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# **MORETELE LOCAL MUNICIPALITY**

## **REQUESTION FOR QUOTATION FORM**

### **RFQ 50: MLM/CDS/SUPPLY/CERTIFICATE FRAME & TROPHIES/MAR-2025**

**NAME OF BIDDER:**

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

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

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**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 & DELIVERY OF A4 CERTIFICATE FRAMES AND TROPHIES**

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Supply and Delivery of A4 Certificate Frames.	A4 Certificate frames: Color: Gold	250		
Supply and Delivery of Glass and Normal Gold Trophies.	<p>15.5cm x 13cm Should be written: Moretele Local Municipality</p> <p>Have department of education logo and Moretele Local Municipality Logo and picture of a book</p> <p>Certificate of appreciation is awarded to Clusters: (Glass)</p> <p><b>Central cluster:</b> Letlopi Secondary School Moratwe Secondary School</p> <p><b>West cluster:</b> Thulare Secondary School</p> <p><b>North cluster:</b> X Mankgatleng Secondary School</p> <p><b>Tswaing cluster:</b> Mmakaunyana Secondary School</p> <p><b>Rekopantswe cluster:</b> Sempapa</p>	<p>5</p> <p>22</p>		
	<p>2. Recognition of outstanding performance in all subjects below: (Normal gold trophies)</p> <p>Mathematics, Maths Literacy, Physical Science, Life Sciences, English, Afrikaans, Setswana, History, Geography,</p>			



	Technical Maths, Technical Science, Accounting, Economics, Business Economics, Agricultural Sciences, Tourism, Mechanical Engineering, Woodwork, Electrical Engineering, Engineering Graphics and Design, Welding  3. Recognition of top learner per school (Normal gold trophy)  4. Recognition of top teacher per subjects  5. Recognition of top learner per subject (Normal gold trophy)  6. Recognition of overall learner (Glass trophy)	  22  22  22  1		
			Sub-Total	
			Vat 15%	
			Total	

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 for Company & director not older than three months/ Lease agreement
  6. All bidders must stamp their documents of municipal rates at Revenue unit, failure to do so consider your documents unsuccessful.
  7. Central supply database summary report
  8. **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 Northwest: **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 favoritism, 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 authorized 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.

Full Name	Identity Number	State Employee Number

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