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# **MORETELE LOCAL MUNICIPALITY**

## **REQUESTION FOR QUOTATION FORM**

### **RFQ 45: MLM/BTO/CLEANING MATERIAL/FEB-2025** **SUPPLY AND DELIVERY OF CLEANING MATERIAL**

**NAME OF BIDDER:** \_\_\_\_\_

\_\_\_\_\_

**CENTRAL SUPPY DATABASE REGISTRATION NO: MAAA.....**

**TOTAL BID PRICE (Incl. VAT)**

**R** \_\_\_\_\_

**Attachment to the document:**

**Annexure A – MBD 4 DECLARATION OF INTEREST**

**Annexure B – MBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN  
MANAGEMENT PRACTICES**



## 1. BILLING QUATITIES

**MORETELE LOCAL MUNICIPALITY VAT NO: 4030197299**

**BIDDERS NAME:** .....

**BIDDERS VAT:** .....

### Supply and Delivery of Cleaning Material

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1.	2ply toilet paper	24's x 120		
2.	Furniture polish oil 300ml	30		
3.	Yellow polishing cloth	25		
4.	Long handle dustpan and brushset	25		
5.	Black dip 5L	10		
6.	Thick bleach	20		
7.	Washing powder 2kg	20		
8.	Cistern block 6's pack	10		
9.	Refuse bag 20per pack	20		
10.	5L liquid floor polish	20		
11.	Pine gel 5L	30		
12.	Dish washer 5L	15		
13.	Disinfected multi-insect powder 100g	6 x 10		
14.	Multi insect spray 300ml	6 x 10		
15.	Toilet bowl cleaner 5L	20		
16.	24.5cm Adjustable window cleaner	20		
17.	Dust musk	30		
18.	Hand rubber cloves	30		
19.	Office airfreshner 350ml	30		



20.	Multipurpose cleaner 5L	20		
23.	Round mesh metal office dustbin 346 X 500	25		
24.	Weed Killer 5L	10		
25.	Orange rubber rake	15		
			Sub-total	
			Vat 15%	
			Total Amount	

**BIDDERS SIGNATURE .....**



## **2. RETURNABLE SCHEDULES, FORMS, CERTIFICATES AND DOCUMENTS**

### **REQUIRED FOR BID EVALUATION PURPOSES**

1. Company profile
  2. Certified Identity Document of Directors
  3. Company Registration document
  4. Certified B-BBEE Status Level Validation Certificate / Certified B-BBEE status level sworn affidavit
  5. Municipal rate and taxes not older than three months/ Lease agreement
  6. Central supply database summary report
  7. **Evaluation criterion: 80/20**
    1. Price: **80**
    2. Preferential points = **20**, where municipal specific goals will be as follows:
      - Women empowerment: **05**
      - Youth empowerment: **05**
      - Locality according to municipal accounts: **05**  
(Moretele LM: **05**, Bojanala Platinum District: **04**, Northwest Province: **03** and outside North West: **01**)
      - B-BBEE: **05**
- **BBB-EE Points in terms of the Preferential Procurement Policy Framework Act Regulations will be allocated as Follows:**

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	5
2	4,5
3	4
4	3,5
5	3
6	2,5
7	2
8	1
Non- contributor	0





## ANNEXURE A

### MBD 4

#### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, shareholder<sup>2</sup>):.....

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. ....

.....

<sup>1</sup>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.

<sup>2</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**





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	<p>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?</p> <p>(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).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>



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	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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**