

P.O. BOX 24 CALEDON 7230
TEL: 028 – 214 3300

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
QUOTATION NUMBER: KOR 09/2022/2023

Kindly furnish us with a written quotation for:

THE SUPPLY AND INSTALLATION OF DIAGONAL CARPETS AT THE OFFICE OF THE DIRECTOR: CORPORATE SERVICES, HEAD OFFICE BUILDING OF THEEWATERSKLOOF MUNICIPALITY, CALEDON

The detailed project description and schedules are attached or can be obtained from **Mrs M Faul** at Tel: **028 214 3365 x 4222** or e-mail: marelizefa@twk.org.za, as well as all technical queries.

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: **MARELIZE FAUL, QUOTATION NO.: KOR 09/2022/23** 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, 23 September 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 Site Meeting:

- A compulsory site and clarification meeting will be held on **Tuesday, 20 September 2022**; and
- Attendees are to meet at the **Reception of the Head Office Building of Theewaterskloof Municipality, 6 Plein Street, Caledon at 10:00.**

1. Standard Conditions of Quotation:

The following conditions will apply:

1. Standard Conditions of Quotation:

The following conditions will apply:

- Quotations must be completed in hand written non-erasable black ink.
- Prices must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- The work must be completed within two (2) weeks from 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 **MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9** forms which are available on the Municipal Website www.twk.org.za must be completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- A **Valid Tax Compliance Status Pin Certificate** and a copy of your **latest Municipal Account or Lease Agreement** should be attached to your quotation.
- 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.
- 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.

- n) 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.
- o) Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidders tender at closing date of this tender.
- p) 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.
- q) No alternatives offers will be received.

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).**

2.1.1 Specification Sheet

- In order to be considered for a contract in terms of this quotation, bidders must declare compliance by signing **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 schedule of services required and sign.

2.1.3 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.

2.1.4 Carpet Samples

- In order to be considered for a contract in terms of this quotation, bidders are obliged to provide samples of the Diagonal Carpets that will be quoted on before closing time. All samples must be submitted to Marelize Faul. Register must be kept and submitted to Supply Chain Management.

2.1.5 Special Conditions of Contract

- In order to be considered for a contract in terms of this quotation, bidders must declare compliance by signing **Schedule 2.**

3. The Employer's Undertakings

3.1 Tests for Administrative Compliance

Bidders may be found non-compliant if, inter alia: (these documents may be requested)

- The bidder has failed to complete and sign and attach requested information to all schedules not excluded in eligibility criteria;
- The bidder has failed to submit the MBD 2, MBD 4, MBD 8 and MBD 9 forms;
- The bidder has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the bidder has failed to provide a copy of the lease of the premise;
- The bidder has failed to submit a valid Tax Compliance Status Pin Certificate, a valid Tax Compliance Status Pin Certificate may be requested; and

- The bidder has failed to submit a valid certified B-BBEE certificate or sworn affidavits, whereas points were claimed and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate or sworn affidavit may be requested.

NB: No quotations will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE
SUPPLY CHAIN MANAGEMENT UNIT

DATE: 16 September 2022

SCHEDULE OF SERVICES REQUIRED

<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>		<u>PRICE</u>	
			R	c	R	c
1.1	Supply and Installation of new Diagonal Carpet Tiles (500mm x 500mm) – Office of Office of the Director: Corporate Services	Sum				
1.2	Skimming/Trimming of 1 door to ensure the door fits properly	1				
Sub Total						
VAT @ 15%						
TOTAL						

NB: Please note that the total price must be inclusive of delivery costs and any other associated costs.

DELIVERY:
 THEEWATERSKLOOF MUNICIPALITY
 6 Plein Street
 Caledon
 7230

I/We, the undersigned, do hereby declare that these are the properly priced Bill/Schedule of Quantities forming part of this Contract Document containing Pages in consecutive order upon which my/our Tender for Quotation No **KOR 09/2022/23 - THE SUPPLY AND INSTALLATION OF DIAGONAL CARPETS AT THE OFFICE OF THE DIRECTOR: CORPORATE SERVICES, HEAD OFFICE BUILDING, THEEWATERSKLOOF MUNICIPALITY, CALEDON**, has been based.

My/our total Contract Price for this work and above items (Total 1) is (in words)

.....

SIGNED BY THE BIDDER:

DATE:

SCHEDULE 1: SPECIFICATIONS

Colour: Coconut

Type of carpet tiles: Nex Back

Size: 500mm x 500mm

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Specifications and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Specifications.

Name of Bidder

Signature on Behalf of Tenderer

Date

**SCHEDULE 2:
SPECIAL CONDITIONS OF QUOTATION**

Removal/Putting back of furniture in offices

Removal of rubbish from premises

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Special Conditions of Quotation and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Special Conditions of Quotation.

Name of Bidder

Signature on Behalf of Tenderer

Date

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THEEWATERSKLOOF MUNICIPALITY

Bid Number:	KOR 09/2022/23	Closing Date:	23 September 2022	Closing Time:	12:00
Description:	THE SUPPLY AND INSTALLATION OF DIAGONAL CARPETS AT THE OFFICE OF THE DIRECTOR: CORPORATE SERVICES, HEAD OFFICE BUILDING OF THEEWATERSKLOOF MUNICIPALITY, CALEDON				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (FORM OF OFFER AND ACCEPTANCE)					

Bid Response Documents may be Deposited in the Bid Box **NO. 1** situated at:

MUNICIPAL HEAD OFFICE

06 PLEIN STREET

CALEDON

7230

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]

1. 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]	2. 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]
3. TOTAL NUMBER OF ITEMS OFFERED		4. TOTAL BID PRICE	R
5. SIGNATURE OF BIDDER	6. DATE	
7. CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Marelize Faul
CONTACT PERSON	Annielle Martin	TELEPHONE NUMBER	028 214 3300
TELEPHONE NUMBER	028 214 3300	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	028 212 4279	E-MAIL ADDRESS	marelizefa@twk.org.za
E-MAIL ADDRESS	anniellema@twk.org.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)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES 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: