

INVITATION TO QUOTE

RFQ NO	MKIQ53/2023
Description	Transport services from MKI offices to Mpofana Digital Centre
Delivery address	Bruntville Council Chamber Ward 3, Mooi River 3300
Closing date and time to submit quotation	12 December 2023 at 16H30 PM
Quotation and enquires must be emailed to: Hand delivered submissions will not be accepted	quotations@moseskotane.com
Technical queries must be emailed to:	Nompilo.mngoma@moseskotane.com
Quotations validity period	60 Days

SUPPLIER INFORMATION

Name of bidder	
Contact person	
Physical address	
Telephone number	
Cellphone number	
Email address	

1. Disclaimer:

- a) MKI reserves its right not to appoint.
- b) MKI reserves its right to negotiate the price with the successful bidder, should it be necessary.
- c) MKI reserves the right to terminate the mandate should a pre-existing conflict of interest be found at any stage of the project.
- d) Quotations received after the closing date and time will not be considered.

2. The following documents to be submitted with the quotation.

- a) Proof of company registration (CIPC), where applicable i.e unless a sole proprietor.
- b) Valid BBBEE certificate by SANAS accredited agency/company or an affidavit.
- c) Valid tax clearance pin
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Supplier declaration of interest form (attached here into page 5)
- g) Preference points claim form (attached here into page 9)

NB: Failure to submit the above documents will lead to disqualification.

Specification

Transport Services from MKI Offices to Mpofana Digital Centre

1. Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to conduct world class research that responds to the needs of the provincial economy.

Moses Kotane Institute is pleased to invite you to submit your quotation for Transport services to Mpofana Digital Centre.

2. Specification

FURNITURE TO BE MOVED FROM MKI TO MPOFANA MUNICIPALITY	
ASSET CODE	DESCRIPTION
FF432	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF433	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF434	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF435	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF436	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF437	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF438	Executive Tables with supporting pedestal and cabinet 160cm Lenth
FF439	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF440	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF441	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF442	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF444	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF445	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF446	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF447	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF448	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF449	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF450	Executive Tables with supporting pedestal and cabinet 140CM Lenth
FF451	Small oval meeting tables 4-seater meeting tables
FF452	Small oval meeting tables 4-seater meeting tables
FF453	Small oval meeting tables 4-seater meeting tables
FF454	Small oval meeting tables 4-seater meeting tables
FF455	Small oval meeting tables 4-seater meeting tables
FF456	Small oval meeting tables 4-seater meeting tables
FF457	Small oval meeting tables 4-seater meeting tables

FF458	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF459	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF460	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF461	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF462	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF463	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF464	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF466	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF467	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF468	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF469	Managers: Bookcase bottom unit 1 x pedestal with 2 hinge doors, drawers
FF470	Executive: Bookcase Bottom unit 1 x Pedestal with 2 hinge door, drawers
FF471	Executive: Bookcase Bottom unit 1 x Pedestal with 2 hinge door, drawers
FF472	Executive: Bookcase Bottom unit 1 x Pedestal with 2 hinge door, drawers
FF473	Executive: Bookcase Bottom unit 1 x Pedestal with 2 hinge door, drawers
FF474	Executive: Bookcase Bottom unit 1 x Pedestal with 2 hinge door, drawers
FF475	CEO: Bookcase full unit 1 x pedestal with 2 drawers
FF493	Matching server unit: Utensil drawers, Crockery drawer, hinge drawers
FF495	Main boardroom table 8-seater table
FF504	Matching server unit: Fitted with the utensil drawer crockery drawer hinge door
FF505	Interview / meeting room tables: Oval Shaped four wooden legs 4-seater
FF506	Interview / meeting room tables: Oval Shaped four wooden legs 4-seater
FF523	Workstations/ Cubicals four-way dual work benches
FF524	Workstations/ Cubicals four-way dual work benches
FF525	Workstations/ Cubicals four-way dual work benches
FF526	Workstations/ Cubicals four-way dual work benches
FF527	Workstations/ Cubicals four-way dual work benches
FF528	Workstations/ Cubicals four-way dual work benches
FF529	Workstations/ Cubicals four-way dual work benches
FF530	Workstations/ Cubicals four-way dual work benches
FF531	Workstations/ Cubicals four-way dual work benches
FF532	Workstations/ Cubicals four-way dual work benches
FF533	Workstations/ Cubicals four-way dual work benches
FF534	Workstations/ Cubicals four-way dual work benches
FF989	Flat Top Table with Steel Legs

3. Quotation Requirements

The service providers will be required to submit a company profile and a detailed quotation (all-inclusive quotation).

SUPPLIER DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.7
 - 2.7.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder YES / NO
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain YES / NO
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIALPROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLES IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

The following preference point systems are applicable to invitations to tender:
the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

To be completed by the organ of state *(delete whichever is not applicable for this tender)*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.1. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

To be completed by the organ of state

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC	100

GOALS

- 1.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.
- 1.2 The organ of state reserves the right to request a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULATE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender (a) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black owned enterprise	8	
51% Black female owned enterprise	6	
51% Youth owned enterprise	6	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct.
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any
- (e) organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (f) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....