



REQUEST FOR QUOTATION

REQUEST DATE:	21/07/2026	
DEPARTMENT:	TECHNICAL SERVICES	
RFQ number	RFQ 26-27/03	
CLOSING DATE:	30/07/2026 at 11:00am	
COMPULSORY REQUIREMENTS	1. Valid tax compliance status pin 2. MBD 4 fully completed and signed 3. Proof of CSD registration	
Other requirements	The 80/20 preference point system will be applicable. 80 points for price and 20 points for specific goals. Annexure "A" is attached as an indication of how specific goal points will be calculated	
BRIEFING SESSION:	N/A	
RFQ ENQUIRIES:	SCM OFFICE 058 913 8300	
SUBMISSION OF QOUTES:	Complete Quotations must be hand delivered and deposited in the RFQ box before the closing date and time by using any of the following addresses: Physical address (1): c/o Kuhn &Prinsloo street, Vrede,9835 at supply chain office Physical address (2): 41 Piet retief street warden 9890 at cashier office Physical address (3): 48 Voortrekker street memel 2970 at cashier office Postal address: Private bag X5 vrede 9835 .	
DESCRIPTION OF GOODS/SERVICES:	DESCRIPTION :	QUANTITY
	Lab-sample analysis (water quality compliance) SANS 241	3 Months

CONDITIONS

- 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 and all its regulations) & the municipality's Supply Chain Management Policies and Procedures
- It is the company's responsibility to submit supporting documents to earn points for specific goals. Failure to do so will result in the company scoring 0 points for specific goals.
- The MBD 4 *must* be completed and submitted with the quotation. If the forms are incomplete or not attached the quotation will be disqualified
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder
- To participate in the municipality's quotation process for the procurement of goods and/or services, vendors **MUST** be registered and compliant on the central supplier database (CSD).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated on the RFQ page.
- The municipality reserves the right to increase or reduce the quantity.
- It is the bidder's responsibility to ensure that the quote reaches the municipality in time. Late quotations will not be accepted

DULY SIGNED

Reviewed by:
Mr NF Ralebenya
CFO

DULY SIGNED

Approved by:
Mrs GPN Mhlongo-Ntshangase
Municipal Manager

“Annexure A”

Allocation of Specific Goals points for Procurements and Income-Generating transactions below R50 000 000 (80/20 Preferential Points System) and above R50 000 000 (90/10 Preferential Points System).

50% (10 out of 20 and 5 out of 10) of Specific goals points, will be allocated based on a geographical area of a supplier as follows,

<u>Specific goal</u>	<u>Applicable weight [80:20]</u>	<u>Applicable weight [90:10]</u>	<u>Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient)</u>
<u>EME or QSE</u>	<u>6</u>	<u>3</u>	• <u>Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths</u> • <u>A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS</u> • <u>Proof of B-BBEE issued by DTIC</u>
<u>Woman</u>	<u>4</u>	<u>2</u>	• <u>RSA identity document</u> • <u>Valid RSA driver's license issued by the relevant authority</u>
<u>Youth</u>	<u>4</u>	<u>2</u>	• <u>RSA identity document</u> • <u>Valid RSA driver's license issued by the relevant authority</u> <u>(NB: Youth is defined as any south African citizen with the age between 18 and 35 years)</u>
<u>People with disability</u>	<u>2</u>	<u>1</u>	• <u>Sworn affidavit signed by the company representative and attested by the Commission of oaths</u>
<u>Free state based company (NB : the institutions must ensure that this specific goal is aligned to the district they are situated in e.g suppliers situated in Thabo Mofutsanyane District)</u>	<u>4</u>	<u>2</u>	• <u>Municipal Account</u> • <u>Lease agreement</u> • <u>Title deeds</u> • <u>Permission to occupy land signed by the traditional authority</u> <u>A letter of confirmation of the address signed by the ward councilor</u>

