible;**
- **Payment will be made within 30 days as per Section 65 of MFMA.**

Required by:	LAINGSBURG MUNICIPALITY	
At:	02 Van Riebeeck Street Laingsburg 6900	
Does the offer comply with the specification (s)?	Yes	No
If not to specification, indicate deviation (s)		
Period required for delivery:		
Delivery basis:		

STATIONERY

Description	Quantity	Signature
FINANCIAL SERVICES		
FINANCIAL SERVICES: REVENUE	9/214-186-5040	
Anenien: asmith@laingsburg.gov.za		
Pens: Black	3	
L/A Files	10	
L. Klein: lklein@laingsburg.gov.za		
L/A Files	10	
Pens: Black	5	
Pens: Red	3	
Highlighters: Yellow	2	
File Dividers: Pack	1	
S. Jacobs: sjacobs@laingsburg.gov.za		
Thermal Rolls (76mm X 76mm) – Box	2	
Epson Ribbon Cartridge ERC-38 B (Black) – Box of 10	2	
White Window Envelopes (110x220mm) – Self Seal - Box	10	
FINANCIAL SERVICES: ADMIN & CORPORATE:	9/208-62-5042	
Kay Mokgobo: ksmith@laingsburg.gov.za		
A4 Envelopes: Box	1	
Pens: Black (Bic Click)	4	
Pens: Black (Pilot G-2 - 0.7 Fine Point)	4	
Staples: 26/6	1	
Clear Packaging Tape: 48x50	2	
Stamp Pad Ink: Black (With Oil)	1	
Stamp Pad Ink: Red (With Oil)	1	
L/A Files	8	
Optiplan 320 Archive Boxes A4 (Re-order ref: 520145) - Pack	5	
FINANCIAL SERVICES: BUDGET, ASSETS AND REPORTING	9/214-186-5040	
Alida: agroenewald@laingsburg.gov.za		
Thermal Rolls (57mm X 40mm) – Box	2	
Pens: Black (0.5 Uni Click Gel or equivalent) (XSG R7)	5	
Pens: Blue (0.5 Uni Click Gel or equivalent) (XSG R7)	5	
L/A Files	10	
Gert Bothma: gbothma@laingsburg.gov.za		
Hi-Polymer Pencil Leads 0.5mm (Pentel or Scripto equivalent)	2	
Expenditure: gpharo@laingsburg.gov.za		
L/A Files	30	
Envelopes: DLB (110 x 220mm)	2	
Pritt: 43gr	1	
Pens: Black	15	
Pens: Red	3	
Permanent Markers: Black	2	
Highlighters: Assorted (Pack)	1	
L/A Storage Units	6	

FINANCIAL SERVICES: SCM	9/214-186-5040	
SCM: scm@laingsburg.gov.za		
Stamp Pad Ink - Black (NB: With Oil)	1	
Cube Refill Paper (White)	1	
Prestik	2	
Staples: No. 56	2	
Stick-on-Notes	2	
Highlighters: Assorted	5	
Laminating Pouches: Pack	2	
Rubber Bands: (Size 105) - Pack	1	
A4 Colour Paper: Blue (Ream)	2	
A4 Colour Paper: Pink (Ream)	1	
A4 Envelopes: Box	1	
L/A Files:	30	
L/A Storage Units (6 Compartments)	3	
Paper Clips: Box	2	
A4 Board - White (160 gsm)_Pack	1	
A4 Slide Binders - 5mm (Pack of 50) - Black	1	
A4 Slide Binders - 10mm (Pack of 50) - Black	1	
A4 Slide Binders - 15mm (Pack of 50) - Black	1	
ITC	9/214-186-5040	
PC Cleaning Kit	2	
CORPORATE SERVICES AND ADMINISTRATION: THUSONG	9/208-62-5042	
Prestik	2	
Pens: Black	5	
Cube Refill Paper (White)	1	
L/A Files	10	
Envelopes: DLB (Self Seal)	1	
Staples: No. 56	1	
Highlighters: Assorted Pack	1	
A4 Colour Paper: Ream (5 Assorted Colours - 100 Each)	1	
Sellotape	1	
DEVELOPMENT SERVICES	9/222-445-714	
Arthur: adabrahams@laingsburg.gov.za		
Laminating Pouches: Pack	1	
Prestik	2	
A4 Envelopes: Box	1	
Pritt: 43gr	1	
Staples: No. 56	1	
Accessible Files:	10	
INFRASTRUCTURE DEVELOPMENT	9/244-584-5040	
John: john@laingsburg.gov.za		
Whiteboard Markers: Assorted (2 Colours)	2	
Lusani: tshikovhils@laingsburg.gov.za		
A4 Laminating Pouches (Pack)	1	
L/A Files	20	
A5 Feint & Margin Manuscript Books	4	
Spray Paint: Red	1	
Spray Paint: White	1	

OFFICE OF THE M/M	9/206-331-5042	
M/M: mm@laingsburg.gov.za		
Pens: Pilot G2 - Black (Pack)	1	
COMMUNITY SERVICES		
COMMUNITY SERVICES: LIBRARY SERVICES	9/228-235-5040	
Francisca Jansen: fjansen@laingsburg.gov.za		
Sellotape	1	
L/A Files	5	
COMMUNITY SERVICES: LAW ENFORCEMENT/ TRAFFIC	9/240-540-1238	
Kokies: Black	2	
Kokies: Red	2	
Tidy Files: Pack (Re-order ref: 520105)	3	
Tidy Boxes: Ref (07002kx)	10	
Packaging Tape: Clear (48 x 50)	10	
Staples: No. 56	4	
L/A Files	20	
Neil:		
Pens: Pilot G2 - Black (Box)	1	
Traffic: Fine Department		
Staples: No. 56	2	
Highlighters Assorted: Pack	2	
A4 Exam Pad	2	
A4 Colour Paper (Ream - 2 Assorted colours)	1	
File Dividers	12	
Pens: Black	6	
Pens: Red	6	
Clear Packaging Tape: 48x50mm	2	
H/D Punch	1	
Sticky Notes	4	
Paper Clips	1	
COUNCIL		
MAYOR: mayor@laingsburg.gov.za	9/214-186-5040	
Pens Black Big Click: (BOX OF 50)	1	
Pencil HB Red & Black (Pack of 10)	1	
Erasers: 2 Pack	2	
Highlighters: Pack of 5 Colours	2	
Whiteboard Markers: Black	2	
Whiteboard Markers: Green	2	
Whiteboard Markers: Blue	2	
Whiteboard Markers: Red	2	
L/A Files	5	
A4 Envelopes: Box	1	
Envelopes: Letter: Box	1	
Document Binders Metal (Pack)	1	
Flagging Stickers (Pack)	1	
A4 Colour Paper: Ream	1	
A4 Exam Pad	1	

Stapler	1	
Filing Pockets (Pack of 50)	1	
SPEAKER'S OFFICE: speaker@laingsburg.gov.za	9/214-186-5040	
Pens: Black	?	
Filing Pockets: Pack	1	
Artline penne (3kleure)	?	
Pencils:	?	
Pritt: 43gr	?	
L/A File	?	
Colour Paper (Ream) - Colour?	1	
Staples: No. 56/5000	1	
TOTAL		

DELIVERY

LAINGSBURG MUNICIPALITY	
Form of Offer and Acceptance	
RFQ Number:	SCM-8-2 – RFQ-01-02-2023
RFQ Description:	Supply and Delivery of Stationery
1. Part A: OFFER	
<p>1.1. The Laingsburg Municipality has solicited offers to enter into a contract in respect of the abovementioned works.</p> <p>1.2. The bidder, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.</p> <p>1.3. By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Laingsburg Municipality under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.</p>	
2. THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:	
<p>3. This Offer may be accepted by the Laingsburg Municipality by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract</p>	

Signature(s)		
Name(s)		
Capacity		
For the tenderer:	<i>(Insert name and address of organisation)</i>	
Name of witness:		Date
Signature of witness:		

LAINGSBURG MUNICIPALITY	
Form of Offer and Acceptance	
RFQ Number:	SCM-8-2 – RFQ-01-02-2023
RFQ Description:	Supply and Delivery of Stationery
4. Part B: ACCEPTANCE	
<p>4.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.</p>	
<p>4.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.</p>	
<p>4.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.</p>	

Signature(s):			
Name(s):			
Capacity:			
For the Employer:	Laingsburg Municipality 02 Van Riebeeck Street LAINGSBURG, 6900		
Name of witness:		Date:	
Signature of witness:			

DECLARATION BY BIDDER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of bid of this bid form and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect domicillium citandi et executandi in the Republic at:

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work items specification in the tender documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

NAME (PRINT)		SIGNATURE	
CAPACITY		DATE	
NAME OF ENTERPRISE			
WITNESS 1		WITNESS 2	