

Dear Bidders

Please assist Housing Company Tshwane with the attached request and please make sure that the following **Compulsory** documents are submitted with your Quotation namely:

1. Declaration of Interest.
2. Tax Clearance Certificate/ Once Time Pin.
3. CSD Report.
4. BEE Certificate, affidavit and please make sure that the RFQ sent to you is signed and completed.
5. Municipal account, the statement of account for your lease, proof of residency and or letter/affidavit from your council. If you are not the account holder, please make sure that the affidavit is written by the account holder and the account holder must indicate that she/he is aware/ had given permission for you to utilize his/her address.

NB: FAILURE TO SUBMIT THE ABOVE-MENTIONED DOCUMENTS WILL RESULT IN YOUR QUOTATION BEING DISQUALIFIED.



REQUEST FOR QUOTATION: SUPPLY AND DELIVERY OF EMBROIDED GOLF T-SHIRTS

Date: 07/02/2023

Company Name: _____

Registration Number: _____

CSD Number: _____

Dear Sir/Madam,

1. Housing Company Tshwane requests your price quotation for the item(s) specified in this request for quotation (RFQ).
2. Your quotation should be received on or before-**12h00**-hrs on **13 February 2023** either by email or by hand delivery at the following address given below:

Email address:

HCT-SCM@tshwane.gov.za

Address for hand delivery:

1st Floor, SKG Towers Building

310 Pretorius Street

Pretoria

0126

3. Quotation(s) not being sent by email should be enclosed in an envelope that should be sealed and addressed to the address given above.
- 3.1. It is the exclusive responsibility of the bidders to ensure that the email / sealed envelope containing the quotation reaches the above address before the time and date indicated in paragraph 2, If delivered by hand, The quotation must be delivered during working hours of Housing Company Tshwane –Monday through Friday 07h30hrs-16h00hrs or during the time that has been specified by Housing Company Tshwane and except for holidays being observed by Housing Company Tshwane. Proposals received after the above-mentioned closing time or deadline will be rejected.
4. Quotations should remain valid for a period not less than 30 days after the deadline date specified for submission.
5. Quotation(s) should be sent by completing the price schedule at annexure 1 enclosed. **You may also reply by sending a quotation on your own letter head**, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your quotation.
6. Quotations shall give a comprehensive description of the proposed service and or items supplied.



7. The rates quoted should be fixed for the duration of the contract period and should not be subject to adjustment on any account.
8. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive to the stated RFQ requirements.
- 8.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation(s) and to cancel the bidding process or reject all quotation at any time prior to the award of the contract.
9. The normal payment terms of Housing Company Tshwane are 30 days upon satisfactory delivery of goods or services and acceptance thereof by Housing Company Tshwane.
10. We look forward to receiving your quotation and thank you for your interest in supplying Housing Company Tshwane.
11. HCT reserves the right to appoint more than one service providers / (s)
12. Suppliers who are found to have under-quoted and overpriced will be disqualified
13. LOCAL CONTENT
 - Bids will be subject to local content requirements in terms of Regulation 8(1) of the referential Procurement Regulations, 2017.
 - Only locally produced or manufactured goods with a stipulated minimum threshold as stated in the table below for local production and content will be considered. Bidders who do not meet the stipulated minimum threshold will be automatically disqualified and not be considered further for evaluation.
 - **Clothing – 100% minimum threshold, SABS Approved**
 - Bidders may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
 - The exchange rate to be used for the calculation of local content (local content and local production are used interchangeably) must be the exchange rate published by the ARB on the date of the advertisement of the tender.
 - The Declaration Certificate for Local Content (SBD 6.2) must be completed and duly signed. Bidders who do not complete this form will be automatically disqualified.

For further guidance with the above requirements, bidders may refer to DTI website, www.theDTI.gov.za and National Treasury Designated Sectors Instruction Number 15 of 2016/2017



ANNEXURE 1**Price Schedule**

No.	Description	Unit	Qty	Rate	Amount
	SUPPLY AND DELIVERY OF EMBROIDED GOLF T-SHIRTS				
1	Golf shirts (navy) per CI manual (image)		200		

SUB-TOTAL	
VAT@15%	
TOTAL	

All enquiries regarding this RFQ must be directed to SCM Department at

HCT-SCM@tshwane.gov.za / Tel: 012 358 5236

By returning this price schedule, we the undersigned hereby undertake to supply and deliver to the destination(s) indicated, the stated supplies, work, services, or labour as specified in this RFQ in such quantities and such time as may be required.

Name & Signature of the person completing this request:

Name: _____ **Signature:** _____ **Date:** _____

Vendor Comments if any:



DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)



Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za



Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.



LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in



paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

