

Knysna Municipality is inviting quotations from suitable Contractors for the services described below. Category – Contractors

(For publication on the Knysna Municipality website & notice boards)

ADVERTISEMENT DATE:	25 April 2018
RFQ NUMBER:	418/2017/18
DESCRIPTION OF GOODS/SERVICES:	Navy Blue Uniform V-neck Jerseys, with epaulettes and padded elbows (45 Units Various Sizes)
RFQ DOCUMENTS ARE	Supply Chain Management Section
OBTAINABLE FROM:	Clyde Street
	Knysna
	or
	Knysna Municipality website: <a href="https://www.knysna.gov.za">www.knysna.gov.za</a> (Council adverts >Quotations)
CLOSING DATE:	08 May 2018
TIME:	12:00
SUBMISSIONS:	Sealed quotations clearly marked, "RFQ 418/2017/18: Supply of Navy Blue V Neck Uniform
	Jerseys be submitted:
	By hand to: Supply Chain Management Section
	Knysna Municipality
	Clyde Street
	Knysna
	By fax to: 086 650 1415
	By email to: <u>procurement@knysna.gov.za</u>
	Contact person: Nombulelo Dliso (Tel: 044 302 6438)
	Electronic bid documents must reach the Supply Chain Management Section before the
	closing time.
COMPULSORY	The winning bidder must supply sample sizes for correct sizing
REQUIREMENTS:	,
TECHNICAL	Department : Fire
ENQUIRIES:	Contact Person : W Sternsdorf
	Email : <u>wsternsdorft@knysna.gov.za</u>
	Tell : 044 302 8911
The following conditions	will apply:

#### The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted
- Only an Official order and appointment letter will bind the Council.

K CHETTY MUNICIPAL MANAGER

## **SPECIFICATIONS**

- Navy Blue V Neck Combat Jersey
- Shoulder straps to accommodate epaulettes
- Elbow patches for durability
- Blind stitched hem and cuffs

Embroidery on left chest to be included in quotation (Sample to be supplied)

Quotation for 45 units of various sizes

#### **PRICE SCHEDULE**

Description	Price
Navy Blue Uniform V-neck Jerseys, with epaulettes and padded elbows (45 Units Various Sizes)	
Sub Total	
VAT(if vat registered)	
TOTAL PRICE	

<u>Con</u>	tact Details of Tenderer
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	



# MBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

#### NB:

BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
  - 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 The value of this bid is estimated not to exceed R100 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 Price	80
1.3.1.2 B-BBEE status level of contribution	20
Total points for Price and B-BBEE must not exceed	100

- Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 2. DEFINITIONS

- 2..1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

- 2.8 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 "EME" means any enterprise with an annual total revenue of R5 million or less
- 2.10 "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 "non-firm prices" means all prices other than "firm" prices;
- 2.13 "person" includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.16 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

#### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P\min}{P\min}\right) \qquad \text{or} \qquad Ps = 90 \left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

#### 5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2

		Non-compliant contributor	0	(	)		
						•	
5.2			rms of the B-BBEE Act must s A or a Verification Agency acc				
	Regi	stered auditors do not need to	meet the prerequisite for IRB	A's approval f			
5.3			B-BBEE Status Level Certificatoriit their original and valid B-B		vel verification	certific	ate or a
		ied copy thereof, substantiating rification Agency accredited by	g their B-BBEE rating issued by SANAS	/ a Registered	Auditor appro	ved by	IRBA or
5.4	A trust	, consortium or joint venture, w	ill qualify for points for their B-E	BBEE status le	vel as a legal	entity, p	orovided
5.5		the entity submits their B-BBEE ust, consortium or joint venture	e will qualify for points for their	B-BBEE statu	ıs level as an	unincor	porated
			nits their consolidated B-BBEE EE scorecard is prepared for ev			group s	tructure
5.6	Terti	ary institutions and public entiti	es will be required to submit the	eir B-BBEE sta		ficates	in terms
6.	BID	DECLARATION	ned in the B-BBEE Codes of Go				
6.1			of B-BBEE Status Level of Co OF CONTRIBUTION CLAIME				
	AN	D 5.1					
	6.1	2.2 Points claimed in respect	contribution as reflected on the of Level of Contribution (maxim	num of 10 or 20	0 points		
			aph 6.1 must be in accordance to B-BBEE certificate issued by a				
7.		gistered Auditor approved by IR CONTRACTING	BA or an Accounting Officer as	contemplated i	in the CCA		
			t be sub-contracted? (Tick appl	licable box)	YES	NO	
	7.1	1. If yes, indicate:					
	7.1	1.1. what percentage of the co	ntract will be subcontracted?				%
	7.1	1.2. the name of the sub-contr	actor?				
	7.1	1.3. the B-BBEE status level o	f the sub-contractor?				
	7.1	1.4. whether the sub-contracto	r is an EME? <i>(Tick applicable l</i>	box)	YES	NO	
8	DEC	LARATION WITH REGARD T	O COMPANY/FIRM				
8.1	Nar	ne of Company / Firm					
		' '					
	\/^-						
8.2	VA	Γ Registration number					

8.3	Company Registration number		
		Partnership/Joint Venture / Consortium	
	Type of Company / Firm	One person business/sole propriety	
	(Tick Applicable Box)	Close corporation	
		Company	
8.4		(Pty) Limited	
8.5	Describe Principal Business		_
	Activities		_
		Manufacturer	
	Company Classification (Tick Applicable Box)	Supplier	
8.6	(Tick Applicable Box)	Professional Service Provider	
		Other service providers, eg transporter	
8.7	TOTAL NUMBER OF YEARS TH	E ENTERPRISE HAS BEEN IN BUSINESS	

- 9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
  - (i) The information furnished is true and correct;
  - 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
    - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

NAME OF BIDDER	DATE	
SIGNATURE		
WITNESS 1	WITNESS 2	
WITNESS 1		
DATE	DATE	

# MBD 4 DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service	ce of the state <sup>1</sup> .		
2.	Any person, having a kinship with persons in the			
	make an offer or offers in terms of this invitation t			
	the resulting bid, or part thereof, be awarded to the state, it is required that the bidder or their au			
	the evaluating/adjudicating authority.	infolised representative declare their position	II III Ielat	1011 10
3.	In order to give effect to the above, the following	questionnaire must be completed and submi	tted with	the bid.
3.1	Full Name of bidder or his or her			
	representative:			
	Live CC Ni selve			
3.2	Identity Number:			
3.2				
3.3	Position occupied in the Company (director,			
	trustee, hareholder²):			
3.4	Company Registration Number:			
3.5	Tax Reference Number:			
3.6	VAT Registration Number:			
3.7	The names of all directors / trustees / shareholde		s and sta	te
0.0	employee numbers must be indicated in paragra	ph 4 below.	VEC	NO
3.8 3.8.1	Are you presently in the service of the state?  If yes, furnish particulars:		YES	NO
3.0.1	ii yes, iumsii particulais.			
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	er) with persons in the service of the state	VEC	NO
	and who may be involved the evaluation and or a		YES	NO
3.10.1	If yes, furnish particulars:			
3.11	Are you, aware of any relationship (family, friend	other) between any other hidder and any		
5.11	persons in the service of the state who may		YES	NO
	adjudication of this bid			
3.11.1	If yes, furnish particulars:			
3.12	Are any of the company's directors, trustees, mar	pagers principle shareholders or		
3.12	stakeholders in service of the state?	lagers, principle shareholders of	YES	NO
3.12.1	If yes, furnish particulars:			
0.40	A			
3.13	Are any spouse, child or parent of the company shareholders or stakeholders in service of the sta		YES	NO
3.13.1	If yes, furnish particulars:	le:		
3. 10. 1	in 300, raimon paraloulars.			

3.14	of this com	any of the directors, trustees pany have any interest in any dding for this contract					NO
3.14.1	If yes, furni	sh particulars:					
	(a) a member (i) an (ii) an (iii) the (b) a member (c) an official (d) an employ institution (e) a member (f) An employ the company of	ons: "in the service of the state" of – y municipal council; y provincial legislature; or e national Assembly or the natio of the board of directors of any of any municipality or municipal vee of any national or provincial within the meaning of the Public of the accounting authority of a vee of Parliament or a provincial means a person who owns sha or business and exercises contro	nal Council of municipal ent entity; department, no Finance Manuny national or legislature.  I legislature comol over the comol over the con	provinces; ity; national or province nagement Act, 199 provincial public of npany and is active npany.	99 (Act No.1 of 1999 entity; or	));	
4.	Full details		ers / shareho				
		Full Name		Identity No	ımber	State Employ Number	ee
						110111001	
pai		d 4 above is correct.			certify that the info	rmation furnished	n
la	accept that the	state may act against me shoul	d this declarat	ion prove to be fa	se.		
Name	of Bidder			Date			
Signat	ure			Capacity			

### 11. MDB 15 – Certificate for Payment of Municipal Services

	Physical address of	Municipal	Physical residential	Municipal Accoun
Director / Shareholder / partner	the Business	Account number(s)	address of the Director / shareholder / partner	number(s)
he value of the transaction is	expected to exceed R1	•	cluded) I certify that the bidd	er has no undispu
	es towards <b>a Municipality</b>	in respect of whic	n payment is overdue for more	e than 30 days;
mmitments for municipal service	nd on behalf of the Bidder,	at	, on t	
mmitments for municipal service  US DONE AND SIGNED for an  day of	nd on behalf of the Bidder,	at20	, on t	
mmitments for municipal service  IUS DONE AND SIGNED for an  day of	nd on behalf of the Bidder,	at20	, on t	
mmitments for municipal service  IUS DONE AND SIGNED for an day of  Iumber of sheets appended by t	nd on behalf of the Bidder,	at20 ule (If nil, enter NIL	, on t	
mmitments for municipal service	nd on behalf of the Bidder,	at20 ule (If nil, enter NIL	, on t	

#### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Standard Bidding Document (SBD) 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, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

- 1. General Conditions
- 1.1. Preferential Procurement Regulations, 2017 (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 sub-contract 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:

$$LC = 1 - \left(\frac{x}{y}\right) x 100$$

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 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 indicated 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:

Stipulated minimum threshold

	Supply and delivery of firefighting protective clothing	100%
		%
		%
4.	Does any portion of the services, works or goods offered have any imported content?	YES / NO

Description of services, works or goods

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 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.

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

LOCAL CONTENT DECLARATION BY 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)

(OLOGE CORT CRATION, I ARTICLEROIIII OR INDIVIDUAL)							
IN RESPECT OF BID No. ISSUED BY: (Procurement Authority / Name of Institution):							
NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.							
I, the undersigned,							
(a) The facts contained herein are within my own personal knowledge.							
(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.							
(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:							
Bid price, excluding VAT (y)		R					
Imported content (x)		R					
Stipulated minimum threshold for Local 3 above)	content (paragraph						
Local content % , as calculated in terms	of SATS 1286						
If the bid is for more than one product, a schedule of the local content by product shall be attached.							
(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.							
(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).							
SIGNATURE:	_ DATE	<u> </u>	_				
WITNESS No. 1	DATE:						
WITNESS No. 2	_ DATE	:	_				