

**INVITATION TO QUOTE: BEY-SCM-171**

**SUPPLY AND DELIVERY OF PHOTOSTAT PAPER A4**

The Beyers Naudé Local Municipality hereby invite quotations for registered service providersfor the following:

SPECIFICATIONS AND BILL OF QUANTITIES:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Specification : **Please note that all prices must include cost of delivery to the site** | Unit | Unit  Price | Quantity | Amount |
|  | A4 Photo Stat Paper 160 CIE Whiteness  80g/m2 A4, 210X297mm 500 Sheets |  |  | 500 |  |
|  | SUB TOTAL |  |  |  |  |
|  | PLUS VAT |  |  |  |  |
|  | TOTAL |  |  |  |  |

Tenders must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY-SCM-171**", not later than **12h00 on Friday, 03 August 2018**  and will be opened in public immediately thereafter.

Note:

1. Faxed, e-mailed or late quotations will not be accepted.
2. Price to include VAT (if registered for vat) and disbursement costs involved with the project.
3. The quotation will be evaluated on 80/20 system.
4. All suppliers must be registered on the CENTRAL SUPPLIER DATABASE. Log onto[www.csd.gov.za](http://www.csd.gov.za)for registration
5. A current original tax clearance certificate of SARS “or” Sars Verification pins to be supplied.
6. A current certified Municipal (rates & services) clearance certificate to be submitted.
7. A current certified BBBEE status level certificate must be submitted in order to claim preference points.
   1. If the Certificate is not attached to this tender document, no points shall be awarded for B-BBEE status.
   2. In the case of a Trust, Consortium or Joint Venture, they will qualify for points for their

B-BBEE status level as a legal entity provided that the entity submits their B-BBEE status level certificate.

1. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
2. For further details contact Mr T. Nkohla, at 049 807 5730, Email [nkohlat@bnlm.gov.za](mailto:nkohlat@bnlm.gov.za)

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.

1. 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, hareholder²):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5Tax Reference Number:…………………………………………………………………………

3.6VAT 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.

3.8Are you presently in the service of the state? **YES / NO**

3.8.1If yes, furnish particulars. ….……………………………………………………………

……………………………………………………………………………………………..

**¹**MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

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);

a member of the accounting authority of any national or provincial public entity; or

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.

3.9Have you been in the service of the state for the past twelve months? ………**YES / NO**

3.9.1If yes, furnish particulars.………………………...……………………………………..

……………………………………………………………………………………………. 3.10Do 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**

3.10.1If yes, furnish particulars.

………………………………………………………………………………

………………………………………………………………………………

3.11Are 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**

3.11.1If yes, furnish particulars

…………………………………………………………………………………

……………………………….……............................................................

3.12Are 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**

3.13.1If 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** |
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………………………………….. ……………………………………..

**Signature Date**

…………………………………. ………………………………………

**Capacity Name of Bidder**