



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

QUOTATION NO 02/2023/24: SUPPLY AND DELIVERY OF STATIONERY

CLOSING TIME: 11:00

CLOSING DATE: 26 JANUARY 2024

Notice is hereby given in terms of Section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy that Thembelihle Local Municipality intends to procure STATIONERY.

Prospective Service Providers are hereby invited to submit quotations for the supply and delivery of **SUPPLY AND DELIVERY OF STATIONERY**.

Quotations must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the bid request. Enquiries pertaining to the specifications can be addressed to Mr. Elrie Mouton or Ms. Nogoli Jaxa at telephone (053) 203 0005/8.

Fully completed quotation documents and the supporting documents (**COMPANY REGISTRATION, MUNICIPAL ACCOUNT OF COMPANY AND DIRECTOR(S), BBBEE CERTIFICATE OR SWORN AFFIDAVIT, CERTIFIED ID COPIES OF ALL DIRECTORS**) must be placed in a sealed envelope and placed in the tender box in the Foyer at the Thembelihle Local Municipal offices corner Mark and Church Streets, Hopetown, not later than the time and date stipulated. The envelopes must be endorsed clearly with the number, title, bidder's name and closing date and time of the quotation as above.

Specific Goals:

	Specific Goal	Weight
1	Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, women, youth or disability (BBBEE)	10
2	Local procurement and promotion of enterprises located in the municipal area especially SMME`s	10

1. BBBEE - Bidders are required to submit a BBBEE scorecard or a BBBEE Sworn Affidavit. Failure to submit the above document for verification will result in the bidder forfeiting the points.
2. Local Procurement – Bidders are required to submit proof in the form of the CIPC registration Documents to proves that the registration address of the Company/Bidder is in the boundaries of Thembelihle Municipality.

Criteria to handle a deadlock

In the event where two or more bidders have scored equal Total points for Price and Specific Goals, the bidder who have obtained the highest score under Specific Goals will be the recommended bidder.

The tender box will be emptied just after 11:00 on the closing date as above, hereafter all bids will be opened. **LATE QUOTATIONS OR QUOTATIONS SUBMITTED VIA EMAIL OR FAX WILL UNDER NO CIRCUMSTANCES BE ACCEPTED.**

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

It is expected of all Bidders who are not yet registered on the CSD to register without delays. The Municipality reserves the right not to award bids to Bidders who are not registered on the CSD.

Mr. KP Leserwane
Acting Municipal Manager
Thembelihle Local Municipality
P/Bag X3
8750 HOPETOWN

RETURNABLE DOCUMENTS

- 1. Fully Completed Bid Document**
- 2. Company Registration Documentation**
- 3. SARS TCS Pin and or CSD Report**
- 4. Copies of Director(s) Identity Documentation (ID)**
- 5. Rates and Taxes account for the company and all its Directors**

Failure to submit any of the above will lead to automatic disqualification.

COMPULSORY DOCUMENTATION

1. ANNEXURE F : PRICE QUOTATION FORM (Purchases up to an estimated value of R200 000-00)

NB: Use ink, preferably black, to fill in the information applicable to the specific required price quotation

NAME OF SUPPLIER:

CLOSING TIME 15:00 ON: PRICE QUOTATION NO.

VALIDITY: DAYS CSD NUMBER:

ITEM	QTY	DESCRIPTION	PRICE IN RAND CURRENCY INCLUSIVE OF VAT
1	ALL	SUPPLY AND DELIVERY OF STATIONERY All prices must be filled in on the table as per Annexure A of this document.	R
TOTAL AMOUNT (INCLUSIVE OF VAT AND DELIVERY)			

Trade mark and model:

Country of origin:

Points claimed:

B-BBEE status level verification certificate appended?

YES

OR

NO

***NB: TICK APPLICABLE BLOCK**

ISSUING AGENCY _____

- **Delivery basis:**

(i) Is the delivery period firm?

***YES / NO**

(ii) Period required for delivery after receipt of order

.....

- Is the price (inclusive of VAT) firm?

***YES / NO**

- Discount offered (conditional/unconditional):

.....

- Is offer strictly to specification/terms of reference, if attached?

***YES / NO**

If not to specification/terms of reference, state deviation(s)

.....

.....

(1) Name of taxpayer/quoter:

.....

(2) Identification Document number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(3) Trade name:

.....

(4) Company/Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(5) Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Original of Income Tax Clearance Certificate to be attached)

(6) VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(7) PAYE employer's registration number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Details (if applicable):

Bank Name:

Bank Branch Code:

--	--	--	--	--	--

Account Holder:.....

Bank Account number:

--	--	--	--	--	--	--	--	--	--	--	--

Bank account type:

Contact person:

Signature:

Name in print:.....

Telephone No.: **Code:** **No.**

Fax No.: **Code:** **No.**

E-mail address:

Address:

.....

.....

..... **Postal**

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SIGNATURE

SURNAME & INITIALS

DATE

2. Tax Clearance Certificate

- (a) A valid copy of the original Tax Clearance Certificate and a PIN obtainable from SARS must accompany the bid documents together with the CSD Registration report reflecting a Compliant Tax status

3. BUSINESS MUNICIPAL RATES AND SERVICE ACCOUNT

A copy of a Bidders Business Municipal Rates and Service account not older than 30 days must be submitted or a Lease Agreement in the case of a Landlord responsible for the account.

4. 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 position in 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, shareholder²):.....
- 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 numbers and 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.

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) 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**

3.11.1 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.

.....
.....

3.13 Are 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 Number	Employee	Personal Income Tax Reference number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

5. 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. 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 on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(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 Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (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:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any 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 than 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 ☐
4.7.1	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

6. MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 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 meaning that it cannot be justified under any grounds.
- 3 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:
 - a. take all reasonable steps to prevent such abuse;
 - b. 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
 - c. 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.
- 4 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.
- 5 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 businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD9: 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 Municipality / Municipal Entity)

do hereby make the following statements that I 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 purposes 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:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

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:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) 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.
9. 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.

³ 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 execution of a contract.

MBD 9

10. 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 Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

7. B-BBEE Certificate

- (a) A valid original B-BBEE verification Certificate / a certified copy must accompany the bid documents,/an original sworn affidavit.
Failure to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

**Annexure A:
Pricing Schedule**

DESCRIPTION	QTY	UNIT COST	VAT	TOTAL PRICE
BOX BLACK PENS (BIC CRYSTAL BALL PEN; MEDUIM 1.0mm)	15			
BANTEX SACHETS (100 PER PACK)	5			
BOX STAPLES 26/6 (BOX OF 5000)	15			
STAPLER (SIZE: 26/6)	10			
HEAVY DUTY STAPLER	2			
HEAVY DUTY STAPLES NO.2313 (100X10 PCS)	10			
HEAVY DUTY PUNCHER	5			
CORRECTION PENS	15			
GLUE STICKS (PRIT 43g)	36			
RULERS (30cm/300mm)	15			
SCISSORS (BIG)	10			
SCISSORS (SMALL)	11			
• BLACK WHITEBORD MARKERS • GREEN WHITEBORD MARKERS • RED WHITEBORD MARKERS • BLUE WHITEBORD MARKERS	15 15 15 15			
BOSTIK/PRETIK	10			

BIG CLEAR SELLOTAPE (48mm X 100mm)	20			
CLEAR TAPE 48X50	10			
DOUBLE SIDED TAPE (SIZE:33mm X 48mm)	5			
HARDCOVER BOOKS 288 PAGES	20			
HIGHLIGHTERS (WALLET OF 4)	20			
32 GIGABYTE MEMORY STICK	12			
A4 TRANSPARANTS MATT (PACK OF 1000)	5 PACKS			
A4 ENVELOPES (SIZE: 324 X 229)	10 BOXES			
STAPLE REMOVER	6			
BOX PENCILS	5			
PAPER CLIPS 78mm BOX	5			
BOTTLE GLUE (WOODEN GLUE SIZE: 120ml)	5			
COLOUR FILE MARKERS (7 PIECE; 24 PACK)	5			
STAMP INK BLACK	5			
ERASERS (35X15X10mm)	20			
STICKY NOTES (3X3/75X75 MIXED 400 SHEETS/PAD)	20			
INDEX STICKY NOTES (1,2,3 etc.)	20			
EXAM PADS	10			
OFFICE PAPER SHREDDER MACHINE (12 SHEET)	5			

A4 CARTON BACKING BOARDS WHITE (PACK OF 1000)	5			
A4 FOLDABLE PAPER FILES (PINK) A4 FOLDABLE PAPER FILES (BLUE) A4 FOLDABLE PAPER FILES (GREEN)	1 PACK OF 100 FOR EACH COLOUR			
A4 DESK PUNCHES	10			
ADHESIVE PLASTIC ROLL (10M X 450MM)	5			
- BINDING ELEMENTS: 16mm (BOX) - BINDING ELEMENTS: 10mm (BOX) - BINDING ELEMENTS: 51mm (BOX) - BINDING ELEMENTS: 38mm (BOX)	1000 pcs (BLACK) 1000 pcs (BLACK) 50 pcs (BLACK) 50 pcs (BLACK)			
- A4 COLOUR PAPER: BLUE - A4 COLOUR PAPER: YELLOW - A4 COLOUR PAPER: PINK - A4 COLOUR PAPER: GREEN	5 RIMMS OF EACH COLOUR			
PARROT MAGNETIC WHITEBOARD 1800X1200mm	1			
BIG RED SELLOTAPE (48mm X 100mm)	10			
LEVER ARCH FILES	150			
TOTALS				R