



Ref:(SCM)

 Enquiries: email: [scmenquiries@mogalecity.gov.za](mailto:scmenquiries@mogalecity.gov.za)

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 300 000.00 (including Vat)  
 (For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

<b>QUOTATION NUMBER</b>	<b>CDS (L) 05/2025</b>
<b>ADVERT DATE</b>	<b>03 OCTOBER 2024</b>
<b>CLOSING DATE AND TIME</b>	<b>10 OCTOBER 2024 @ 11:00</b>
<b>DESCRIPTION OF GOODS / SERVICES</b>	<b>QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF LIBRARY FURNITURE AND EQUIPMENT THAT IS LOCALLY MANUFACTURED WITH A STIPULATED MINIMUM THRESHOLD OF 85% LOCAL PRODUCTION AND CONTENT FOR MOGALE CITY LIBRARIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE (1) YEAR.</b>
<b>DEPARTMENT</b>	<b>COMMUNITY DEVELOPMENT SERVICES – LIBRARIES</b>
<b>ENQUIRIES:</b>	Email: <a href="mailto:scmenquiries@mogalecity.gov.za">scmenquiries@mogalecity.gov.za</a>

**THE QUOTATION MUST BE SUBMITTED ON THE OFFICIAL QUOTATION DOCUMENT (INCLUDING ALL THE REQUIRED ANNEXURES) AND MUST BE DELIVERED BY HAND BEFORE THE OFFICIAL CLOSING DATE AND TIME TO:**

**THE SCM UNIT OF MCLM  
 CIVIC CENTRE  
 CORNER MARKET & COMMISSIONER STREETS,  
 KRUGERSDORP  
 UPPER-LEVEL WEST WING  
 TENDER BOX**

NAME OF BIDDING ENTITY: \_\_\_\_\_

NAME OF BIDDING ENTITY REPRESENTATIVE: \_\_\_\_\_

PHYSICAL ADDRESS OF BIDDING ENTITY: \_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS OF BIDDING ENTITY: \_\_\_\_\_

CONTACT DETAILS OF BIDDING ENTITY: Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**A. MANDATORY DOCUMENTS**  
**(IF NOT PROVIDED, THE QUOTATION DOCUMENT WILL BE INSTANTLY DISQUALIFIED)**

1. Completed and Signed Schedule of Pricing as issued in the document.  
In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initialling each and every alteration. The Municipality reserves the right to reject the quotation if corrections are not made in accordance with the above.
2. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
3. Mogale City Local Municipality will not accept any quotation document with missing pages.

**FAILURE TO ADHERE TO ANY OF THE ABOVE WILL RESULT IN THE QUOTATION NOT BEING FURTHER EVALUATED.**

**B. ESSENTIAL DOCUMENTS**

**(NO AWARD WILL BE MADE IF ANY OF THE INFORMATION/DOCUMENTATION LISTED BELOW IS NOT COMPLIED WITH OR SUBMITTED).**

4. Completed and signed Municipal Bidding Documents:
  - 4.1. MBD 1: Invitation to tender.
  - 4.2. MBD 4: Declaration of Interest.
  - 4.3. MBD 6.1: Preferential Points.
  - 4.4. MBD 6.2: Declaration certificate for local production and content for designated sectors.
  - 4.5. MBD 8: Declaration of bidders past supply chain management practices.
  - 4.6. MBD 9: Certificate of independent bid determination.

**NOTE:** The above documents must be submitted on the official and original forms of Mogale City and must not be re-typed or scanned or completed electronically i.e. must not be typed in. They must be completed in black ink, handwritten. Bids completed in pencil or any erasable pen will be regarded as invalid.

5. Submit Central Supplier Database (CSD) Registration Report or Summary Report.

**MUNICIPAL RATES AND TAXES OR MUNICIPAL SERVICE CHARGES**

6. The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days in arrears at the time of the closing date.
7. If the bidding entity and its director(s) does not have a Municipal Rates and Taxes account, it must submit a Municipal Service Charges Statement (water statement or electricity statement or refuse removal statement or sewerage statement).
8. If the bidding entity and its director(s) does not own a property it must submit a valid lease agreement which has the address of the business or Rental Statement which is in the name of the business.

9. If the Bidding Entity and its director(s) operates from Informal settlement and does not have a Municipal Rates Account,
  - 9.1. The bidding entity and its director(s) must submit Confirmation on Municipality / Metro letterhead signed and stamped by the ward Councillor or delegate/tribal authority with contact details which is not older than three (3) months.
10. If the bidding entity and its director(s) operates from parents' place or any other place and is not responsible for Municipal account / Services.
  - 10.1. The bidding entity and its director(s) must submit an original Sworn Affidavit by the property owner.
11. If the bidding entity and its director(s) is in the process of acquiring new property, which property has not yet been transferred to its name, a letter from the conveyancing attorney(s) must be submitted.
12. If the bidding entity and its director(s) submit a Municipal Account which is in the name of the Trust Account, and original Sworn Affidavit from the Trustees must be furnished explaining that factor / relationship.
13. If the bidding entity's director(s) submit a Municipal Account in the name of the other spouse, an original Sworn Affidavit explaining the fact / relationship must be submitted.
14. Copies of director's ID.
15. Quotations must be submitted in original document.

<p><b>C. <u>TENDER CONDITIONS</u></b> <b>(FAILURE TO COMPLY WITH THESE CONDITIONS SHALL RESULT IN DISQUALIFICATION)</b></p>
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16. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016.
17. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
18. Quotations by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severally bound.
19. No electronic signature will be accepted in the quotation document. The bidder's signature must always be signed by hand in black ink.
20. No late quotation will be accepted.
21. Telefax or e-mail quotations will not be accepted.
22. All quotations must be submitted on the official and original forms and must not be re-typed or typed or scanned. Quotations must only be submitted on the quotation documents as provided by Mogale City Local Municipality
23. Quotations must be completed in black ink, handwritten and must not be typed.

24. The use of tipp-ex is not allowed on the quotation documents.
25. Quotation document completed in pencil will be regarded as invalid.
26. No page(s) must be removed from the original quotation document.
27. Requirements for sealing, addressing, delivery, opening and assessment of quotations are stated in the quotation document.
28. The lowest or any quotation will not necessarily be accepted, and Mogale City reserves the right to accept a quotation in whole or in part.
29. The Municipality reserves the right to appoint and not to appoint.
30. The validity period for the quotation is sixty (60) days.
31. The Municipality reserve the right to negotiate a fair market related price with recommended bidders after price quotations.
32. All quotation prices must be inclusive of VAT for all registered VAT vendors.

**REGISTRATION AS A VAT VENDOR**

- 32.1. Non-VAT vendors do not have to include VAT in their quotation prices, however they must submit quotations for contracts that would, if successful, take their annual turnover above the threshold of R 1 million must include VAT in their price quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
- 32.2. The award of contract would be (for non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
- 32.3. In all instances where the bidder has excluded VAT from the prices quoted, if the bidder is successful, the letter of contract will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 32.4. The successful bidder will have to absorb the adverse financial implications of not including VAT in the price quoted.

33. All quotation prices must be in RSA currency and inclusive of Value Added Tax (VAT).
34. Quotations will be opened immediately after the closing date and time in a venue to be indicated.
35. No quotations will be accepted from persons in the service of State as it is defined in the Municipal Finance Management Act and Regulations.
36. The supply Chain Management Policy of Mogale City Local Municipality allow persons aggrieved by decisions or actions taken by the municipality in the implementation of its Supply Chain Management system, to lodge within fourteen (14) days of the decision or action a written objection or complaint to the municipality against the decision or action.
37. Quotation documents may be downloaded from [www.mogalecity.gov.za](http://www.mogalecity.gov.za).

**OFFICE OF THE MUNICIPAL MANAGER**

## BID CHECKLIST

This list is aimed at assisting all bidders to submit complete quotation documents.

Bidders are to check the following points before the submission of their quotation document and to complete YES/NO next to each item as an indication that the bidder has complied with the provision of the item concerned.

ITEM	DESCRIPTION	YES	NO
1.	Bidder must attach the Central Supplier Database (CSD) registration report.		
2.	Copies of ID's for company/entity directors		
3.	The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days in arrears at the time of the closing date.		
4.	If the bidding entity and its director(s) does not have a Municipal Rates and Taxes account, it must submit a Municipal Service Charges Statement (water statement or electricity statement or refuse removal statement or sewerage statement).		
5.	If the bidding entity and its director(s) does not own a property it must submit a valid lease agreement which has the address of the business or Rental Statement which is in the name of the business.		
6.	If the Bidding Entity and its director(s) operates from Informal settlement and does not have a Municipal Rates Account, <ul style="list-style-type: none"> <li>❖ the bidder must submit Confirmation on Municipality / Metro letterhead signed and stamped by the ward Councillor / delegate with contact details and not older than three (3) months.</li> <li>❖ An original letter from a tribal authority not older than three (3) months indicating that the business is operating on tribal land.</li> </ul>		
7.	If the bidding entity and its director(s) operates from parents' place or any other place and is not responsible for Municipal account / Services. <ul style="list-style-type: none"> <li>❖ The bidding entity must submit an original Sworn Affidavit by the property owner.</li> </ul>		
8.	If the bidding entity and its director(s) is in the process of acquiring new property, which property has not yet been transferred to its name, a letter from the conveyancing attorney(s) must be submitted.		
9.	If the bidding entity and its director(s) submit a Municipal Account which is in the name of the Trust Account, and original Sworn Affidavit from the Trustees must be furnished explaining that factor.		
10.	If the bidding entity's director(s) submit a Municipal Account in the name of the other spouse, an original Sworn Affidavit explaining the fact must be submitted.		
11.	All pages of the bid document have been read by the bidder and the returnable schedules and MBD 's forms duly completed and signed. e.g. MBD1, MBD 4 , MBD 6.1, MBD 6.2, MBD 8 AND MBD 9.		

12.	All pages requiring information have been completed in full and in black ink.		
13.	Quotations must be submitted in original document.		
14.	No pages removed from the quotation document		
15.	A copy of the resolution of your Board of Directors, similar to the attached specimen, authorizing the signatory to sign the quotation and the subsequent contracts, has been attached and signed.		
16.	Joint Venture (JV) agreement has been attached and signed (if applicable)		
17.	Pricing Schedule must be completed and signed		
18.	In case of any amendments made, must be initialled in each alteration by the authorized signatory?  Please note that the use of tipp-ex will lead to immediate disqualification.		
19.	Please declare any interest as required in terms of MBD - 4 truthfully and correctly as incorrect declarations are considered a criminal offence.  <ul style="list-style-type: none"> <li>▪ Personal Tax Numbers included</li> <li>▪ State Employee Number / Persal Number</li> <li>▪ Identity number</li> <li>▪ Name</li> </ul>		
20.	Please take note of the functionality evaluation criteria that will be applied to your submission in order to ensure that your company has the necessary capacity and capability to successfully execute this tender, if appointed.  Ensure that sufficient information is included in your submission to ensure successful evaluation of your bid.		

**PLEASE NOTE:**

- ❖ **No contract will be awarded to a service provider, if the service provider or its directors are in arrears with their municipal accounts for more than three (3) months.**
- ❖ **In case of a Joint Venture, please note that individual documents have to be submitted for all parties in the JV, such as CSD, municipal accounts, etc.**
- ❖ **No communication with Mogale City Municipal officials is allowed after the closing date of the quotation.**
- ❖ **The only authorized form of communication will be through the Supply Chain Management Office email address at [SCMEnquiries@mogalecity.gov.za](mailto:SCMEnquiries@mogalecity.gov.za)**

\_\_\_\_\_  
Signature of person duly authorized to sign a quotation

\_\_\_\_\_  
Date



**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods/services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>CENTRAL SUPPLIER DATABASE MAAA:</b>																																			
<b>TAX COMPLIANCE STATUS (TSC) PIN:</b>																																			
<b>DESCRIPTION OF SERVICE</b>	<p align="center"><b>QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF LIBRARY FURNITURE AND EQUIPMENT THAT IS LOCALLY MANUFACTURED WITH A STIPULATED MINIMUM THRESHOLD OF 85% LOCAL PRODUCTION AND CONTENT FOR MOGALE CITY LIBRARIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE (1) YEAR.</b></p> <p align="center"><b><u>PROJECT SPECIFICATIONS</u></b></p> <table border="1" data-bbox="354 1075 1500 2116"> <thead> <tr> <th data-bbox="354 1075 587 1160">Item</th> <th data-bbox="587 1075 1500 1160">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 1160 587 1205"></td> <td data-bbox="587 1160 1500 1205"></td> </tr> <tr> <td data-bbox="354 1205 587 1249"><b>1.</b></td> <td data-bbox="587 1205 1500 1249"><b>TODDLER SECTION</b></td> </tr> <tr> <td data-bbox="354 1249 587 1328">1.1</td> <td data-bbox="587 1249 1500 1328">Wall unit - Toddler shelve with roof - 2700mm x 1200mm x 300mm wide (with loose shelves)</td> </tr> <tr> <td data-bbox="354 1328 587 1406">1.2</td> <td data-bbox="587 1328 1500 1406">Wall unit - Toddler shelve with roof - 1800mm x 1200mm x 300mm wide (with loose shelves)</td> </tr> <tr> <td data-bbox="354 1406 587 1485">1.3</td> <td data-bbox="587 1406 1500 1485">Wall unit - Toddler shelve with roof - 900mm x 1200mm x 300mm wide (with loose shelves)</td> </tr> <tr> <td data-bbox="354 1485 587 1563">1.4</td> <td data-bbox="587 1485 1500 1563">Toddler island unit with roof - 2700mmx1200mmx500mmwide (with loose shelves.</td> </tr> <tr> <td data-bbox="354 1563 587 1641">1.5</td> <td data-bbox="587 1563 1500 1641">Toddler island unit with roof - 1800mmx1200mmx500mmwide (with loose shelves.</td> </tr> <tr> <td data-bbox="354 1641 587 1686">1.6</td> <td data-bbox="587 1641 1500 1686">Elephant foot chairs (300mm diameter, padding at least 100mm)</td> </tr> <tr> <td data-bbox="354 1686 587 1731">1.7</td> <td data-bbox="587 1686 1500 1731">Browser boxes with 4 compartments (700mm x 420mm )</td> </tr> <tr> <td data-bbox="354 1731 587 1776">1.8</td> <td data-bbox="587 1731 1500 1776">Themed Browser box with 4 compartments (700mm x 420mm )</td> </tr> <tr> <td data-bbox="354 1776 587 1832">1.9</td> <td data-bbox="587 1776 1500 1832">Children's toy boxes 1000 (L) x 600(w) x 600(h)</td> </tr> <tr> <td data-bbox="354 1832 587 1877">1.10</td> <td data-bbox="587 1832 1500 1877">Plastic colourful children's tables with 4 chairs @ each table</td> </tr> <tr> <td data-bbox="354 1877 587 1944">1.11</td> <td data-bbox="587 1877 1500 1944">Themed table 750(w)x500(h)x750(L)</td> </tr> <tr> <td data-bbox="354 1944 587 2011">1.12</td> <td data-bbox="587 1944 1500 2011">Colourful bean bag for the toddler section</td> </tr> <tr> <td data-bbox="354 2011 587 2056">1.13</td> <td data-bbox="587 2011 1500 2056">Children's character table - 500 (h) x 500 (l) x 500 (w)</td> </tr> <tr> <td data-bbox="354 2056 587 2116"></td> <td data-bbox="587 2056 1500 2116"></td> </tr> </tbody> </table>	Item	Description			<b>1.</b>	<b>TODDLER SECTION</b>	1.1	Wall unit - Toddler shelve with roof - 2700mm x 1200mm x 300mm wide (with loose shelves)	1.2	Wall unit - Toddler shelve with roof - 1800mm x 1200mm x 300mm wide (with loose shelves)	1.3	Wall unit - Toddler shelve with roof - 900mm x 1200mm x 300mm wide (with loose shelves)	1.4	Toddler island unit with roof - 2700mmx1200mmx500mmwide (with loose shelves.	1.5	Toddler island unit with roof - 1800mmx1200mmx500mmwide (with loose shelves.	1.6	Elephant foot chairs (300mm diameter, padding at least 100mm)	1.7	Browser boxes with 4 compartments (700mm x 420mm )	1.8	Themed Browser box with 4 compartments (700mm x 420mm )	1.9	Children's toy boxes 1000 (L) x 600(w) x 600(h)	1.10	Plastic colourful children's tables with 4 chairs @ each table	1.11	Themed table 750(w)x500(h)x750(L)	1.12	Colourful bean bag for the toddler section	1.13	Children's character table - 500 (h) x 500 (l) x 500 (w)		
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<b>2.</b>	<b>SHELVING</b>
2.1	<b>Wall units</b>
2.1.1	Wall unit (2700mmx1520mmx250mm wide (with loose shelves)
	Wall unit (1800mmx1520mmx250mm wide (with loose shelves)
2.1.2	Wall unit (900mmx1520mmx250mmwide (with loose shelves)
2.1.3	Wall unit (2700mmx2080mmx250mm wide (with loose shelves)
2.1.4	Wall unit (1800mmx2080mmx250mm wide (with loose shelves)
2.1.5	Wall unit (900mmx2080mmx250mm wide (with loose shelves)
2.1.6	Alphabetic single sided wall unit .R- shaped (1800(h) x 1200(w) x 300(d)
2.1.7	Fish shaped single sided wall unit 2700(l) x1800(h) x300(d)
<b>3.</b>	<b>ISLAND UNITS</b>
3.1	Island units (2700mm x 1520mm x 500mm wide (with loose shelves)
3.2	Island units (2700mm x 1830mm x 500mm wide (with loose shelves)
3.3	Island units (1800mm x 1830mm x 500mm wide (with loose shelves)
3.4	Island units (1800mm x 1520mm x 500mm wide (with loose shelves)
3.5	Island units (900mm x 1830mm x 500mm wide (with loose shelves)
3.6	Island units (900mm x 1520mm x 500mm wide (with loose shelves)
3.7	Single magazine stand with sloping shelves (wall unit) (900mmx1500mmx300mm)
3.8	Newspaper stands with 10 holders slopping (p against the wall 760(w) x 1500(h) x 350(d) 1800Hx1200Wx300D
3.9	Alphabetic single sided wall unit (free standing) 1800Hx1200Wx300D
<b>4.</b>	<b>TABLES &amp; CHAIRS INSIDE LIBRARY</b>
4.1	1800mm x 900mm table with square tubing, duco sprayed & steel legs welded to a separate 25mm square tube frame. Solid wood top attached
4.2	Rick-stacker chairs 19mm square tube steel frame epoxy powder coated & upholstered seat & back.
4.3	Single couches in fabric (colour to be decided)
4.4	Round table 1000mm in diameter
4.5	Coffee table 700(w)x450(h)x900(L)
4.6	Seating end off bookshelf 800(w) x 1520(h) x 700(d) fabric
4.7	4-seater hospitality seating
4.8	Café chairs (Plastic moulded seat with anodized aluminum legs)
4.9	Mini couch with one arm (left or right) 3.3 m fabric
	Mini couch center unit (2.2m fabric)



4.10	
4.11	Mini couch unit with oak top (1.4 m fabric)
4.12	Mini couch with 2 arms
4.13	Tub chairs
4.14	L- Shaped seat with bookshelves at the back –Fabric 2400(l) x 1200(w) x900(d)
4.15	S- Shaped ottoman design imitative leather 400(l) x 450(w) x 400(d)
4.16	High back leather manager's chair with ring gas lift & flexi arms
4.17	Aluminum table (800 diameter) for tearoom
<b>5.</b>	<b>COMPUTER SECTION</b>
5.1	Computer carrels 1800x1200x1200
5.2	Pyramid 6 position computer desk
5.3	Build in study cubicles with divisions (900(l)x600(w))
<b>6.</b>	<b>OFFICE FURNITURE</b>
6.1	High back fabric manager's chair with ring gas lift & flexi arms
6.2	Office desk with 3 drawers (1500mm x 900mm x 740mm)
6.3	Credenza with sliding doors 1000 x 470
6.4	Visitors' chairs with arms & 4 legs
6.5	Wood lockable cabinet for files etc.
6.6	White board (900x600)
6.7	Storage cupboard (1700mm(h)x1000mm(l) x 500mm(w) with shelves)
6.8	Steel filing cabinets (for hang files) with 4 drawers
6.9	Ergonomic designs fabric chair Size 74.5 cm x 73cm x 81 cm
6.10	Executive Genuine leather visitor chair. 780W X 810D X 1135- 1210H , Black steel armrest with leather padding. Mahogany venner finish
6.11	Rectangular Boardroom table. 2400W X 1200D X 800H 70mm thickness top, double layer top. 14–18 seaters. Sand glass inlay, Mahogany venner finish
6.12	Executive desk. 3300L X 1200W X88H Credenza 1200L X 810W X 800H. Mahogany venner finish
<b>7.</b>	<b>COUNTER</b>
7.1	Book trolleys (800mm x 915mm x 450mm) 1 Bottom flat shelf with a 25mm lip on both sides & 4 sloping shelves on 4 rubber castors, able to carry heavy weight)
7.2	Trolley solid wood 3 flat shelves 800 x1090x 450

7.3	Pedestal with drawers. Top drawer to be lockable rest of drawers to be 200mm wide (inside to be 16.5 for membership cards) in solid saligna
7.4	Wood 4 drawer filing cabinet
7.5	Issue desk with raised top - 1200mm(h) x 600mm(d) x 1500mm(L)
7.6	Modular issue counter straight 1200 x 700
7.7	Modular issue counter straight 1600 x 700
7.8	Modular issue counter straight 800 x 700
7.9	Modular issue counter straight 1600 x 700 (junior)
7.10	Modular issue counter straight 800 x 700 (junior)
7.11	Corner moon shaped display unit with lockable bottom cabinet. 900Wx1500Hx300D) 1500 diameter. Supawood/saligna
<b>8.</b>	<b>KITCHEN</b>
8.1	Fridge (170 litre double door) Dimensions 1560mmx520mm. Colour – silver
8.2	Microwave oven (minimum 30l, 1000W power) Colour – silver
8.3	Countertop Water dispenser hot and cold
<b>9.</b>	<b>GENERAL</b>
9.1	Colourful bean bag for the toddler section (Medium size, Diameter 114-140 cm, Circumference 343-419, Weight 68-113kg)
9.2	Pin boards with aluminium frame - for walls (1500x1000)
9.3	Info board / pin board with aluminium frame (mobile with wheels) 1500 x1200 x 1900(h)
9.4	White board magnetic with aluminum frame and pen rail wall mounted 1500(w) x 1200(h)
9.5	Pin board with 6 glass shelves mounted on free standing steel frame (4 displays) 1750(w) x 1700(h) x 550(d)
9.6	Mar –line revolving stand display 10 newspapers in (steel) 710(w) x 1525(h)
9.7	Steel cabinet x 2 door– lockable
9.8	Steel table folding legs 1800(L)x740(h)x760(w)
9.9	Kick step, round steel
9.10	Wooden plan filing cabinet four drawers 1420(w) x 650(h) x 920(d)
9.11	1 x Steel Folding nose trolley for boxes (Large) 600 w x 1100 h
9.12	Pot plant holder with artificial plants
9.13	Loose standing display units of 1 500 mm x 500 mm wide
9.14	Metal waste bins in colour of the library 240 dia x 290 h
9.15	Pouch Laminator (LP25/405 for use with pouch thickness up to 500 microns)

	<p>9.16</p> <p>9.17</p> <p>9.18</p> <p>9.19</p> <p>9.20</p> <p>9.21</p> <p>9.22</p> <p>9.23</p> <p>9.24</p> <p>9.25</p> <p>9.26</p> <p>9.27</p> <p>9.28</p> <p>9.29</p> <p>9.30</p> <p>9.31</p> <p>9.32</p>	<p>Paper Shredder, automatic feed technology, 100 sheets at once 26 litre bin. Excepts staples and paper clips</p> <p>Tripod portable black backed screen with height adjustable stand. Screen-hook for keystone adjustment. for mobile presentations 1270 x1270</p> <p>Industrial wet and dry vacuum cleaners (minimum 1800 watt, 25 litre &amp; 230 bar) with permanent bag and no paper bags</p> <p>Classroom &amp; outdoor mats colourful 1000mm x1000mm x 20mm</p> <p>L shape book ends (210mm (h) x 140mm (w) x 180mm (d)</p> <p>Round water basin with stand 400(d) x stand 800(h)</p> <p>Alphabetical/ Dewey Guide blocks (Pine) 30x200x130</p> <p>Key hangers storage lockable 1000(l) x 100(w) x800(w)</p> <p>Pigeon holes 30 holes/lockers for bags with doors and handles 400 (w) x 400( L) x 300(d)</p> <p>Pigeon holes 20 holes/lockers for bags with doors and handles 400 (w) x 400(L) x 300(d)</p> <p>Aluminum step ladder 6 steps</p> <p>Aluminum step ladder 4 steps</p> <p>Artificial grass (2100x10000)</p> <p>Steel wall safe with key lock, fixing material included</p> <p>Suggestion box, lockable with drop slot and pen holder. 400mmH x 350mm(L)x350mm(D) in solid saligna wood</p> <p>Overhead projector trolley 920x890x520 With x 2 shelves</p> <p>Suggestions and compliments box. With a lock in the front, and an opening on the top where the pieces of paper for feedback can be put in. Have a label sticker in front and label it *compliments and complaints*</p> <p>1940(h)x885(w)x16mm 3(L) x 3(w) x 5(h)- Saligna/Oak</p>
<p><b>TECHNICAL EVALUATION CRITERIA</b></p>	<p><b>SPECIAL CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>• All furniture must be in solid saligna wood unless otherwise indicated.</li> <li>• The bidder must be able to do space planning and layout of a library.</li> </ul> <p><b>TECHNICAL EVALUATION CRITERIA</b></p> <ul style="list-style-type: none"> <li>• The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.</li> <li>• Failure to score the minimum of <b>20</b> points out of <b>50</b> points will lead to non-compliance and bidders will be rejected after this phase and not continue for price scoring. These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on price.</li> </ul>	

- The service provider should at least score the minimum of 20 points out of the 50 points in order to be considered to the next evaluation phase.

Relevant criteria	Weight	Minimum
<p>1. The bidder's experience of relevant work.</p> <p><b>Purchase Orders accompanied by corresponding delivery note from clients must be attached.</b></p> <ul style="list-style-type: none"> <li>• 3-5 Purchase Orders with corresponding delivery note – 5 points</li> <li>• 6-9 Purchase Orders with corresponding delivery note – 10 points</li> <li>• 10 or more Purchase Orders with corresponding delivery note – 20 points</li> </ul> <p><b>NB: The information provided must match the information as contained in the MBD 6.1.10.</b></p>	20	5
<p>2. Available resources to execute this project</p> <p>Proof of vehicle ownership or signed letter of intent from hiring company</p> <p>Supplier must have a light delivery vehicle to deliver the library furniture and equipment</p> <p>In the case of vehicle ownership, a proof of ownership in a form of a valid e-Natis document in the name of the bidder or bidding company or the directors must be submitted = 20 points</p> <p>or</p> <p>In the case of rental, the bidder must provide a letter of intent to hire, duly signed by the owner plus a valid e-Natis document in the name of the owner or a hiring company = 10 points</p>	20	10
<p>3. If the bidder is a distributor, a letter of agreement on the official manufacturer's letterhead duly signed by the manufacturer of a distributor, must be submitted = 5 points</p> <p>or</p> <p>If the bidder is a manufacturer, a letter of confirmation on the official company's letterhead must be submitted = 10 points</p>	10	5
<p><b>MINIMUM POINTS</b></p> <p>The bidder should at least score a minimum of <b>20</b> points out of <b>50</b> points in order to be considered in the next evaluation</p>	<b>50</b>	<b>20</b>

All information and particulars necessary to properly evaluate the quotation must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

<p><b>POINTS FOR SPECIFIC GOALS</b></p>	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price, 20 points for specific goals to promote transformation and economic development in accordance with the table below:</p> <p>Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> <li>• 80 points for Price</li> <li>• 20 Points for Specific Goals</li> </ul>	
<p><b>The specific goals allocated points in terms of this quotation</b></p>	<p><b>Number of points allocated (80/20 system)</b> <b>(To be completed by the organ of state)</b></p>	<p><b>Number of points claimed (80/20 system)</b> <b>(To be completed by the tenderer)</b></p>
<p>Within the boundaries of the Municipality</p>	<p>10</p>	
<p>Outside the boundaries of the Municipality, but within the West Rand District Municipality</p>	<p>6</p>	
<p>Within the boundaries of Gauteng Province</p>	<p>4</p>	
<p>Outside the boundaries of Gauteng Province</p>	<p>0</p>	
<p>Categories of Historically Disadvantaged Individuals.</p>	<p>10</p>	

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF LIBRARY FURNITURE AND EQUIPMENT THAT IS LOCALLY MANUFACTURED WITH A STIPULATED MINIMUM THRESHOLD OF 85% LOCAL PRODUCTION AND CONTENT FOR MOGALE CITY LIBRARIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE (1) YEAR.**

**PRICE SCHEDULE**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)	UNIT PRICE (INCL VAT)
<b>1.</b>	<b>TODDLER SECTION</b>			
1.1	Wall unit - Toddler shelve with roof - 2700mm x 1200mm x 300mm wide (with loose shelves)	1		
1.2	Wall unit - Toddler shelve with roof - 1800mm x 1200mm x 300mm wide (with loose shelves)	1		
1.3	Wall unit - Toddler shelve with roof - 900mm x 1200mm x 300mm wide (with loose shelves)	1		
1.4	Toddler island unit with roof - 2700mmx1200mmx500mmwide (with loose shelves.	1		
1.5	Toddler island unit with roof - 1800mmx1200mmx500mmwide (with loose shelves.	1		
1.6	Elephant foot chairs (300mm diameter, padding at least 100mm)	1		
1.7	Browser boxes with 4 compartments (700mm x 420mm )	1		
1.8	Themed Browser box with 4 compartments (700mm x 420mm )	1		
1.9	Children's toy boxes 1000 (L) x 600(w) x 600(h)	1		
1.10	Plastic colourful children's tables with 4 chairs @ each table	1		
1.11	Themed table 750(w)x500(h)x750(L)	1		
1.12	Colourful bean bag for the toddler section	1		
1.13	Children's character table - 500 (h) x 500 (l) x 500 (w)	1		
<b>2.</b>	<b>SHELVING</b>			
2.1	<b>Wall units</b>			
2.1.1	Wall unit (2700mmx1520mmx250mm wide (with loose shelves)	1		
	Wall unit (1800mmx1520mmx250mm wide (with loose shelves)	1		
2.1.2	Wall unit (900mmx1520mmx250mmwide (with loose shelves)	1		

2.1.3	Wall unit (2700mmx2080mmx250mm wide (with loose shelves)	1		
2.1.4	Wall unit (1800mmx2080mmx250mm wide (with loose shelves)	1		
2.1.5	Wall unit (900mmx2080mmx250mm wide (with loose shelves)	1		
2.1.6	Alphabetic single sided wall unit .R-shaped (1800(h) x 1200(w) x 300(d)	1		
2.1.7	Fish shaped single sided wall unit 2700(l) x1800(h) x300(d)	1		
<b>3.</b>	<b>ISLAND UNITS</b>			
3.1	Island units (2700mm x 1520mm x 500mm wide (with loose shelves)	1		
3.2	Island units (2700mm x 1830mm x 500mm wide (with loose shelves)	1		
3.3	Island units (1800mm x 1830mm x 500mm wide (with loose shelves)	1		
3.4	Island units (1800mm x 1520mm x 500mm wide (with loose shelves)	1		
3.5	Island units (900mm x 1830mm x 500mm wide (with loose shelves)	1		
3.6	Island units (900mm x 1520mm x 500mm wide (with loose shelves)	1		
3.7	Single magazine stand with sloping shelves (wall unit) (900mmx1500mmx300mm)	1		
3.8	Newspaper stands with 10 holders slopping (p against the wall 760(w) x 1500(h) x 350(d) 1800Hx1200Wx300D	1		
3.9	Alphabetic single sided wall unit (free standing) 1800Hx1200Wx300D	1		
<b>4.</b>	<b>TABLES &amp; CHAIRS INSIDE LIBRARY</b>			
4.1	1800mm x 900mm table with square tubing, duco sprayed & steel legs welded to a separate 25mm square tube frame. Solid wood top attached	1		
4.2	Rick-stacker chairs 19mm square tube steel frame epoxy powder coated & upholstered seat & back.	1		
4.3	Single couches in fabric (colour to be decided)	1		
4.4	Round table 1000mm in diameter	1		
4.5	Coffee table 700(w)x450(h)x900(L)	1		
4.6	Seating end off bookshelf 800(w) x 1520(h) x 700(d) fabric	1		
4.7	4-seater hospitality seating	1		
4.8	Café chairs (Plastic moulded seat with anodized aluminum legs)	1		

4.9	Mini couch with one arm (left or right) 3.3 m fabric	1		
4.10	Mini couch center unit (2.2m fabric)	1		
4.11	Mini couch unit with oak top (1.4 m fabric)	1		
4.12	Mini couch with 2 arms	1		
4.13	Tub chairs	1		
4.14	L- Shaped seat with bookshelves at the back –Fabric 2400(l) x 1200(w) x900(d)	1		
4.15	S- Shaped ottoman design imitative leather 400(l) x 450(w) x 400(d)	1		
4.16	High back leather manager's chair with ring gas lift & flexi arms	1		
4.17	Aluminum table (800 diameter) for tearoom	1		
<b>5.</b>	<b>COMPUTER SECTION</b>			
5.1	Computer carrels 1800x1200x1200	1		
5.2	Pyramid 6 position computer desk	1		
5.3	Build in study cubicles with divisions (900(l)x600(w))	1		
<b>6.</b>	<b>OFFICE FURNITURE</b>			
6.1	High back fabric manager's chair with ring gas lift & flexi arms	1		
6.2	Office desk with 3 drawers (1500mm x 900mm x 740mm)	1		
6.3	Credenza with sliding doors 1000 x 470	1		
6.4	Visitors' chairs with arms & 4 legs	1		
6.5	Wood lockable cabinet for files etc.	1		
6.6	White board (900x600)	1		
6.7	Storage cupboard (1700mm(h)x1000mm(l) x 500mm(w) with shelves)	1		
6.8	Steel filing cabinets (for hang files) with 4 drawers	1		
6.9	Ergonomic designs fabric chair Size 74.5 cm x 73cm x 81 cm	1		
6.10	Executive Genuine leather visitor chair. 780W X 810D X 1135- 1210H , Black steel armrest with leather padding. Mahogany venner finish	1		
6.11	Rectangular Boardroom table. 2400W X 1200D X 800H 70mm thickness top, double layer top. 14–18 seaters. Sand glass inlay, Mahogany venner finish	1		
6.12	Executive desk. 3300L X 1200W X88H Credenza 1200L X 810W X 800H. Mahogany venner finish	1		



<b>7.</b>	<b>COUNTER</b>	1		
7.1	Book trolleys (800mm x 915mm x 450mm) 1 Bottom flat shelf with a 25mm lip on both sides & 4 sloping shelves on 4 rubber castors, able to carry heavy weight)	1		
7.2	Trolley solid wood 3 flat shelves 800 x1090x 450	1		
7.3	Pedestal with drawers. Top drawer to be lockable rest of drawers to be 200mm wide (inside to be 16.5 for membership cards) in solid saligna	1		
7.4	Wood 4 drawer filing cabinet	1		
7.5	Issue desk with raised top - 1200mm(h) x 600mm(d) x 1500mm(L)	1		
7.6	Modular issue counter straight 1200 x 700	1		
7.7	Modular issue counter straight 1600 x 700	1		
7.8	Modular issue counter straight 800 x 700	1		
7.9	Modular issue counter straight 1600 x 700 (junior)	1		
7.10	Modular issue counter straight 800 x 700 (junior)	1		
7.11	Corner moon shaped display unit with lockable bottom cabinet. 900Wx1500Hx300D) 1500 diameter. Supawood/saligna	1		
<b>8.</b>	<b>KITCHEN</b>			
8.1	Fridge (170 litre double door) Dimensions 1560mmx520mm. Colour – silver	1		
8.2	Microwave oven (minimum 30l, 1000W power) Colour – silver	1		
8.3	Countertop Water dispenser hot and cold	1		
<b>9.</b>	<b>GENERAL</b>			
9.1	Colourful bean bag for the toddler section (Medium size, Diameter 114-140 cm, Circumference 343-419, Weight 68-113kg)	1		
9.2	Pin boards with aluminium frame - for walls (1500x1000)	1		
9.3	Info board / pin board with aluminium frame (mobile with wheels) 1500 x1200 x 1900(h)	1		
9.4	White board magnetic with aluminum frame and pen rail wall mounted 1500(w) x 1200(h)	1		
9.5	Pin board with 6 glass shelves mounted on free standing steel frame (4 displays) 1750(w) x 1700(h) x 550(d)	1		

9.6	Mar –line revolving stand display 10 newspapers in (steel) 710(w) x 1525(h)	1		
9.7	Steel cabinet x 2 door– lockable	1		
9.8	Steel table folding legs 1800(L)x740(h)x760(w)	1		
9.9	Kick step, round steel	1		
9.10	Wooden plan filling cabinet four drawers 1420(w) x 650(h) x 920(d)	1		
9.11	1 x Steel Folding nose trolley for boxes (Large) 600 w x 1100 h	1		
9.12	Pot plant holder with artificial plants	1		
9.13	Loose standing display units of 1 500 mm x 500 mm wide	1		
9.14	Metal waste bins in colour of the library 240 dia x 290 h	1		
9.15	Pouch Laminator (LP25/405 for use with pouch thickness up to 500 microns)	1		
9.16	Paper Shredder, automatic feed technology, 100 sheets at once 26 litre bin. Excepts staples and paper clips	1		
9.17	Tripod portable black backed screen with height adjustable stand. Screen-hook for keystone adjustment. for mobile presentations 1270 x1270	1		
9.18	Industrial wet and dry vacuum cleaners (minimum 1800 watt, 25 litre & 230 bar) with permanent bag and no paper bags	1		
9.19	Classroom & outdoor mats colourful 1000mm x1000mm x 20mm	1		
9.20	L shape book ends (210mm (h) x 140mm (w) x 180mm (d)	1		
9.21	Round water basin with stand 400(d) x stand 800(h)	1		
9.22	Alphabetical/ Dewey Guide blocks (Pine) 30x200x130	1		
9.23	Key hangers storage lockable 1000(l) x 100(w) x800(w)	1		
9.24	Pigeon holes 30 holes/lockers for bags with doors and handles 400 (w) x 400( L) x 300(d)	1		
9.25	Pigeon holes 20 holes/lockers for bags with doors and handles 400 (w) x 400(L) x 300(d)	1		
9.26	Aluminum step ladder 6 steps	1		
9.27	Aluminum step ladder 4 steps	1		
9.28	Artificial grass (2100x10000)	1		
9.29	Steel wall safe with key lock, fixing material included	1		
9.30	Suggestion box, lockable with drop slot and pen holder. 400mmH x 350mm(L)x350mm(D) in solid saligna wood	1		
9.31	Overhead projector trolley	1		

	920x890x520 With x 2 shelves			
9.32	Suggestions and compliments box. With a lock in the front, and an opening on the top where the pieces of paper for feedback can be put in. Have a label sticker in front and label it *compliments and complaints*  1940(h)x885(w)x16mm 3(L) x 3(w) x 5(h)- Saligna/Oak	1		
<b>GRAND TOTAL</b>				

**NB:**

***If the bidder/supplier is a VAT Vendor, they must complete the pricing schedule indicating price including VAT***

***Or***

***if the bidder/supplier is not registered as a VAT Vendor they must complete the pricing schedule indicating price excluding VAT.***

**Name of Bidder: ..... Date: .....**

**Signature: ..... Position: .....**



**PART A  
INVITATION TO BID  
MBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF MOGALE CITY LOCAL MUNICIPALITY</b>					
RFQ NUMBER:	<b>CDS (L) 05/2025</b>	CLOSING DATE:	<b>10 OCTOBER 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF LIBRARY FURNITURE AND EQUIPMENT THAT IS LOCALLY MANUFACTURED WITH A STIPULATED MINIMUM THRESHOLD OF 85% LOCAL PRODUCTION AND CONTENT FOR MOGALE CITY LIBRARIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE (1) YEAR.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

<b>CNR. COMMISSIONER &amp; MARKET STREET</b>				
<b>CIVIC CENTRE</b>				
<b>MOGALE CITY</b>				
<b>KRUGERSDORP</b>				
<b>1740</b>				
<b>SUPPLIER INFORMATION</b>				
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:		<b>OR</b> CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	R
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....  
 CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
 DATE: .....



**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, hareholder<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**



**MOGALE CITY LOCAL MUNICIPALITY**

**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**

**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

**1.2 To be completed by the organ of state**

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 quotation are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest 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 tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this quotation	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Within the boundaries of the Municipality	10	
Outside the boundaries of the Municipality, but within the West Rand District Municipality	6	
Within the boundaries of Gauteng Province	4	
Outside the boundaries of Gauteng Province	0	
Youth enterprise (Enterprise owned by persons younger than 35 years).	10	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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.

10. **Previous experience**

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, VAT excluded)	Year(s) executed	Reference		
			Name	Organization	Tel no

10.1 **Staffing Profile**

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience

**10.2 Infrastructure and resources available to execute this contract**

**10.2.1 Physical facilities**

Description	Address	Area (m <sup>2</sup> )

**10.3 Plant and equipment**

Description: Plant and equipment owned (or to be rented)	Number of units

**10.4 List of shareholders by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.**

Name	Date/Position Occupied in Enterprise	ID Number (please attach certified copies of ID's)	Date RSA Citizenship obtained	HDI	Women	Disabled	Youth (person not older than 35 years of age)	% of business/enterprise owned
							<b>Total</b>	<b>100%</b>



**8.14 List of shareholders by Name, percentage (%) of business/enterprise owned, residential address.**

<b>Full Name</b>	<b>Identity (ID) Number (please attached certified copies of ID's)</b>	<b>% of business/ enterprise owned</b>	<b>Residential address</b>

**9. AUTHORITY FOR SIGNATORY**

Please note that the sole proprietors or “one-person business” are not required to submit an official and duly signed authority of signatory.

Signatories for close corporations and companies shall confirm their authority by signing on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

Printed on company letterhead:

“By resolution of the board of directors passed on \_\_\_\_\_ 20 \_\_\_\_\_

Mr \_\_\_\_\_

has been duly authorized to sign all documents in connection with the bid for

Tender \_\_\_\_\_ No \_\_\_\_\_

and any Contract, which may arise there from on behalf of

\_\_\_\_\_

SIGNED ON BEHALF OF THE COMPANY \_\_\_\_\_

IN HIS CAPACITY AS \_\_\_\_\_ CAPACITY AS \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF SIGNATORY: \_\_\_\_\_

AS WITNESSES: 1 \_\_\_\_\_

2 \_\_\_\_\_

10. 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;
  - (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 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

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



**MOGALE CITY LOCAL MUNICIPALITY**

**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> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p>		

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)? <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 the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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 <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**



MBD 9

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**CDS (L) 05/2025: QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF LIBRARY FURNITURE AND EQUIPMENT THAT IS LOCALLY MANUFACTURED WITH A STIPULATED MINIMUM THRESHOLD OF 85% LOCAL PRODUCTION AND CONTENT FOR MOGALE CITY LIBRARIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE (1) YEAR.**

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(Bid Number and Description)

in response to the invitation for the bid made by:

**MOGALE CITY LOCAL MUNICIPALITY**

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(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> **Joint venture or Consortium 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.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) 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, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 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.
- 1.4. 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.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand 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 of advertisement of the bid as indicated in paragraph 4.1 below.



The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

2. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
<b><u>OFFICE FURNITURE</u></b>	<b><u>85%</u></b>

4. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**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)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: (Procurement Authority / Name of Institution):**

.....

NB

1. 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.
2. Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial development/ip.jsp](http://www.thdti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned,.....(full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) 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 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- a) 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 1286:2011.
- b) 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 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000.)

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### 3. ANNEXURE C

#### 3.1. GUIDELINES FOR COMPLETING ANNEXURE C:

##### LOCAL CONTENT DECLARATION – SUMMARY SCHEDULE

*Note: The paragraph numbers correspond to the numbers in Annexure C.*

**C1. Tender Number**

Supply the tender number that is specified on the specific tender documentation.

**C2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

**C3. Designated products**

Supply the details of the products that are designated in terms of this tender (i.e. buses).

**C4. Tender Authority**

Supply the name of the tender authority.

**C5. Tendering Entity name**

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd).

**C6. Tender Exchange Rate**

Provide the exchange rate used for this tender, as per Municipal Bidding Document (MBD) 6.2.

**C7. Specified local content %**

Provide the specified minimum local content requirement for the tender (i.e. 90%), as per Municipal Bidding Document (MDB) 6.2.

**C8. Tender item number**

Provide the tender item number(s) of the products that have a local content requirement as per the tender specification.

**C9. List of items**

Provide a list of the item(s) corresponding with the tender item number.

This may be a short description or a brand name.

## CALCULATION OF LOCAL CONTENT

### **C10. Tender price**

Provide the unit tender price of each item excluding VAT.

### **C11. Exempted imported content**

Provide the ZAR value of the exempted imported content for each item, if applicable. These value(s) must correspond with the value(s) of column D16 on Annexure D.

### **C12. Tender value net of exempted imported content**

Provide the net tender value of the item, if applicable, by deducting the exempted imported content (C11) from the tender price (C10).

### **C13. Imported value**

Provide the ZAR value of the items' imported content.

### **C14. Local value**

Provide the local value of the item by deducting the Imported value (C13) from the net tender value (C12).

### **C15. Local content percentage (per item)**

Provide the local content percentage of the item(s) by dividing the local value (C14) by the net tender value (C12) as per the local content formula in SATS 1286.

## TENDER SUMMARY

### **C16. Tender quantity**

Provide the tender quantity for each item number as per the tender specification.

### **C17. Total tender value**

Provide the total tender value by multiplying the tender quantity (C16) by the tender price (C10).

### **C18. Total exempted imported content**

Provide the total exempted imported content by multiplying the tender quantity (C16) by the exempted imported content (C11). These values must correspond with the values of column D18 on Annexure D.

### **C19. Total imported content**

Provide the total imported content of each item by multiplying the tender quantity (C16) by the imported value (C13).

### **C20. Total tender value**

Total tender value is the sum of the values in column C17.

### **C21. Total exempted imported content**

Total exempted imported content is the sum of the values in column C18. This value must correspond with the value of D19 on Annexure D.

**C22. Total tender value net of exempted imported content**

The total tender value net of exempt imported content is the total tender value (C20) less the total exempted imported content (C21).

**C23. Total imported content**

Total imported content is the sum of the values in column C19. This value must correspond with the value of D53 on Annexure D.

**C24. Total local content**

Total local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.

**C25. Average local content percentage of tender**

The average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).

### Annex C

#### Local Content Declaration - Summary Schedule

(C1) **Tender No.**  
 (C2) **Tender description:**  
 (C3) **Designated product(s)**  
 (C4) **Tender Authority:**  
 (C5) **Tendering Entity name:**  
 (C6) **Tender Exchange Rate:**  
 (C7) **Specified local content %**

**Note:** VAT to be excluded from all calculations

Pula  EU  GBP

#### Calculation of local content

#### Tender summary

Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
								(C20) Total tender value			
Signature of tenderer from Annex B								(C21) Total Exempt imported content			
								(C22) Total Tender value net of exempt imported content			
								(C23) Total Imported content			
								(C24) Total local content			
Date:								(C25) Average local content % of tender			

#### **4. ANNEXURE D**

##### **4.1. GUIDELINES FOR COMPLETING ANNEXURE D:**

###### **“IMPORTED CONTENT DECLARATION – SUPPORTING SCHEDULE TO ANNEXURE C”**

*Note: The paragraph numbers correspond to the numbers in Annexure D.*

###### **D1. Tender number**

Supply the tender number that is specified on the specific tender documentation.

###### **D2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

###### **D3. Designated products**

Supply the details of the products that are designated in terms of this tender (i.e. buses).

###### **D4. Tender authority**

Supply the name of the tender authority.

###### **D5. Tendering entity name**

Provide the tendering entity name (i.e. Unibody Bus Builders (Pty) Ltd).

###### **D6. Tender exchange rate**

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

#### **TABLE A. EXEMPTED IMPORTED CONTENT**

###### **D7. Tender item number**

Provide the tender item number(s) of the product(s) that have imported content.

###### **D8. Description of imported content**

Provide a list of the exempted imported product(s), if any, as specified in the tender.

###### **D9. Local supplier**

Provide the name of the local supplier(s) supplying the imported product(s).

###### **D10. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the exempted imported product(s).

###### **D11. Imported value as per commercial invoice**

Provide the foreign currency value of the exempted imported product(s) disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

###### **D12. Tender exchange rate**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.



**D13. Local value of imports**

Convert the value of the exempted imported content as per commercial invoice (D11) into the ZAR value by using the tender exchange rate (D12) disclosed in the tender documentation.

**D14. Freight costs to port of entry**

Provide the freight costs to the South African Port of the exempted imported item.

**D15. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the exempted imported product(s) as stipulated in the SATS 1286:2011.

**D16. Total landed costs excl VAT**

Provide the total landed costs (excluding VAT) for each item imported by adding the corresponding item values in columns D13, D14 and D15. These values must be transferred to column C11 on Annexure C.

**D17. Tender quantity**

Provide the tender quantity of the exempted imported products as per the tender specification.

**D18. Exempted imported value**

Provide the imported value for each of the exempted imported product(s) by multiplying the total landed cost (excl. VAT) (D16) by the tender quantity (D17). The values in column D18 must correspond with the values of column C18 of Annexure C.

**D19. Total exempted imported value**

The total exempted imported value is the sum of the values in column D18. This total must correspond with the value of C21 on Annexure C.

**TABLE B. IMPORTED DIRECTLY BY TENDERER****D20. Tender item numbers**

Provide the tender item number(s) of the product(s) that have imported content.

**D21. Description of imported content:**

Provide a list of the product(s) imported directly by tender as specified in the tender documentation.

**D22. Unit of measure**

Provide the unit of measure for the product(s) imported directly by the tenderer.

**D23. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the imported product(s).

**D24. Imported value as per commercial Invoice**

Provide the foreign currency value of the product(s) imported directly by tenderer disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

**D25. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D26. Local value of imports**

Convert the value of the product(s) imported directly by the tenderer as per commercial invoice (D24) into the ZAR value by using the tender exchange rate (D25) disclosed in the tender documentation.

**D27. Freight costs to port of entry**

Provide the freight costs to the South African Port of the product(s) imported directly by the tenderer.

**D28. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the product(s) imported directly by the tenderer as stipulated in the SATS 1286:2011.

**D29. Total landed costs excl VAT**

Provide the total landed costs (excluding VAT) for each item imported directly by the tenderer by adding the corresponding item values in columns D26, D27 and D28.

**D30. Tender quantity**

Provide the tender quantity of the product(s) imported directly by the tenderer as per the tender specification.

**D31. Total imported value**

Provide the total imported value for each of the product(s) imported directly by the tenderer by multiplying the total landed cost (excl. VAT) (D29) by the tender quantity (D30).

**D32. Total imported value by tenderer**

The total value of imports by the tenderer is the sum of the values in column D31.

**TABLE C. IMPORTED BY THIRD PARTY AND SUPPLIED TO THE TENDERER****D33. Description of imported content**

Provide a list of the product(s) imported by the third party and supplied to the tenderer as specified in the tender documentation.

**D34. Unit of measure**

Provide the unit of measure for the product(s) imported by the third party and supplied to tenderer as disclosed in the commercial invoice.

**D35. Local supplier**

Provide the name of the local supplier(s) supplying the imported product(s).

**D36. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the imported products.

**D37. Imported value as per commercial invoice**

Provide the foreign currency value of the product(s) imported by the third party and supplied to the tenderer disclosed in the commercial invoice accepted by SARS.

**D38. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D39. Local value of imports**

Convert the value of the product(s) imported by the third party as per commercial invoice (D37) into the ZAR value by using the tender exchange rate (D38) disclosed in the tender documentation.

**D40. Freight costs to port of entry**

Provide the freight costs to the South African Port of the product(s) imported by third party and supplied to the tenderer.

**D41. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the product(s) imported by third party and supplied to the tenderer as stipulated in the SATS 1286:2011.

**D42. Total landed costs excluding VAT**

Provide the total landed costs (excluding VAT) for each product imported by third party and supplied to the tenderer by adding the corresponding item values in columns D39, D40 and D41.

**D43. Quantity imported**

Provide the quantity of each product(s) imported by third party and supplied to the tenderer for the tender.

**D44. Total imported value**

Provide the total imported value of the product(s) imported by third party and supplied to the tenderer by multiplying the total landed cost (D42) by the quantity imported (D43).

**D45. Total imported value by third party**

The total imported value from the third party is the sum of the values in column D44.

**TABLE D. OTHER FOREIGN CURRENCY PAYMENTS****D46. Type of payment**

Provide the type of foreign currency payment. (i.e. royalty payment for use of patent, annual licence fee, etc).

**D47. Local supplier making the payment**

Provide the name of the local supplier making the payment.

**D48. Overseas beneficiary**

Provide the name of the overseas beneficiary.

**D49. Foreign currency value paid**

Provide the value of the listed payment(s) in their foreign currency.

**D50. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D51. Local value of payments**

Provide the local value of each payment by multiplying the foreign currency value paid (D49) by the tender rate of exchange (D50).

**D52. Total of foreign currency payments declared by tenderer and/or third party**

The total of foreign currency payments declared by tenderer and/or a third party is the sum of the values in column D51.

**D53. Total of imported content and foreign currency payment**

The total imported content and foreign currency payment is the sum of the values in column D32, D45 and D52. This value must correspond with the value of C23 on Annexure C.

**Annex D**

**Imported Content Declaration - Supporting Schedule to Annex C**

(D1) Tender No.											<b>Note: VAT to be excluded from all calculations</b>
(D2) Tender description:											
(D3) Designated Products:											
(D4) Tender Authority:											
(D5) Tendering Entity name:											
(D6) Tender Exchange Rate:		Pula		EU		GBP					

**A. Exempted imported content**

**Calculation of imported content**

**Summary**

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)

(D19) Total exempt imported value

This total must correspond with Annex C - C 21

**B. Imported directly by the Tenderer**

**Calculation of imported content**

**Summary**

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

(D32) Total imported value by tenderer

**C. Imported by a 3rd party and supplied to the Tenderer**

**Calculation of imported content**

**Summary**

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)

(D45) Total imported value by 3rd party

**D. Other foreign currency payments**

**Calculation of foreign currency payments**

**Summary of payments**

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

Signature of tenderer from Annex B

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

Date:

This total must correspond with Annex C - C 23

## **5. ANNEXURE E**

### **5.1. GUIDELINES TO COMPLETING ANNEXURE E:**

#### **“LOCAL CONTENT DECLARATION- SUPPORTING SCHEDULE TO ANNEXURE C”**

*The paragraph numbers correspond to the numbers in Annexure E*

#### **E1. Tender number**

Supply the tender number that is specified on the specific tender documentation.

#### **E2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

#### **E3. Designated products**

Supply the details of the products that are designated in terms of this tender (for example, buses/canned vegetables).

#### **E4. Tender authority**

Supply the name of the tender authority.

#### **E5. Tendering entity name**

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd Ltd).

### **LOCAL GOODS, SERVICES AND WORKS**

#### **E6. Description of items purchased**

Provide a description of the items purchased locally in the space provided.

#### **E7. Local supplier**

Provide the name of the local supplier that corresponds to the item listed in column E6.

#### **E8. Value**

Provide the total value of the item purchased in column E6.

#### **E9. Total local products (Goods, Services and Works)**

Total local products (goods, services and works) is the sum of the values in E8.

#### **E10. Manpower costs:**

Provide the total of all the labour costs accruing only to the tenderer (i.e. not the suppliers to tenderer).

#### **E11. Factory overheads:**

Provide the total of all the factory overheads including rental, depreciation and amortization for local and imported capital goods, utility costs and consumables. (Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up. Consumables can also be defined as the components of an end product that are used up or permanently altered in the process of manufacturing, such as basic chemicals.)

#### **E12. Administration overheads and mark-up:**

Provide the total of all the administration overheads, including marketing, insurance, financing, interest and mark-up costs.

#### **E13. Total local content:**

The total local content is the sum of the values of E9, E10, E11 and E12. This total must correspond with C24 of Annexure C.

## Annex E

### Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

**Note:** VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
<b>(E9) Total local products (Goods, Services and Works)</b>			

(E10)	<b>Manpower costs</b>	(Tenderer's manpower cost)
(E11)	<b>Factory overheads</b>	(Rental, depreciation & amortisation, utility costs, consumables etc.)
(E12)	<b>Administration overheads and mark-up</b>	(Marketing, insurance, financing, interest etc.)

**(E13) Total local content**  
 This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date:

