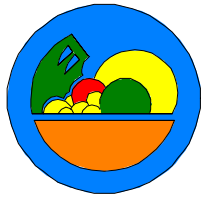


**GREATER TZANEEN MUNICIPALITY**



**SUPPLY CHAIN MANAGEMENT UNIT**

QUOTE DESCRIPTION:	SUPPLY AND DELIVERY OF OFFICE FURNITURE
QUOTE NO:	SCMU Q 27/2023
NAME OF BIDDER:	.....
AMOUNT R	..... VAT incl.
AMOUNT IN WORDS:	.....
	.....RAND
CLOSING DATE:	27 SEPTEMBER 2023@ 12H00



**PART A: MBD1  
GREATER TZANEEN MUNICIPALITY  
GROTER TZANEEN MUNISIPALITEIT**

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**SUPPLY CHAIN MANAGEMENT UNIT**

**DEPARTMENT: COMMUNITY SERVICES**

**QUOTE DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE FURNITURE  
(COMMUNITY SERVICES DEPARMENT)**

**QUOTE NO: SCMU Q 27/2023**

Quotations are hereby invited from interested service provider for the Supply and Delivery of Office Furniture for Community Services Department. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and Municipal Website.

**Interested bidders must attach proof of the following documents to avoid disqualification:**

CSD report (not older than 3 months), certified copies of ID's for all directors of the company, statement of municipal rates and taxes for both company and directors appearing in the CK (not older than 3 months)/ letter from traditional authority not older than 3 months for the company and the directors/ copy of Lease Agreement with 3 Months proof of payment only (No statements), certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction. valid tax pin or tax clearance, signed joint venture agreements in case of a joint venture companies. initial every page of the bid document; all MBD forms be completed in full.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Quote No: **SCMUQ 27/2023, postal address and contact details of the bidder.**

Document will be available at [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za) and Supply Chain Office from the date of advert.

**Closing date: 27 September 2023@ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber. Bidders must note that briefing session will Not take place.**

**EVALUATION OF QUOTATIONS**

**NB: 80/20 Preference point scoring system will apply, where 80 points will be**

**allocated for price only and 20 for Specific goals points scored.**

**Bidders shall take note of the following bid conditions:**

- a) Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.
- b) Specific goals will be used for preferential point system in terms of the Preferential Procurement Regulation 2022.
- c) Council reserves the right not to appoint.
- d) No bidder will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

**Technical enquiries should be directed to Ms X Gala @ 015 307 8369**

**Administrative enquiries must be directed to Ms. Z. Ramothwala @ 015 307 8199**

**PART B.1  
FORM OF OFFER**

**Quote for contract number: SCMU Q 27/2023**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.

Signed at .....this ..... Day of  
.....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_,  
\_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter into this contract on behalf of:

\_\_\_\_\_  
By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this bid.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialling each page of the document will result in disqualification of the bidder.**

**Part B. 2**  
**Quote Information**

Details of person responsible for bidding process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Mr/ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the bid for

Contract \_\_\_\_\_ **No** \_\_\_\_\_

And any contract, which may arise there from on behalf of

\_\_\_\_\_  
Signed on behalf of the company:

\_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of signatory

PART C

## GREATER TZANEEN MUNICIPALITY



### **SPECIFICATION**





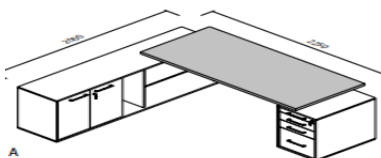
### **SUPPLY & DELIVERY OF OFFICE FURNITURE**

**1. INTRODUCTION**

1.1. The Greater Tzaneen Municipality requires a Service Provider to supply and deliver, office furniture for Building control, Maintenance and Mechanical workshop as per specifications below.

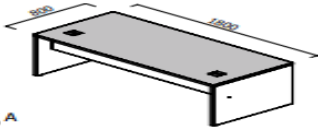
**2. SPECIFICATION FOR OFFICE FURNITURE**

**3. SPECIFICATION FOR OFFICE FURNITURE**

ITEMS	DESCRIPTION	QUANTITY
1.	<p><b>HIGH BACK CHAIRS</b></p> <p><b>1.1 High back arms chair</b></p> <ul style="list-style-type: none"> <li>• Big and tall high back chair</li> </ul>  <ul style="list-style-type: none"> <li>• High back chair black fabric seat &amp; mesh back 100kg capacity</li> </ul>  <p><b>Visitors Side chair</b></p> <ul style="list-style-type: none"> <li>• Visitors side Chair- black netted back</li> </ul>  <p><b>Visitors Armchair</b></p> <ul style="list-style-type: none"> <li>• Matt Black Epoxy Integral Frame (Bonded Leather)</li> </ul> 	<p><b>01</b></p> <p><b>03</b></p> <p><b>02</b></p> <p><b>08</b></p>
2	<p><b>TABLES</b></p> <p><b>A frame Cherry Melamine</b></p> <p>– Executive L – Shape desk 2250x2000 - LHS (Cherry)</p> 	<p><b>01</b></p>

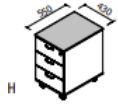


- Panel Leg Desk 1800x800- (Cherry)



**DRAWERS<sup>A</sup>**

- Central locking Mobile Pedestal – Floating Pen and Pencil Tray – 3 Standard Drawers (cherry)



**CONFERENCE TABLE**

- Executive D end Conference Table 1500x1300 – plain top – Titan leg 6-Seater (Cherry)



**Wall units**

- **White melamine (Cherry)**

Complete wall unit 1800hx900w x 360d – Half Glass.



**02**

**02**

**01**

2.1

## EVALUATION OF QUOTATIONS

**NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.**

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)	Means of verification (MOV) for specific goals	
An entity which is at least 50% owned by Black, Indian or Coloured people	20		CK, CSD report and Certified Identification documentation	<b>Tick</b>
<b>TOTAL</b>	<b>20</b>			

**PART D**

**MBD 4**

**DECLARATION OF INTEREST**

- 1.No bid will be accepted from persons in the service of the state\*.
- 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 and/or take an oath declaring his/her interest.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Company Registration Number: .....
- 3.4 Tax Reference Number: .....
- 3.5 VAT Registration Number: .....
- 3.6 Are you presently in the service of the state\* **YES / NO**
  - 3.6.1 If so, furnish particulars.....
  - Have you been in the service of the state for the past twelve months? **YES / NO**
  - 3.7.1 If so, furnish particulars. ....
- 3.8 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**

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\* MSCM 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.

3.8.1 If so, furnish particulars.....

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.....

10. Are you, aware of any relationship (family, friend, other) between a 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

3.10.1. If so, furnish particulars.....

3.11 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.....

3.12 Are any spouse, child or parent of the company’s directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.12.1 If so, furnish particulars.....

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

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder

**CERTIFICATION**

**I, the undersigned**

**(name)**.....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

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, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9.(3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 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.
- 1.5. A person awarded a contract in relation to a designated sector, may not subcontract 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.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left[ \frac{x}{y} \right] \times 100$$

Where?

- x imported content.
- y bid price 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 the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

### 1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below, and.
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

- 2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals.
- 2.2. **“Bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- 2.4. **“Designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the 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).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“Local content”** means that portion of the bid price, which is not included in the imported content, provided that local manufacture does take place.
- 2.8. **“Stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

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

4. Does any portion of the services, works or goods offer?  
have any imported content? YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate (s) of exchange against the appropriate currency in the table below:

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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