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 Ground Floor, Cnr Fedler and Second Street in Randfontein before 11h00 on the 12th of February 2018. For queries, please email

Ms M. Molete on [mamoriri.molete@randwestcity.gov.za](mailto:mamoriri.molete@randwestcity.gov.za)

**For Technical Enquiries: Mr. C. Daniels For SCM related Enquiries: Ms M Molete**

**Libraries Supply Chain Management**

**Tel: 011 411 0076 Tel: 011 411 0466**

**RE-ADVERT Appointment of an accredited supplier to supply and deliver stationery for Rand West City Libraries: RWRFQ-3/003/2017-2018**

**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 (available at SCM Stores and 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 Date**

**SPECIFICATION**

Rand West City Local Municipality (RWCLM) is seeking to appoint a service provider to supply and deliver stationery for Rand West City Libraries.

**REQUIREMENTS:**

|  |  |
| --- | --- |
| **LIST FOR RAND WEST CITY LIBRARIES STATIONARY** | |
| **QUANTITY** | **DESCRIPTION** |
| 35 | A3 paper PHOTOCOPY ( 80gsm multi-function paper) BOXES |
| 25 | A4 hardcover books (3 Quire 288pages ) |
| 16 | A4 Labels 52mm x 13mm |
| 110 | A4 paper PHOTOCOPY (80 gsm multi-function paper) BOXES |
| 9 | Art-line permanent marker 70 bullet 1.5mm black BOXES |
| 12 | Art-line permanent marker 700 bullet 0.7mm black BOXES |
| 1 | Cashbox 25 cm |
| 16 | Colour code labels 19mm dia lables 250 per box BLACK |
| 20 | Colour code labels 19mm dia lables 250 per box BLUE |
| 16 | Colour code labels 19mm dia lables 250 per box BROWN |
| 16 | Colour code labels 19mm dia lables 250 per box GOLD |
| 16 | Colour code labels 19mm dia lables 250 per box GREEN |
| 16 | Colour code labels 19mm dia lables 250 per box ORANGE |
| 16 | Colour code labels 19mm dia lables 250 per box PINK |
| 16 | Colour code labels 19mm dia lables 250 per box PURPLE |
| 20 | Colour code labels 19mm dia lables 250 per box RED |
| 16 | Colour code labels 19mm dia lables 250 per box SILVER |
| 16 | Colour code labels 19mm dia lables 250 per box YELLOW |
| 12 | Correction fluid 7ml |
| 8 | Date stamp pre-inked (day/Month / year ) |
| 8 | Desk Calculator 12 -Digit LCD display 100 (w) x 145 (h) mm |
| 3 | Drawing pins Brass pack of 100 |
| 18 | Files lever arch files A4 |
| 18 | Files lever arch files A4 box |
| 2 | Flipchart paper - bond, size 860 mm x 610 mm, 50 sheets per pack |
| 2 | Highlighters assorted colours YELLOW (UNIT NOT BOX) |
| 2 | Highlighters assorted colours PINK (UNIT NOT BOX) |
| 2 | Highlighters assorted colours ORANGE (UNIT NOT BOX) |
| 2 | Highlighters assorted colours GREEN (UNIT NOT BOX) |
| 2 | Highlighters assorted colours BLUE (UNIT NOT BOX) |
| 2 | Highlighters assorted PURPLE (UNIT NOT BOX) |
| 9 | Ink for date stamp 28 ml black |
| 1 | Jabulani Library Stamp |
| 19 | Laminating pouches 300 micron 65 mmx 95 mm box 100 |
| 4 | Laminating pouches A4 250 micron box 100 |
| 50 | Magic tape 18 mm x 50 m |
| 1 | Mohlakeng Address stamp |
| 20 | Office Paste with spreader Cap 250 ml |
| 10 | Packing tape in buff ( brown) to seal boxes 48 mm x 50m |
| 10 | Packing tape in clear to seal boxes 48 mm x 50m |
| 8 | Paper clips silver 50 mm BOXES |
| 11 | Paper clips silver 33 mm BOXES |
| 108 | Pen: Black ballpoint pen 0.7 mm |
| 108 | Pen: Red ballpoint pen 0.7mm |
| 11 | Pencils HB (12's) |
| 28 | Prestik 100g ( re-usable adhesive sticks for stick up posters) |
| 18 | Pritt glue stick 43g |
| 8 | Receipt books duplicate |
| 13 | Scissors: 21 cm |
| 6 | Stapler up to 30 sheets |
| 9 | Staples no 26/6 |
| 10 | Staples no 56 (5000) |
| 9 | Staples for heavy duty stapler 23/8, 23,13 or 23/23 |
| 6 | Stamp pads (70mm x 110 mm) |
| 3 | Till rolls (50 per box ) 57mm x 76mm |
| 2 | Whiteboard Markers ( black, blue, red and green pack) |
| 10 | Wood glue 500ml |
|  |  |

|  |
| --- |
|  |

**RWCLM-MBD 2**

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.**

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)

**R** **WCLM-MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.
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 positioning relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:……………………………………………..

3.2 Identity Number: ………………………………………………………………………………….

3.3 Position occupied in the Company (director, trustee, hareholder²):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5 Tax Reference Number:…………………………………………………………………………

3.6 VAT Registration Number: ……………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity

numbersand state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.….……………………………………………

……………………………………………………………………………….

**¹**MSCM Regulations: “in the service of the state” means to be –

1. a member of –
   1. any municipal council;
   2. any provincial legislature; or
   3. the national Assembly or the national Council of provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? ……………**YES / NO**

3.9.1 If yes, furnish particulars.………………………...……………………………………..

………………………………………………………………...

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**

3.10.1 If yes, furnish particulars. …………………………………………………………..

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**

* + 1. If yes, furnish particulars ………………………………………………………………..

3.12 Are any of the company’s directors, trustees, managers,

Principle shareholders or stakeholders in service of the state? ……………………..**YES / NO**

3.12.1 If yes, furnish particulars. ……………………………………………………………….

3.13Are any spouse, child or parent of the company’s directors trustees,

managers, principle shareholders or stakeholders in service of the state? ……... **YES / NO**

3.13.1 If yes, furnish particulars. ……………………………………………………………..

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**

3.14.1 If yes, furnish particulars: ………………………………………………………………

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

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Identity Number** | **State Employee Number** |
|  |  |  |
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………………………………….. ……………………………………..

**Signature Date**

…………………………………. ………………………………………

**Capacity Name of Bidder**

**RWCLM-MBD 8**

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
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.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have: -
   1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
   2. been convicted for fraud or corruption during the past five years;
   3. wilfully neglected, reneged in or failed to comply with any government, municipal or other public sector contract during the past five years; or
   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).
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 | 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?  **(Companies or persons who are listed in this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).**  **The database of restricted suppliers now resides on the National Treasury’s website (**[**www.treasury.gov.za**](http://www.treasury.gov.za)**) and can be accessed by clicking on its link at the bottom of the home page.** | Yes  🞎 | No  🞎 |
| 4.1.1 | If so, furnish particulars |  | |
| 4.2 | 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 Corruption Activities Act (No 12 of 2004)?  **The Register for Tender Defaulters can be accessed on the National Treasury’s website,** [**www.treasury.gov.za**](http://www.treasury.gov.za)**, by clicking on its link at the bottom of the home page.** | Yes  🞎 | No  🞎 |
| 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  🞎 | No  🞎 |
| 4.3.1 | If so, furnish particulars: |  |  |
| 4.4 | Does the bidder or any of its directors owe nay 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 that three months? | Yes  🞎 | No  🞎 |
| 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  🞎 | No  🞎 |
| 4.5.1 | 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**

**RWCLM MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

This Municipal Bidding Document (MBD) must form part of all bids1 invited.

1. Section 4 (1) (b) (iii) of the Competition Act No 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).2 Collusive bidding is a *pe se* prohibition that it cannot be justified under any grounds.
2. 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:
   1. take all reasonable steps to prevent such abuse;
   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
   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.
3. 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.
4. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

**2 Bid rigging (or collusive bidding) occurs when business, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchases who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

R**WCLM-MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I the undersigned, in submitting the accompanying bid:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Bid Number and Description)

In response to the invitation for the bid made by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the Municipality / Municipal Entity

do hereby make the following statements that 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 purpose 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:
   1. has been requested to submit a bid in response to this bid invitation;
   2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience, and
   3. provides the same goods and services as the bidder, and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium3 will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   1. Prices
   2. Geographical area where product or service will be rendered (market allocation)
   3. Methods, factors or formulas used to calculate prices;
   4. The intention or decision to submit or not to submit, a bid;
   5. The submission of a bid which does not meet the specifications and conditions of the bid; or
   6. Bidding with the intention not to win the bid.
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.

**\*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 executions of a contract.**

1. 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.
2. 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 Preventions and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

……………………………………………... ………………………………………

Signature Date

…………………………………………….. ………………………………...............................................

Position Name of Bidder

Js9141w4