



## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

You are invited to furnish the Municipality with a written quotation for the provision of services or goods detailed in the endorsed specification.

The quotation must be submitted on the official letterhead of your company and must be deposited in the municipal tender box situated at Cnr Fedler and Second Street (Supply Chain) in Randfontein before 11h00 on the **11 May 2021**. For queries, please email [Mr L Makaula on lubulele.makaula@randwestcity.gov.za](mailto:lubulele.makaula@randwestcity.gov.za)

For Technical Enquiries: **Ms Esme Kuipers**

Libraries

Tel: 011 278 3044

For SCM related Enquiries: **Mr L Makaula**

Supply Chain Management

Tel: **011 411 0427**

### **RE-advert:RWRFO-7/003/2020-2021: Appointment of a service provider to supply and deliver cleaning materials**

The following mandatory documents must be submitted with the quotation and failure to submit either will lead to your submission being declared non-responsive:

- Prices must be valid for at least thirty (30) days from the closing date and must be inclusive of VAT if the bidder is a VAT vendor.
- A valid Tax Clearance Certificate OR Tax Compliance status document with PIN from SARS.
- Proof of registration with the National Treasury Central Supplier Database (a bidder must attach CSD registration report with Supplier No. and Unique Code).
- Original BBBEE certificate, certified copy or a EME or QSE verified affidavit in the case of EMEs and QSEs. Failure to submit either will lead in the bidder scoring no points for BBBEE. Must be a consolidated certificate for Joint Ventures.
- Certified copies of Company Registration Documents and ID copies of company directors
- Completed MBD 4, MBD 8 and MBD 9 forms (downloadable on the website.)
- A current municipal account statement reflecting the bidder is not in arrears for more than 3 months, lease agreement or SAPS affidavit stating that the bidder not obliged to pay municipal rates.

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

#### **BIDDERS SHOULD ALSO TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Rand West City Local Municipality Supply Chain Management Policy will apply.
- The Rand West City Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the bid in whole or in part.
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted.
- Bidders will be required to register on the Rand West City Local Municipality Database, if not already registered.
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- The bid will be evaluated on local production content the minimum threshold as stipulated by the DTI in each designated sector will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Signature

04/05/2021

Date

**Rand West City Local Municipality**

Cnr Pollock & Sutherland Street, Randfontein 1760, Tel 011 411 0000, Fax 011 693 1736

Website: [www.randwestcity.gov.za](http://www.randwestcity.gov.za)



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### SPECIFICATION

Rand West City Local Municipality (RWCLM) is seeking to appoint a service provider to supply and deliver cleaning materials

DESCRIPTION OF SERVICES REQUIRED																																																											
RFQ NAME	SUPPLY AND DELIVER CLEANING MATERIALS																																																										
RFQ NUMBER	RWRFAQ -7/003/2020- 2021																																																										
DESCRIPTION:	Appointment of a service provider to supply and deliver cleaning materials																																																										
SCOPE OF WORK	<p><b><u>Specifications:</u></b></p> <p><b><u>Bill of Quantities</u></b></p> <table><tr><th>NO</th><th>DESCRIPTION</th><th>QTY</th><th>VAT EXCLUSIVE</th><th>VAT INCLUSIVE</th></tr><tr><td>1</td><td>Bleach / Jik (5lt)</td><td>16</td><td>R</td><td>R</td></tr><tr><td>2</td><td>Bucket 20lt</td><td>10</td><td>R</td><td>R</td></tr><tr><td>3</td><td>Dish Washer (5L)</td><td>28</td><td>R</td><td>R</td></tr><tr><td>4</td><td>Domestos (5L)</td><td>20</td><td>R</td><td>R</td></tr><tr><td>5</td><td>Doom (300ML)</td><td>60</td><td>R</td><td>R</td></tr><tr><td>6</td><td>Furniture Polish (400ml)</td><td>100</td><td>R</td><td>R</td></tr><tr><td>7</td><td>Hand gloves Large - cleaning of toilets and shelves</td><td>100</td><td>R</td><td>R</td></tr><tr><td>8</td><td>Paper Hand Towels</td><td>20</td><td>R</td><td>R</td></tr><tr><td>9</td><td>Handy Andy (5L)</td><td>40</td><td>R</td><td>R</td></tr><tr><td>10</td><td>Jeyes fluid (5Lt)</td><td>15</td><td>R</td><td>R</td></tr></table>				NO	DESCRIPTION	QTY	VAT EXCLUSIVE	VAT INCLUSIVE	1	Bleach / Jik (5lt)	16	R	R	2	Bucket 20lt	10	R	R	3	Dish Washer (5L)	28	R	R	4	Domestos (5L)	20	R	R	5	Doom (300ML)	60	R	R	6	Furniture Polish (400ml)	100	R	R	7	Hand gloves Large - cleaning of toilets and shelves	100	R	R	8	Paper Hand Towels	20	R	R	9	Handy Andy (5L)	40	R	R	10	Jeyes fluid (5Lt)	15	R	R
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	11	Kitchen cloths large	50	R	R
	12	Mops	20	R	R
	13	Rake (steel)	3	R	R
	14	Refuse plastic bags 100 's	20	R	R
	15	Spade (fork)	3	R	R
	16	Toilet air spray (180 ml)	100	R	R
	17	Toilet rolls (48 per pack)	20	R	R
	18	Wood & laminate floor cleaner 5lt	18	R	R
	19	Spade	3	R	R
				SUB TOTAL	R
			ADD VAT@15%	R	
			TOTAL	R	
Other RFQ Information	Completed RFQ Documents must be deposited in the Tender Box at Municipal Store, located at the corner of Fedler and Second Streets, Randfontein. The Rand West City Local Municipality reserves the right to appoint or not appoint the lowest or any service provider.				
Other Documents Required	<ul style="list-style-type: none"><li>• Tax Clearance Certificate (Original and Valid)</li><li>• A current municipal account statement reflecting that the account is not in arrears for more than 3 months or lease agreement in case of rental or SAPS affidavit stating that the bidder is not obliged to pay municipal rates.</li><li>• Registration Documents</li><li>• Certified Copy of Broad-Based Black Economics Empowerment (B_BBEE) status level certificates: (Note: bidders who do not submit B-BBEE status level Verification certificates do not qualify for preference point for B-BBEE but will not be disqualified)</li></ul>				
Closing date & Time	11 MAY 2021 @ 11h00				