MORETELE LOCAL MUNICIPALITY

REQUISITION FOR QUOTATION (RFQ) FORM

SUPPLY AND DELIVERY OF SHIRTS AND HATS
RFQ REFERENCE: RFQ 27: MLM/EXCO&COUNCIL/SUP&DEL/SHIRTS & HATS/OCT-26

Registered Name of Tenderer:	
Trading Name of Tenderer:	
Registration No. of Entity:	
Address of Tenderer:	
Contact Person:	
Tel. No.:	
CIDB Number(s): (*If applicable*)	
CSD Number(s):	**MAAA**

This RFQ closes at Mathibestad on Monday, 30 October 2026 at the Municipal Hall, in offices of the Moretele Local Municipality located at 4065 B, Mathibestad, Makapanstad 0404

IMPORTANT NOTES TO BIDDERS:

a) No late RFQ will be accepted under any circumstances.
b) RFQ offers must be submitted in a sealed envelope clearly reflecting the RFQ number and RFQ description as indicated.
c) Only original RFQ will be accepted. No copies, electronic or RFQ via facsimile or telegram will be accepted.
d) Returnable documentation to be numbered

Prepared For:

Moretele Local Municipality
4065 B, Mathibestad
Private Bag X367
MAKAPANSTAD
0404

Contact Name: Ms Phenya
Telephone: 012 716 1414

TABLE OF CONTENTS

PART A (MBD 1) : INVITATION TO BID 3
PART B: NOTICE TO BIDDERS 4
PART C: SCOPE OF WORK/SPECIFICATION 6
PART D: PRICING/QUOTATION AS PER SPECIFICATION 7
PART E (MBD 4): DECLARATION OF INTEREST 8
PART F (MBD 6.1): TERMS AND CONDITIONS FOR BIDDING 10
PART G (MBD 7.1): CONTRACT FORM - PURCHASE OF GOODS/SERVICES 14
PART G. 1 (TO BE FILLED IN BY THE BIDDER) 14
PART G. 2 (TO BE FILLED IN BY THE PURCHASER) 15
PART H(MBD 8): DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES 16

MBD 1

PART A (MBD 1) : INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MORETELE LOCAL MUNICIPALITY					
RFQ NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7.1).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS*

4065 B, Mathibestad, Moretele Local Municipality

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED			**TOTAL BID PRICE**	**R**		
SIGNATURE OF BIDDER	……		**DATE**			
CAPACITY UNDER WHICH THIS BID IS SIGNED						

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B: NOTICE TO BIDDERS

1. RESPONSES TO RFQ

1.1. Responses to this RFQ 27: MLM/EXCO/SUP&DEL/SHIRTS&HATS/OCT-2026 must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter. Proposals must reach Moretele Local Municipality before the closing hour on the date shown on MBD1 above, and must be delivered at ***4065 B, Mathibestad, Moretele Local Municipality***

2. PREQUALIFICATION / ELIGIBILITY CRITERIA

2.1 Only those Respondents who satisfy the following pre-qualification or eligibility criteria are eligible to submit quotations as per section **3.**

3. COMMUNICATION

3.1. Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or Moretele Local Municipality employee in respect of this RFQ between the closing date and the date of the award of the business.

4 LEGAL COMPLIANCES

4.1. The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

5.1. Changes by the Respondent to its submission will not be considered after the closing date and time.

6. PRICING

6.1. All prices must be quoted in South African Rand on a fixed price basis, including VAT.

7 BINDING OFFER

7.1. Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS OF MORETELE LOCAL MUNICIPALITY

8.1. is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that the municipality reserves the right to:

8.1.1. Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
8.1.2. Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
8.1.3. Disqualify Quotations submitted after the stated submission deadline;
8.1.4. Not necessarily accept the lowest priced Quotation or an alternative bid;
8.1.5. Bids lodged at the incorrect venue that reach the correct venue late will be regarded as late.
8.1.6. Reject all Quotations, if it so decides;
8.1.7. Place an order in connection with this Quotation at any time after the RFQ's closing date;
8.1.8. Make no award at all.
8.1.9. Award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
8.1.10. Split the award of the order/s between more than one Supplier/Service Provider should it at Municipalities's discretion be more advantageous in terms of, amongst others, cost or developmental consideration; or Should a contract be awarded on the strength of information

furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, Municipality reserves the right to cancel the contract. Municipality reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

9. PROTECTION OF PERSONAL DATA

9.1. The municipality will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, Municipality requires Respondents to process any personal information disclosed by Moretele Local Municipality in the bidding process in the same manner.

10. EVALUATION CRITERIA:

Stage1: Adherence to Mandatory documents

NB: Compliance Checklist Requirements for all Services/Goods and works If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:

Documents	Tick
The signed RFQ document	
Pricing/ Quote schedule	
MBD's not signed	

Stage2- Price and Specific goals

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

Stage 3: The following documents are non-mandatory and where not submitted, Moretele may request the documents and must be made available at the time of request from the most responsive bidder**:**

Returnable	Tick
a) Certified Copies of Directors' ID documents.	
b). Company Registration Documents	
c) Valid BBBEE Certificate from a SANAS accredited rating agency (Original or Certified) or affidavit signed by the Commissioner of Oath	
d) Company Profile	
e) CSD report / CSD reference number	
f) Proof of Bank Account (i.e. cancelled cheque or letter issued by the bank	
g) Proof of account not owing more than 90 days	
h) All bidders must stamp their documents of municipal rates at Revenue unit, failure to do so consider your documents unsuccessful	

PART C: SCOPE OF WORK/SPECIFICATION

Item Description	Size	Quantity	Unit price	Total Price
(Uniform) Printed short sleeve shirts Sublimated designed for all councillors and Office staff Colour, Navy blue Grey and Yellow	S=03 M=10 L=28 XL=14, 2XL= 06 3XL= 01 4XL=02 5XL=1	65		
Fully Sublimated Bucket hats Colour, Navy blue grey and yellow	S=03 M=10 L= 28 XL=14 2XL=06 3XL=01 4XL=02 5XL=1	65		
Total		130		

SUB-TOTAL ……..

VAT ……..

GRAND TOTAL ……

PART D: PRICING/QUOTATION AS PER SPECIFICATION

PART E (MBD 4): DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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, hareholder[2]):……...

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. ……

……
……..

[1]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.

[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.

……
……

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

Full Name	Identity Number	State Employee Number

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED:……

DATE:……...

MBD 6.1

PART F (MBD 6.1): TERMS AND CONDITIONS FOR BIDDING

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT 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 APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 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).

1.2 **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.

1.3 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.

1.4 **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 GOALS	**100**

1.5 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.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this RFQ:

Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.

80/20 preference point system is applicable,

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the Municipality of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
HDIs (Who had no franchise on national elections before the 1983 and 1993 constitution) /black ownership	**5**	
Points for 51% Women's Equity	**5**	
Points for black person with Disability	**2.5**	
Points for 51% owned Youth firm	**5**	
Points for Locality (Contractors domiciled in the North West Province)	**2.5**	
Form not completed or submitted	**0**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm……..

4.3. Company registration number: ……...

4.4. **TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised 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 favourable 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 organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....
.....
.....
.....

MBD 7

PART G (MBD 7.1): CONTRACT FORM - PURCHASE OF GOODS/SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART G. 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to ***Moretele Local Municipality in*** accordance with the requirements and specifications stipulated in **RFQ number……..……..** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Proof of Tax Compliance Status;
   - Pricing schedule(s);
   - Technical Specification(s);
   - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……

CAPACITY ……

SIGNATURE ……

NAME OF FIRM ……

DATE ……

WITNESSES

1 ……

2. ……

DATE: ……

MBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

PART G. 2 (TO BE FILLED IN BY THE PURCHASER)

I……in my capacity as……

accept your bid under reference number ……dated……for the

supply of goods/services indicated hereunder and/or further specified in the annexure(s).

1. An official order indicating delivery instructions is forthcoming.

2. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ……ON……..

NAME (PRINT) ……

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1. ……

2. ……

DATE ……

PART H(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 *audi alteram partem* 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