

QUOTATION NUMBER – JB 05/2022/23

Before

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

QUOTATION NUMBER: JB 05/2022/23

Kindly furnish us with a written quotation for:

SUPPLY AND DELIVERY OF SPECIALIZED UNIFORM TO THEEWATERSKLOOF MUNICIPALITY IN CALEDON

The detailed project description and schedules are attached or can be obtained from **Ms. Chivonne Cyster** at Tel: **028 214 3300** or e-mail: chivonnecy@twk.org.za, as well as technical enquiries.

A formal quotation must be submitted on the letterhead of your business and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box No. 2**, for attention: **CHIVONNE CYSTER, QUOTATION NO: JB 05/2022/23** and the service provider's name and address. Quotations will not be accepted if they don't comply with the marking instructions. Quotations must be placed in tender box **No. 2** at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12:00 on Friday, 07 October 2022**, immediately after which the quotations will be opened in public in the Council Chambers. If posted, interested service providers to ensure that sufficient time are given for the post to reach us before the closing date and time. Council cannot take responsibility for any delays.

Compulsory Clarification Meeting:

- A compulsory clarification meeting will be held on **Tuesday, 27 September 2022** via MS Teams at 14h00, and no one will be allowed to join the meeting after **14h15**.
- The MS Teams link will be provided upon request from Chivonne Cyster via email – chivonnecy@twk.gov.za.

1. Standard Conditions of Quotation:

The following conditions will apply:

- Quotations must be completed in hand writing with black ink.
- Prices must be valid for at least sixty (60) days from closing of the quotation.
- Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- The goods must be delivered within two (2) months of date of official order.**
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the
- Preferential Procurement Regulations of 2017 and for this purpose the **MBD 2, MBD 4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9** forms which are available on the Municipal Website www.twk.gov.za must be completed and submitted together with your quotation subject to the test for administrative compliance.
- The successful provider will be the one scoring the highest points.
- A **Valid Tax Clearance Status Pin Certificate** and a copy of your **latest Municipal Account / Lease Agreement** must be attached to your quotation subject to the test for administrative compliance.
- Council may accept a quotation in full, partially or not at all.**
- Payments will be made not later than 30 days, after the receipt of a tax invoice.
- Invoices must not be issued before goods / services have been supplied / rendered.
- The General Conditions of Contract will apply to this quotation.
- Calculation errors will be corrected by the Municipality by using the unit prices.

- n) If a valid B-BBEE certificate or Sworn Affidavits is not attached it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- o) If a valid B-BBEE certificate or Sworn Affidavits is attached and if points is not claimed in terms of MBD 6.1 it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- p) Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidder's tender at closing date of this tender.
- q) The estimated contract value for the period will be used to calculate the financial offer for evaluation purposes in terms of the 80/20 preference point system and will be awarded per unit prices as tendered for.
- r) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.
- s) No alternative offer will be accepted

2. Bidders Obligations:

2.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission of bid).**

2.1.1 Specification

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 1**.

2.1.2 Pricing Instructions

- In order to be considered for a contract in terms of this quotation, bidders are required to price on all items in the commodity selected.
- The unit prices will be evaluated in line with the market related prices.

2.1.3 Samples

- Only those tenderers who provided samples will be eligible. In order to be considered for a contract in terms of this quotation, bidders are required to supply samples of **all products tendered for, free of charge**, on or before closing date of quotation for the attention of **Ms Chivonne Cyster** at **Theewaterskloof Municipality, Caledon Town Office, 22 Plein Street, Caledon, 7230**. The samples can be collected for the unsuccessful bidders after the receipt of regret letter.

2.1.4 Local Content

- Only those tenderers who have fully complied with the minimum threshold per item in the Local Content Declaration are eligible to submit tenders. Refer to **Schedule 2**.

2.1.5 Attendance Compulsory Site Meeting

- In order to be considered for a contract in terms of this quotation, bidders are required to attend the Compulsory Site Meeting. Failure to do so will result in being disqualified for further evaluation.

After:

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

QUOTATION NUMBER: JB 05/2022/23

Kindly furnish us with a written quotation for:

SUPPLY AND DELIVERY OF SPECIALIZED UNIFORM TO THEEWATERSKLOOF MUNICIPALITY IN CALEDON

The detailed project description and schedules are attached or can be obtained from **Ms. Chivonne Cyster** at Tel: **028 214 3300** or e-mail: chivonnecy@twk.org.za, as well as [technical enquiries](#).

A formal quotation must be submitted on the letterhead of your business and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box No. 2**, for attention: **CHIVONNE CYSTER, QUOTATION NO: JB 05/2022/23** and the service provider's name and address. Quotations will not be accepted if they don't comply with the marking instructions. Quotations must be placed in tender box **No. 2** at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12:00 on Friday, 07 October 2022**, immediately after which the quotations will be opened in public in the Council Chambers. If posted, interested service providers to ensure that sufficient time are given for the post to reach us before the closing date and time. Council cannot take responsibility for any delays.

1. Standard Conditions of Quotation:

The following conditions will apply:

- t) Quotations must be completed in hand writing with black ink.
- u) Prices must be valid for at least sixty (60) days from closing of the quotation.
- v) Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- w) The goods must be delivered within two (2) months of date of official order.**
- x) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the
- y) Preferential Procurement Regulations of 2017 and for this purpose the MBD 2, MBD 4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9 forms which are available on the Municipal Website www.twk.gov.za must be completed and submitted together with your quotation subject to the test for administrative compliance.**
- z) The successful provider will be the one scoring the highest points.
- aa) A Valid Tax Clearance Status Pin Certificate and a copy of your latest Municipal Account / Lease Agreement must be attached to your quotation subject to the test for administrative compliance.**
- bb) Council may accept a quotation in full, partially or not at all.**
- cc) Payments will be made not later than 30 days, after the receipt of a tax invoice.
- dd) Invoices must not be issued before goods / services have been supplied / rendered.
- ee) The General Conditions of Contract will apply to this quotation.
- ff) Calculation errors will be corrected by the Municipality by using the unit prices.
- gg) If a valid B-BBEE certificate or Sworn Affidavits is not attached it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- hh) If a valid B-BBEE certificate or Sworn Affidavits is attached and if points is not claimed in terms of MBD 6.1 it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- ii) Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidder's tender at closing date of this tender.
- jj) The estimated contract value for the period will be used to calculate the financial offer for evaluation purposes in terms of the 80/20 preference point system and will be awarded per unit prices as tendered for.
- kk) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.
- ll) No alternative offer will be accepted

Villiersdorp Tel: (028) 840 1130 | Greyton Tel: (028) 254 9620 | Riviersonderend Tel: (028) 261 1360

Caledon, Botriver, Tesselaarsdal Tel: (028) 214 3365 | Genadendal Tel: (028) 251 8130 | Grabouw Tel: (021) 859 2507

2. Bidders Obligations:

2.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission of bid).**

2.1.1 Specification

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 1**.

2.1.2 Pricing Instructions

- In order to be considered for a contract in terms of this quotation, bidders are required to price on all items in the commodity selected.
- The unit prices will be evaluated in line with the market related prices.

2.1.3 Samples

- Only those tenderers who provided samples will be eligible. In order to be considered for a contract in terms of this quotation, bidders are required to supply samples of **all products tendered for, free of charge**, on or before closing date of quotation for the attention of **Ms Chivonne Cyster** at **Theewaterskloof Municipality, Caledon Town Office, 22 Plein Street, Caledon, 7230**. The samples can be collected for the unsuccessful bidders after the receipt of regret letter.

2.1.4 Local Content

- Only those tenderers who have fully complied with the minimum threshold per item in the Local Content Declaration are eligible to submit tenders. Refer to **Schedule 2**.

Acknowledge Form

To : **Development and Community Services (Community Services) –
Theewaterskloof Municipality**

Email : **sikhululemb@twk.org.za**

Attention : **Sikhulule Mbekeni**

THEEWATERSKLOOF MUNICIPALITY

QUOTATION NO.: JB 05/2022/23

**SUPPLY AND DELIVERY OF SPECIALIZED UNIFORM TO THEEWATERSKLOOF MUNICIPALITY IN
CALEDON**

ADDENDUM TO QUOTATION NO. 1

**We acknowledge receipt of the above Addendum and confirm that any quotation we submit will take
account of the instructions detailed therein.**

Date:

Signed:

On behalf of:
(PLEASE PRINT)