



LEKWA-TEEMANE LOCAL MUNICIPALITY

Supply Chain Management Unit

REQUEST FOR QUOTATION: REFURBISHMENT OF OFFICE BLOCK (BUDGET AND TREASURY OFFICE)

Lekwa-Teemane Municipality requests your quotation on the goods and/or services listed hereunder quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

NOTE: INTERESTED BIDDERS MUST ATTEND BRIEFING SESSION AT THE MUNICIPAL OFFICES ON MONDAY 2016-03-14 AT 11:00(corner robyn and dirkie uys street christiana 2680)

ADVERTISEMENT DATE	08/03/2016
DEPARTMENTS	FINANCE DEPARTMENT
RFQ NUMBER:	RFQ/FIN001/03/2016
DESCRIPTION OF GOODS/SERVICES	RENOVATIONS FOR FINANCE DEPARTMENT
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	Lekwa-Teemane Local Municipality Municipal Building Cnr Robyn & Dirky Uys CHRISTIANA 2680
COMPULSORY REQUIREMENT	See conditions on page 2
SUBMISSION OF QUOTES	Lekwa-Teemane Local Municipality Municipal Building Cnr Robyn & Dirky Uys Str CHRISTIANA 2680
TIME: CLOSING DATE	12:00 18/03/2016
ENQUIRIES: Tel:	Mr H Seichoko 082 318 7612

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Municipality's Supply Chain Management Policies and Procedures

The municipality reserves the right to withdraw any invitation of quotations and/or to re-advertise or to reject any quotation or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

THE MBD 4, 8 & 9 FORMS ARE OBTAINABLE AT THE MUNICIPAL WEBSITE AND MUNICIPAL OFFICES

**Mr NDODA MGENGO
MUNICIPAL MANAGER**



LEKWA-TEEMANE LOCAL MUNICIPALITY

COMPULSORY REQUIREMENTS

1. Original tax clearance

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by Lekwa-Teemane Local Municipality. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

2. Certified copies of ID copies and proof of company registration.

3. Latest copy of rate and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)

Please note the following:

- a. There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.
 - b. If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.
 - c. If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.
- 4. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.**
- 5. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.**
- 6. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.**
- 7. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.**
- 8. A certified copy of the B -BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.**
- 9. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVE MENTIONED REQUIREMENTS

SIGNATURE _____ NAME _____



LEKWA-TEEMANE LOCAL MUNICIPALITY

SPECIAL CONDITIONS

1. All goods or services purchased will be subject to Lekwa-Teemane Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
3. Prices must remain fixed for a period of 90 (ninety) days
4. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
5. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
6. LEKWA-TEEMANE MUNICIPALITY DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____ **NAME** _____



LEKWA-TEEMANE LOCAL MUNICIPALITY

ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the Lekwa-Teemane Local Municipality General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: _____

NAME: _____

CAPACITY: _____ **DATE:** _____



SUPPLY CHAIN MANAGEMENT UNIT
 Cnr Robyn & Dirky Uys Street
 P.O. BOX 13
 CHRISTIANA
 2680

VAT No.

BIDDER

TEL: _____

FAX _____

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ/FIN001/03/2016	2016/03/08
CONTACT PERSON	
NAME	MR H Seichoko
TEL:	082 318 7612
Fax:	053 441 3735

FOR OFFICE USE ONLY PRICE/S TO BE VAT EXCLUSIVE This RFQ will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement policy Framework Act (Act number 5 of 2000)	
Points will be allocated as follows:	
Points For Price:	80
Points for B-BBEE	20 (Maximum)
B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

SIGNATURE OF BIDDER: _____



LEKWA~TEEMANE LOCAL MUNICIPALITY



“NW 396”

PO Box 13, Christiana, 2680, Cnr. Robyn & Dirkie Uys Streets

Our ref:

Your ref:

Enquiries: M Morotoba

Terms of Reference: Refurbishment of Office Block (budget and treasury office)

DESCRIPTION	TIME FRAME	BUDGET
Breaking and installation of new access security controlled door for easier access to entrance door by officials		
Removal and replacement of new ceilings (Sound lite boards to be used that have insulation built into the board to help regulate temperature in office)		
Erecting of new dry-walls to expand cash office (new access security controlled door to be installed as well as bigger reception area to accommodate 2 officials that can assist public) (12mm fibre-cement boards for extra safety)		
Cash office windows to be closed off (built shut with bricks) to enhance security features		
Installation of new security window between cash office and public		
Installation of new counter with access drawers to cash office (to obtain documentation and cash from public through window		

Re-painting of finance office		
Stripping and removal of old floor		
Installation of new epoxy floor		
TOTAL (Vat inclusive @ 14%)		

ADDITIONAL NEEDS

DESCRIPTION	TIME FRAME	BUDGET
Supply, Deliver and Installation of 10mm Strong Room Door (for Walk-in-safe)		
Installation of new air-conditioning system (that is sufficient for entire financial office)		
Installation of new blinds for windows (to remove old and torn curtains)		
New cupboards for filing purposes		
New office furniture		
TOTAL (Vat inclusive @ 14%)		

Other Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Sizes will be given to the appointed bidder;
3. All overalls and raincoats be embossed with the inscription "Lekwa-Teemane Local Municipality".
4. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
5. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
6. Quantities are given in good faith and without commitment to the Lekwa-Teemane Municipality.
7. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

SIGNATURE OF BIDDER: _____



MUNICIPAL RATES AND SERVICES

“Declaration on State of Municipal Accounts”

Names of Directors/Partners/Senior Managers	Physical Residential Address of the Director/Partner/Senior Manager	Residential Municipal Account Number(s)	Name of Municipality

NB: PLEASE ATTACH COPY/COPIES OF MUNICIPAL ACCOUNT(S)

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature:

Date:

Position:.....

Name of Bidder: