



## SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

Ref: Ms Sibulelo Mokoena (SCM)

Tel:(016)492 0202

### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Lesedi Local Municipality's Website and Notice Boards)**

Kindly furnish Lesedi Local Municipality with a written quotation on the goods listed hereunder:

**RFQ: CSD:67/19/2020**

**Ref:17/3/3/1**

**QUOTATIONS ARE HEREBY INVITED FOR THE SUPPLY AND INSTALLATION OF DESK  
SCREENS AT ALL LIBRARY SERVICE DESKS**

**Advertising date: Thursday 15 October 2020**

**Closing date and time: Friday 23 October 2020 @ 12:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of LLM  
Civic Centre  
Corner Du Preez & HF Verwoerd Streets, Heidelberg  
Upper Level West Wing  
Tender Box

### **The following conditions will apply:**

- Supply Chain Management Unit, Civic Centre, Upper Level West Wing Heidelberg.  
The lowest or any quotations will not necessarily be accepted and LLM reserves the right to accept the quotation in total or only in part.
- To participate in LLM's quotation procurement of goods and services, suppliers are requested to register on National Treasury Supplier Database (CSD).
- According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
- **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act:2000 Preferential Procurement Regulations, 2017**  
**4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:**  
**(b)And EME or QSE**  
**(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.**

- All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ [www.csd.gov.za](http://www.csd.gov.za)
- Bidders must ensure compliance with their tax obligations.
- Bidders are required to submit their unique personal identification number (PIN) issued by SRS to enable the organ of state to view the taxpayer's profile and status
- Application for tax compliance status (TCS) OR PIN NO: 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.
- Foreigner suppliers must complete the pre-award questionnaire in PART B:3
- The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges.
- Bidders may submit a printed TCS CERTIFICATE together with the bid. bids where consortia/ sub-contractors are involved, each party must submit a separate TCS certificate /Pin & CSD summary report/number.
- CSD Summary report must be attached
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted 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.
- A firm delivery period must be indicated.
- All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:
- Bidders must print the following documents from LLM website under quotations.
  - **MBD 1. Invitation to bid**
  - **MBD 4. Declaration of interest**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 6.2 Declaration for local production and content for designated sector**
  - **MBD 8: Declaration of bidders past supply chain management practices.**
  - **MBD 9: Certificate of independent bid determination.**
  - **Sworn Affidavit: B-BBEE-EME.**
  - **Authority of Signatory**

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

- No quotation will be considered from persons in service of the state (MDB 4)

**LESEDI LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Lesdedi Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	RFQ: CSD:67/2020: SUPPLY AND INSTALLATION OF DESK SCREENS AT ALL LIBRARY SERVICEB DESK								
<b>ADVERTISING DATE:</b>	Thursday 15 October 2020								
<b>DEPARTMENT:</b>	Community Services Department								
<b>DESCRIPTION OF SERVICES</b>	<p style="text-align: center;"><b>PROJECT SPECIFICATIONS</b></p> <p>Perspex Sneeze Guards. Design, Supply and Installation of Perspex Sneeze Guards at all Lesedi Libraries to help with the battle against Corona-Virus (COVID-19). These screens are to be installed to ensure a barrier is placed between the employees and customers. These sneeze guards are one of the tools to help with the prevention of spread Covid-19 virus and afford a barrier to block for possible contamination. These sneeze guards must come with a 400mm x 125mm slot/hole as standards, so you can slide forms, money, paperwork through the slot. It is mounted on top on the issue desk. All Perspex Screens must be easy to clean with warm water and soap.</p>								
<b>POINT SCORING</b>	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <p>The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> <li>• 80 points for Price</li> <li>• 20 points for BBBEE level of contribution</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">18</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">16</td> </tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16
BBBEE Status level of contributor	Number of points(80/20 system)								
1	20								
2	18								
3	16								
<b>PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT</b>	<p><b>QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017</b></p> <p>4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:</p> <p style="padding-left: 20px;">(b) An EME</p> <p>(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.</p>								
<b>COMPULSORY</b>	<ul style="list-style-type: none"> <li>• Company registration documents</li> </ul>								

<b>RETURNABLE DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Certified Copies of ID's of members/directors</li> <li>• Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li>• <b>MBD 1. Invitation to bid</b></li> <li>• <b>MBD 4. Declaration of interest.</b></li> <li>• <b>MBD 6.1 B-BBEE Status Level of Contribution.</b></li> <li>○ <b>MBD 8 Declaration of bidders past supply chain management practices.</b></li> <li>○ <b>MBD 9: Certificate of independent bid determination.</b></li> <li>• <b>Schedule (fixed prices including Vat)</b></li> <li>• <b>Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></li> <li>• <b>Copy of latest municipal account and/or signed lease agreement by both parties.</b></li> <li>• <b>The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and/or the directors, which must stipulate the responsibility of payment of municipal services.</b> <ul style="list-style-type: none"> <li>➢ <b>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</b></li> </ul> </li> </ul> <p><b>If the business operates from the different address as per CIPC document, affidavit must be provided</b></p>
<b>CLOSING DATE AND TIME:</b>	Friday 23 October 2020 @ 12:00pm
<b>DELIVERY PERIOD</b>	Delivery period after the date of official order fourteen (14)days
<b>DELIVERY ADDRESS</b>	To the various Libraries within Lesedi Local Municipality
<b>SUBMISSION OF QUOTES</b>	Tender box SCM Unit Civic Centre Heidelberg
<b>ENQUIRIES</b>	Corrie Verster at 016 492 0046 / 082 376 9203 or email <a href="mailto:corriev@lesedi.gov.za">corriev@lesedi.gov.za</a>

**CONDITIONS:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

Name of Bidder: ..... Tel No/ Cell No :.....

Contact Person ..... Fax Number .....

Residential Address

Postal Address

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E-mail address: .....

**Supplier Number (CSD) MAAA: .....**

**Tax Compliance Status (TSC) Pin: .....**

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.....

Signature

Date

**PRICING SCHEDULE**

Name of Bidder: .....

Closing Date: Friday 23 October 2020

Quotation No: CSD 17/3/3/1

Closing Time: 12:00pm

LIBRARIES	DESCRIPTION	QTY	UNIT Price	Total Price
HEIDELBERG  Reception Counter	Counter screen guards 45° corner screen with 14 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 52 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 14x38mm closer caps. 12332mmx850mm plexiglass	1		
RENSBURG  Reception Counter	<b>Counter screen guards 45° corner screen with 11 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 36 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 11x38mm closer caps. 8170mmx850mm plexiglass</b>	1		
RATANDA PROPER				
Children's section Counter	Counter screen guards 45° corner screen with 7 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 24 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 7x38mm closer caps.	1		

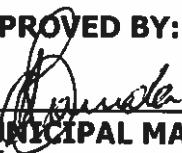
	<b>5380mmx850mm plexiglass</b>			
<b>Main counter</b>	<b>Counter screen guards 45° corner screen with 6 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 26 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 6x38mm closer caps. 4920mmx850mm plexiglass</b>	<b>1</b>		
<b>RATANDA EXT.7</b>				
<b>Reception counter</b>	<b>Counter screen guards 45° corner screen with 10 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 32 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 10x38mm closer caps. 6740mmx850mm plexiglass</b>	<b>1</b>		
<b>RATANDA EXT.23</b>				
<b>Reception counter</b>	<b>Counter screen guards 45° corner screen with 12 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 36 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 12x38mm closer caps. 8920mmx850mm plexiglass</b>	<b>1</b>		
<b>JAMESON PARK</b>				
<b>Counter 1</b>	<b>Counter screen guards with 3 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 8 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 3x38mm closer caps. 2000mmx850mm plexiglass</b>	<b>1</b>		
<b>Counter 2</b>	<b>Counter screen guards with 3 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 8 glass brackets</b>	<b>1</b>		

	type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 3x38mm closer caps. 1750mmx850mm plexiglass			
<b>Devon</b>				
<b>Reception Counter</b>	Counter screen guards 45° corner screen with 8 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 28 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 8x38mm closer caps. 6800mmx850mm plexiglass	1		
<b>Shalimar Ridge</b>				
<b>Reception Counter</b>	Counter screen guards 45° corner screen with 4 stainless steel bulutrades (950mm(L) with M24 bolt, 60mm shaft. 12 glass brackets type satin chrome 38mm round, 3.5mmx20mm self-tapping flat screw. 4x38mm closer caps. 2800mmx850mm plexiglass	1		
			<b>Sub Total</b>	
			<b>Vat Amount</b>	
			<b>Grand Total</b>	

Name of Bidder: ..... Date: .....

Signature: ..... Position: .....

APPROVED BY:



MUNICIPAL MANAGER  
MR GABRIEL BANDA

DATE: 14/10/20