

# Laingsburg

Munisipaliteit

Munisipale-geboue  
Privaatsak X4  
LAINGSBURG, 6900  
Tel. (023) 551 1019  
Faks No. (023) 5511 019



Municipality

Municipal Buildings  
Private Bag X4  
LAINGSBURG, 6900  
Tel. (023) 551 1019  
Fax No. (023) 5511 019

E-pos / E-mail : [scm@laingsburg.gov.za](mailto:scm@laingsburg.gov.za)

## NOTICE: 107 / 2024 FORMAL WRITTEN PRICE QUOTATION: 13 / 07 / 2024

### SUPPLY AND DELIVERY OF STATIONERY

Laingsburg Municipality awaits formal written price quotations from suitably experienced suppliers for the supply and delivery of stationery.

Bids may only be submitted on the bid documentation issued by the Municipality. Bid documents are available from Laingsburg Municipality, Municipal Buildings, 02 Van Riebeeck Street, Laingsburg, from **31 July 2024** during working hours (**08:00 – 16:15**).

Bids must reach the SCM Offices by no later than **12 August 2024 @ 12:00 p.m.** via the following means of communication:

1. **Email: [scm@laingsburg.gov.za](mailto:scm@laingsburg.gov.za);**  
**Electronic submission (Email, no faxes allowed)**  
**Documentation to be emailed to the Supply Chain Management Unit, or**
2. **Hand delivered to:**  
**02 Van Riebeeck Street, Municipal Buildings, Laingsburg**

The bid must be valid for a period of 30 days after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy is as follows:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

The successful bidder must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on [www.csd.gov.za](http://www.csd.gov.za)

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal written price quotation, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

**Telegraphic, telephonic, facsimile and late bids will not be accepted.**

**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. 40553 DATED 20 JANUARY 2017).**

Queries relating to this tender may be addressed to:

<u>Technical Queries</u> Mr Nico Quinn Tel: (023) 55 11 019 scm@laingsburg.gov.za	<u>Supply Chain Management Queries</u> Mr Nico Quinn Tel: (023) 55 11 019 scm@laingsburg.gov.za	<u>Document Queries</u> Mr Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za
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**J BOOYSEN**  
**MUNICIPAL MANAGER**

**31 JULY 2024**



MUNISIPALITEIT MUNICIPALITY uMASIPALA

## FORMAL WRITTEN PRICE QUOTATION

<b>NOTICE NUMBER:</b>		107 / 2024	
<b>FWPQ NUMBER:</b>		SCM/8/2 – FWPQ-13-07-2024	
<b>FWPQ DESCRIPTION:</b>		Supply and delivery of stationery	
<b>CLOSING DATE:</b>	12 AUGUST 2024	<b>CLOSING TIME:</b>	12:00 p.m.
<i>Email: <a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a>; or Hand delivered to:</i> MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900		<b>NB:</b> 1. All bids must be submitted on the official forms – (not to be retyped) 2. Bids must be completed in black and white 3. <b>No bids will be considered from persons in the service of the state</b>	
<b>Name of Bidder:</b>			
<b>Total Bid Price:</b>			
<b>Estimated Delivery / Completion Period:</b>		07 days (After receipt of official signed purchase order)	
<b>B-BBEE Status Level of Contributor:</b>			
<b>B-BBEE Status Level of Contributor points claimed:</b>		..... (maximum of 10 points)	
<b>Locality of supplier points claimed:</b>		..... (maximum of 10 points)	
<p><b>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 AFFIDAVITS</b></p> <p><b>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</b></p>			

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

<b>ADVERTISED IN:</b>	<b>MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE</b>		
<b>FWPQ NO:</b>	<b>SCM/8/2 – FWPQ-13-07-2024</b>	<b>NOTICE NO :</b>	<b>107 / 2024</b>
<b>PUBLISHED DATE:</b>	<b>31 JULY 2024</b>	<b>DEPARTMENT:</b>	<b>LAINGSBURG MUNICIPALITY</b>
<b>Request for Written Quotation:</b>	<b>Supply and delivery of stationery</b>		
<b>CLOSING TIME AND DATE:</b>	<b>NO LATER THAN 12:00 p.m.</b>	<b>ON THE DATE:</b>	<b>12 AUGUST 2024</b>
	Bids must be submitted on the official forms and must be returned via: <i>Email:</i> <a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a> ; or <i>Hand delivered to:</i> <b>MUNICIPAL BUILDINGS 02 VAN RIEBEECK STREET LAINGSBURG 6900</b>		
<b>BID RULES:</b>			
<ol style="list-style-type: none"> <li>1. Bids are to be completed in accordance with the conditions and bids rules contained in the bid document.</li> <li>2. Bids may only be submitted on the bid documentation issued by the Municipality.</li> <li>3. 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.</li> <li>4. Bids are subject to the Laingsburg Municipality Supply Chain Management Policy.</li> <li>5. Price (s) quoted must be valid for at least thirty (30) days from date of your offer.</li> <li>6. Price (s) quoted must be firm and must be indicated;</li> <li>7. Only those suppliers who complies with specifications will be eligible for points.</li> <li>8. The successful provider will be the one scoring the highest points.</li> <li>9. 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.</li> <li>10. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid.</li> <li>11. Do not dismember this Bid Document (do not take it apart or put documents between its pages).</li> <li>12. All other documents of the submission must be attached behind this bid document.</li> <li>13. 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.</li> <li>14. Bidders who are not yet registered are required to register on the Central Suppliers Database (CSD). Bidders can register on the official website – <a href="http://www.csd.gov.za">www.csd.gov.za</a>.</li> </ol>			
<b>Bids shall be evaluated in terms of the Preferential Procurement Policy of Laingsburg Municipality</b>		Bidders may claim preference points in terms of their B-BBEE status level of contribution and locality of supplier	
<b>Preferential Procurement Point System Applicable</b>		80/20	<b>Local Content Requirement</b> N/A
<b>CIDB Registration Required</b>	None	<b>Validity Period</b>	30 Days
<b>Site Meeting/Information Session</b>	None		
<b>ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		<b>ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:</b>	
<b>Section:</b>	Infrastructure Services	<b>Section:</b>	Supply Chain Management
<b>Contact Person:</b>	Mr. Nico Quinn	<b>Contact Person:</b>	Keith Gertse
<b>Tel:</b>	023 55 11 019	<b>Tel:</b>	023 55 11 019
<b>Email:</b>	<a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a>	<b>Email:</b>	<a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a>
<b>Authorised by:</b>	Mr. J. Booysen	Municipal Manager	

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	SCM/8/2 – FWPQ-13-07-2024	CLOSING DATE:	12 AUGUST 2024	CLOSING TIME:	12:00 p.m.
DESCRIPTION	SUPPLY AND DELIVERY OF STATIONERY				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>MUNICIPAL BUILDINGS</b>					
<b>PRIVATE BAG X4</b>					
<b>02 VAN RIEBEECK STREET</b>					
<b>LAINGSBURG</b>					
<b>6900</b>					
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	Infrastructure Services		CONTACT PERSON	John Komanisi	
CONTACT PERSON	KEITH GERTSE		TELEPHONE NUMBER	023-5511019	
TELEPHONE NUMBER	023-5511019		FACSIMILE NUMBER	023-5511019	
FACSIMILE NUMBER	023-5511019		E-MAIL ADDRESS	<a href="mailto:john@laingsburg.gov.za">john@laingsburg.gov.za</a>	
E-MAIL ADDRESS	<a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a>				

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
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.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float:right"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>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.</b>	

**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 state<sup>1</sup>.
- 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, hareholder<sup>2</sup>):  
.....

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: .....  
.....



<sup>1</sup>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.

<sup>2</sup> 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**

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### 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.

	.....
	<b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## 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><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<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.

I, the undersigned, in submitting the accompanying bid:  
**SCM/8/2 – FWPQ-13-07-2024– 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 consortium<sup>3</sup> 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.

<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.

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

**LAINGSBURG MUNICIPALITY**  
**CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**  
 (To be signed in the presence of a Commissioner of Oaths)

**I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf of:**

(name of the enterprise)

Hereby acknowledges that according to SCM Regulation 38(1) (d) (i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Laingsburg Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

That to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;

**PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER**

**MUNICIPAL ACCOUNT NUMBER**

**FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB: Please attach** certified copy(ies) of ID document(s)

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

Therefore hereby agrees and authorises the Laingsburg Municipality to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and			
I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.			
<b>NAME (PRINT)</b>		<b>SIGNATURE</b>	
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME OF ENTERPRISE</b>			

<p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p><b>Apply official stamp of authority on this page:</b></p>
--	---

**QUOTATION FORM**

1. I / We ..... (full name of Bidder) the undersigned in my capacity as ..... of the firm ..... hereby

offer to Laingsburg Municipality herein represented by the Manager: INFRASTRUCTURE SERVICES (hereafter referred to as the MES), to supply and deliver the goods described in accordance with the specification and conditions of contract to the entire satisfaction of the MES and subject to the conditions of bid, for the amount indicated hereunder:

Refer to the pricing schedule:       **R** .....

Address of Bidder: .....  
.....  
.....

Telephone No: .....

Banker: .....

Branch: .....

2. 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.

3. 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 bid and that I / We elect domicillium citandi et executandi in the Republic at:  
.....

4. I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our bid: that the price quoted cover all the work items specification in the bid 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.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF BIDDER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**WITNESS**



**SIGNATORY OF AUTHORITY**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on \_\_\_\_\_ 20\_\_\_\_\_,

Mr./Mrs. \_\_\_\_\_ (whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf

of \_\_\_\_\_ (Name of Company) in

his/her capacity as \_\_\_\_\_

Full Name of Director	Residential address	Signature

<b>Sign on behalf of company</b>		<b>Date</b>	
<b>Print Name:</b>			
<b>Witness 1:</b>		<b>Witness 2:</b>	

**B. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, \_\_\_\_\_ the undersigned, hereby

Confirm that I am the sole owner of the business trading as \_\_\_\_\_

<b>Sign on behalf of company</b>		<b>Date</b>	
<b>Print Name:</b>			
<b>Witness 1:</b>		<b>Witness 2:</b>	

**C. PARTNERSHIPS**

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr. /Ms. \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of \_\_\_\_\_ (name of firm)

The following particulars in respect of every partner must be furnished and signed by every partner:

<b>Full Name of Director</b>	<b>Residential address</b>	<b>Signature</b>

<b>Sign on behalf of company</b>		<b>Date</b>	
<b>Print Name:</b>			
<b>Witness 1:</b>		<b>Witness 2:</b>	

**C. CLOSED CORPORATION**

In the case of a close corporation submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

By resolution of members at a meeting on \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ Mr. /Ms., \_\_\_\_\_ whose

signature appears below, has been authorized to sign all documents in connection with this bid on

behalf of (Name of Close Corporation) \_\_\_\_\_

Full Name of Director	Residential address	Signature

<b>Sign on behalf of company</b>		<b>Date</b>	
<b>Print Name:</b>			
<b>Witness 1:</b>		<b>Witness 2:</b>	

<b>LAINGSBURG MUNICIPALITY</b>	
<b>SPECIFICATIONS / TERMS OF REFERENCE</b>	
<b>FWPQ Number:</b>	<b>SCM/8/2 – FWPQ-13-07-2024</b>
<b>FWPQ Description:</b>	<b>Supply and delivery of stationery</b>
<b>1. Background</b>	
1.1. The Municipality invites suitably experienced and qualified service providers to bid for the Supply and delivery of stationery.	
<b>2. Current State</b>	
2.1. The Municipality needs to procure a service provider for the Supply and delivery of stationery.	
<b>3. Scope of Work</b>	
3.1. These are specifications for the Supply and delivery of stationery.	
<b>4. Invalid Bids</b>	
4.1. The following will render the bid invalid:	
4.1.1. The bid is not submitted on the official Form of Offer;	
4.1.2. The bid document is not completed in non-erasable handwritten, or printed, ink, or toner;	
4.1.3. The Form of Offer has not been signed with an original signature and price is omitted;	
4.1.4. The Form of Offer is signed, but the name of the bidder is not stated, or is indecipherable.	
<b>5. Non-Responsive Bids</b>	
5.1. Valid bids will be declared non-responsive and eliminated from further evaluation if:	
5.1.1. The bidder has been listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and combating of Corrupt Activities Act, Act 12 of 2004, or has been listed of the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.	
5.1.2. The bidder is prohibited from doing business with the Laingsburg Municipality.	
5.1.3. The bidder does not comply with the Specification(s).	
5.1.4. The bidder does not comply with the instructions as contained in the Price Schedule and/or Contract Price Adjustments and Rate of Exchange Variation (where applicable).	
5.1.5. The bidder does not comply with the production of local content (if applicable)	
5.2. Bidders will be declared non-responsive if the tenderer fails to adhere to a written request (within the specified period set out in such request) to:	
5.2.1. Comply with the general conditions applicable to tenders as set out in the Laingsburg Municipality's SCM Policy;	
5.2.2. Comply with one or more of the provisions contained in the Conditions of Tender.	
5.2.3. Comply with any other terms and conditions of the bid as contained in the bid documents;	
5.2.4. Register on the Central Supplier Database;	
5.2.5. Complete and/or sign any declarations and or/authorisations;	
5.2.6. Submit an original valid tax clearance certificate or tax compliance pin from the South African Revenue Services (SARS) certifying that the taxes of the bidder are in order;	
5.2.7. Comply with any applicable Bargaining Council agreements where applicable;	
5.3. 5.3. Paragraph 5.1 & 5.2 above are not closed lists.	

## **6. General Specifications**

- 6.1. The Municipality reserves the right to accept alternative bids. The Municipality is not bound to accept the lowest or any bid and reserve the right to accept any bid either wholly or a part thereof.
- 6.2. The submission of a bid signifies complete acceptance of the conditions contained in these instructions, the form of bid and the annexures.
- 6.3. Bids may only be submitted on the official bidding document. The bidding documents must be fully completed and signed.
- 6.4. Report must be provided to the Municipality on a monthly basis in respect of all work done and hours with full rates. (If applicable)
- 6.5. Successful bidder will be compelled to employ local labour in the specific area. (If applicable)
- 6.6. Council will reserve the right to appoint more than one successful bidder or any combination. (If applicable)

## **7. SPECIFICATION REQUIREMENTS**

- 7.1. Items required are listed on the Pricing schedule.

## **8. QUALIFIED BIDS**

- 8.1. Qualified bids may be disregarded at the discretion of the Municipality.

## **9. DOCUMENTATION REQUIRED**

### **9.1. THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED AS PART OF THE FWPQ:**

- 9.1.1. Tax Compliance Pin and/or Tax Clearance Certificate
- 9.1.2. Valid BBBEE Certificate or Sworn Affidavit
- 9.1.3. Latest Municipal Account / Lease Agreement
- 9.1.4. Central Supplier Database (CSD) Number
- 9.1.5. Proof of registration / certification as an accredited technician must accompany this bid.

## **10. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS**

- 10.1.1. The service provider must adhere to all statutory requirements.

## **11. PRICING REQUIREMENTS**

- 11.1. Bid prices must be in ZAR Currency (Rand).
- 11.2. The rates must remain firm for the period of 12 months (Only for annual contracts)
- 11.3. Rates must be inclusive of Value-added-Tax of 15%
- 11.4. The price must be based on the mark up percentage of the cost price of parts and services.
- 11.5. Proof of the cost price or the service must be attached for claim to be processed.

## **12. EVALUATION**

- 12.1. Bids will be evaluated on a comparative basis, which is the reason for the design of the bid specification.
- 12.2. All bids received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations), Laingsburg SCM Policy, and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).
- 12.3. Points will be awarded to bidders who are eligible for preferences in terms of **LBM 6.1: Preference Point Claim Schedule** (where preferences are granted in respect of B-BBEE contribution).

LAINGSBURG MUNICIPALITY	
PRICING SCHEDULE / BILL OF QUANTITIES	
<b>FWPQ Number:</b>	SCM/8/2 – FWPQ-13-07-2024
<b>FWPQ Description:</b>	Supply and delivery of stationery
<b>PLEASE NOTE:</b>	1. Prices quoted must be inclusive of <b>VAT</b> . 2. Document <b>MUST</b> be completed in non-erasable black ink. 3. Please complete the attached Bill of Quantities.

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

***NB: Please Note: Round off to the last two (2) decimals  
Price of delivery must be included in the price***

#### **VALUE ADDED TAX**

Where the value of an intended contract will exceed R 1 000 000,00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R 3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Laingsburg Municipality is **4000846362**.

**Signature of Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STATIONERY**

Description	Quantity
<b>FINANCIAL SERVICES</b>	
<b>FINANCIAL SERVICES: REVENUE</b>	<b>9/214-186-5040</b>
<b>Anenien: <a href="mailto:asmith@laingsburg.gov.za">asmith@laingsburg.gov.za</a></b>	
Pens: Pilot (G2 - 0.7 or Equivalent)	3
Highlighters: Assorted	2
Pilot SW-SLR Spotliter Chisel Point Highlighter - Pink	1
Pilot SW-SLR Spotliter Chisel Point Highlighter - Orange	1
Pritt: 43gr	1
L/A Files	5
Surgical Latex Gloves - Box (50 Pairs)	1
<b>Antoinette: <a href="mailto:avdm@laingsburg.gov.za">avdm@laingsburg.gov.za</a></b>	
Staples: 26/6	1
Pens: Pentel (0.7 mm ball point pen fine BK 437.A Black)	3
L/A Files	5
Surgical Latex Gloves - Box (50 Pairs)	1
Small Paper Clips - Box	1
<b>L. Klein: <a href="mailto:lklein@laingsburg.gov.za">lklein@laingsburg.gov.za</a></b>	
L/A Files	10
Pens: Pilot (G2 - 0.7 or Equivalent)	4
Pens: Red	4
Ruler: 30cm	1
Envelopes: C6 with window	
<b>S. Jacobs: <a href="mailto:sjacobs@laingsburg.gov.za">sjacobs@laingsburg.gov.za</a></b>	
P.O.S Thermal Rolls (76mm x 76mm) - Box	1
POS Roll: 57x40 (15mm) - (Box)	1
Epson Ribbon Cartridges - ERC-38 B (Box of 10)	
Elastic Rubber Bands - Pack 100 gr - Size 19 (90x1.5)	2
White Opaque Window Self-Seal Envelopes (110x220)	5
L/A Files	10
Shiny Stamp Pad Ink: Black (S-61)	1
Staples: 26/6	1
Highlighters: Assorted - Pack	1
Pencil	1
Pens: Red	1
Pens: Black	3
Sellotape: Standard	1
<b>FINANCIAL SERVICES: ADMIN &amp; CORPORATE:</b>	
<b>Muchiento: <a href="mailto:mcjg@laingsburg.gov.za">mcjg@laingsburg.gov.za</a></b>	
Prestik - Pack	1
Pritt: 43gr	3
Pens: Pilot (G2 - 0.7 or Equivalent) - Box	1
A4 2 Quire 288 pages	5
Manuscript Book	3
Combine Ring Plastic Combs: 14 mm - Box	1
Combine Ring Plastic Combs: 16 mm - Box	1
Combine Ring Plastic Combs: 19 mm - Box	1
Combine Ring Plastic Combs: 22 mm - Box	1

Combine Ring Plastic Combs: 25 mm - Box	1
Combine Ring Plastic Combs: 28 mm - Box	1
Combine Ring Plastic Combs: 32 mm - Box	1
Combine Ring Plastic Combs: 38 mm - Box	1
Combine Ring Plastic Combs: 45 mm - Box	1
Combine Ring Plastic Combs: 51 mm - Box	1
L/A Files	20
Crystal Ballpoint Black Pen	3
PVC Binding Covers - Pack	1
<b>FINANCIAL SERVICES: BUDGET, ASSETS AND REPORTING</b>	<b>9/214-186-5040</b>
<b>Alida:</b> <a href="mailto:agroenewald@laingsburg.gov.za">agroenewald@laingsburg.gov.za</a>	
Pens: Pilot (G2 - 0.7 or Equivalent) - Box	1
L/A Files	8
Staple Remover	1
<b>Gert Bothma:</b> <a href="mailto:gsbothma@laingsburg.gov.za">gsbothma@laingsburg.gov.za</a>	
L/A Files	2
Pilot BP-S Fine - Violet	2
Pilot BP-S Fine - Black	2
Pental 0.5mm x 60mm x 12Pc HB Pencil Lead	2
Pilot White Line Retractable Correction Tape	1
Steadler (or Stabilo - equivalent) Highlighters [Laser - Lemon]	1
Steadler (or Stabilo - equivalent) Highlighters [Laser - Lime]	1
Steadler (or Stabilo - equivalent) Highlighters [Laser - Green]	1
Steadler (or Stabilo - equivalent) Highlighters [Laser - Blue]	1
A4 Quotation Folders - Blue	10
A4 Copy Paper (Rotatrim or equivalent) - Boks	1
<b>Expenditure:</b> <a href="mailto:gpharo@lainsgsburg.gov.za">gpharo@lainsgsburg.gov.za</a>	
L/A Files	40
Pritt: 43gr	1
Envelopes: DLB	2
<b>Elbenice:</b>	
Pens: Pink	5
Pens: Black	6
Pencils:	5
Staples: 26/6	1
Highlighters: Pack (Assorted)	1
L/A Files	20
Cube Refills Paper - White	1
<b>FINANCIAL SERVICES: SCM</b>	<b>9/214-186-5040</b>
<b>SCM:</b> <a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a>	
Stamp Pad Ink - Black (NB: With Oil)	2
Prestik	2
Pritt: 43gr	2
Stick-on-Notes	2
A4 Envelopes: Box	1
L/A Files:	30
Paper Clips: Box	3
Staples: 23/8	2
Staples: 23/10	2
Staples: 23/13	2
Pens: Pilot (G2 - 0.7 or Equivalent) - Box	1



Pens: Pilot G2 Retractable Gel Ink Pen Fine 0.7mm Black	5
Pens: Pink (Pilot BP-S (M) or equivalent)	3
Pens: Red (Pilot BP-S (M) or equivalent)	3
Metal File Fasteners (50 Pairs) - Box	2
A4 Board - White (160gsm) - Pack	1
Elastic Rubber Bands - Pack 100 gr - Size 34	2
PILOT Highlighter Spotlitter Set of 6 Assorted SW-SLR	2
Two-hole Steel Punch (20 Sheets)	1
Shatterproof Ruler	1
Self-Adhesive Please Sign Indexes Pack 5	5
3 Tier Letter tray desk organiser with risers	1
Clipboard	3
Paper Clips: Box	2
Slide Binders: 15mm - Box	1
Slide Binders: 20mm - Box	1
Slide Binders: 25mm - Box	1
Slide Binders: 30mm - Box	1
Foldback Clips - 15mm - Box	2
Foldback Clips - 20mm - Box	2
Foldback Clips - 25mm - Box	2
Foldback Clips - 30mm - Box	2
Artline 70 Permanent Marker - Black	2
Sellotape (48mmX50m)	2
PVC Binding Covers - Pack	1
A4 2 Quire 288 pages	5
Tidy Files: (Ref No: 07003)	30
<b>C. Gouws:</b> <a href="mailto:cgouws@laingsburg.gov.za">cgouws@laingsburg.gov.za</a>	
L/A Files	5
Highlighters: Assorted Pack	1
Permanent Markers: Green	1
Permanent Markers: Red	1
Sticky Note Marker	1
Clipboard	1
Pens: Black	5
Prestik	1
A4 2 Quire 288 pages	5
<b>ITC</b>	<b>9/214-186-5040</b>
ICT Equipment cleaning Kit	2
L/A Files	8
<b>CORPORATE SERVICES AND ADMINISTRATION: THUSONG</b>	<b>9/208-62-5042</b>
<b>Kay Mokgobo:</b> <a href="mailto:ksmith@laingsburg.gov.za">ksmith@laingsburg.gov.za</a>	
Prestik - Pack	1
L/A Files	10
A4 Filing Pockets - Pack of 10	1
Sellotape - 24mm	1
<b>Shirene Gouws:</b> <a href="mailto:sgouws@laingsburg.gov.za">sgouws@laingsburg.gov.za</a>	
Pritt: 43gr	1
Staples: 26/6	1
Prestik	1
Highlighters: Assorted (Pack)	1
C4 Envelopes - White	1

Pens: Black	5
L/A Files	12
<b>DEVELOPMENT SERVICES</b>	<b>9/222-445-714</b>
<b>W. Adams:</b> <a href="mailto:wadams@laingsburg.gov.za">wadams@laingsburg.gov.za</a>	
<b>Arthur:</b> <a href="mailto:adabrahams@laingsburg.gov.za">adabrahams@laingsburg.gov.za</a>	
Envelopes: C4 - White	1
Staple Remover - Extract	1
Staples: 26/6 - Box	1
Metal File Fasteners - Box	1
Flipchart Easel	1
PVC Binding Covers - Pack	1
Sellotape (48mmX50m)	2
<b>INFRASTRUCTURE DEVELOPMENT</b>	<b>9/244-584-5040</b>
<b>John:</b> <a href="mailto:john@laingsburg.gov.za">john@laingsburg.gov.za</a>	
Pens: Pilot (G2 - 0.7 or Equivalent) - Box	1
<b>Lusani:</b> <a href="mailto:tshikohils@laingsburg.gov.za">tshikohils@laingsburg.gov.za</a>	
Pens: Black	9
Pencil: HB Steadler (or equivalent)	3
Adhesive Sticky note size 12X45	1
Envelopes: Small (C5) - Box	2
L/A Files	20
Sellotape (48mmX50m)	2
A5 Manuscript 192 pages	4
A4 2 Quire 288 pages	1
Money clips small	1
Pritt: 43gr	1
Clipboards	4
<b>Johan:</b> <a href="mailto:jmouton@laingsburg.gov.za">jmouton@laingsburg.gov.za</a>	
Pens: Black (Box)	1
<b>Tegnies:</b>	
Clipboards	4
3 Tier Letter tray desk organiser with risers	1
Calculator	1
L/A Files: Small	6
Highlighters: Assorted Packs	2
Tipex	3
Permanent Marker: Black	5
Pencil	3
Pens: Box (Big)	1
Pens: Red	5
Sellotape (48mmX50m)	4
<b>OFFICE OF THE M/M</b>	<b>9/206-331-5042</b>
<b>Winnie:</b> <a href="mailto:wmiles@laingsburg.gov.za">wmiles@laingsburg.gov.za</a>	
<b>NONE</b>	
<b>M/M:</b> <a href="mailto:mm@laingsburg.gov.za">mm@laingsburg.gov.za</a>	
A4 Exam Pads	10

<b>Internal Auditor:</b> <a href="mailto:ppost@laingsburg.gov.za">ppost@laingsburg.gov.za</a>	
NONE	
<b>Lizaan:</b> <a href="mailto:llukas@laingsburg.gov.za">llukas@laingsburg.gov.za</a>	
L/A Files	10
Pritt: 43gr	1
Pens: Red	5
Pens: Black	5
Pens: Blue	2
Sellotape (48mmX50m)	1
Metal File Fasteners - Box	1
Clear Plastic Covers - Pak	1
Staples: 26/6 - Box	1
<b>COMMUNITY SERVICES</b>	
<b>COMMUNITY SERVICES: LIBRARY SERVICES</b>	<b>9/228-235-5040</b>
<b>Library Services:</b>	
Pritt: 43gr	4
Pens: Black	6
ArtlineEK70 Bullet point Permanent Markers	4
Prestik: Pack	4
Sellotape: Standard	4
Sellotape (48mmX50m)	4
<b>COMMUNITY SERVICES: LAW ENFORCEMENT/ TRAFFIC</b>	
	<b>9/240-540-1238</b>
<b>Neil:</b>	
Pens: Pilot (G2 - 0.7 or Equivalent) - Box	2
<b>Traffic: Fine Department: <a href="mailto:mmichaels@laingsburg.gov.za">mmichaels@laingsburg.gov.za</a></b>	
Sticky Notes	3
Staples	1
Paper Clips - Box	1
Pens: Black	10
Pens: Blue	10
Pens: Red	1
Stamp Pad Ink: Red	1
Stamp Pad Ink: Blue	1
Stamp Pad Ink: Black	1
Sellotape (48mmX50m)	2
Filing boxes (compact box/ combox)	50
Filing Pockets - Pack	100
A4 Colour Paper: Yellow (Ream)	1
A4 Colour Paper: Blue (Ream)	1
A4 Colour Paper: Green (Ream)	1
Pritt: 43gr	3
Scissors	2
A4 Exam Pads	4
<b>TOURISM - <a href="mailto:laingsburgtourism@telkomsa.net">laingsburgtourism@telkomsa.net</a></b>	<b>9/218-440-5062</b>
<b>COUNCIL</b>	

<b>MAYOR: <i>mayer@laingsburg.gov.za</i></b>	<b>9/214-186-5040</b>
Pens: Black	6
Pens: Red	2
Pens: Blue	2
Whiteboard Markers: Black	2
View File: 20 Pockets	2
Prestik	1
Highlighters: Pack	2
Envelopes: C4 - White	1
Sellotape: Standard	1
Staple Remover	1
<b>SPEAKER'S OFFICE: <i>speaker@laingsburg.gov.za</i></b>	<b>9/214-186-5040</b>
Pens: Black	6
Color Paper: Ream (5 Assorted Colours)	1
Filing Pockets: Pack	1
Staples: 26/6 - Box	1
Whiteboards markers - Black	2
Cube Paper Refills - Pack	1
Sellotape - Standard	1
Exam Pad	1
Pritt: 43gr	1
Drukspykers	1
<b>TOTAL</b>	

**DELIVERY**

<b>LAINGSBURG MUNICIPALITY</b>	
<b>Form of Offer and Acceptance</b>	
<b>FWPQ Number:</b>	<b>SCM/8/2 – FWPQ-13-07-2024</b>
<b>FWPQ Description:</b>	<b>Supply and delivery of stationery</b>
<b>1. Part A: OFFER</b>	
<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>	
<b>2. THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:</b>	
<p><b>3.</b> 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 <b>Contractor</b> in the conditions of contract</p>	

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

<b>LAINGSBURG MUNICIPALITY</b>	
<b>Form of Offer and Acceptance</b>	
<b>FWPQ Number:</b>	<b>SCM/8/2 – FWPQ-13-07-2024</b>
<b>FWPQ Description:</b>	<b>Supply and delivery of stationery</b>
<b>4. Part B: ACCEPTANCE</b>	
<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>	

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

**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.

<b>NAME (PRINT)</b>		<b>SIGNATURE</b>	
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME OF ENTERPRISE</b>			
<b>WITNESS 1</b>		<b>WITNESS 2</b>	