



BERGRIVIER

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Ons dien met trots!
We serve with pride!
Sisebenza Ngokuzingca!

ABOVE R2000 - R30 000

RFQ NUMBER:	RFQ 3/2024		
DESCRIPTION OF GOODS/SERVICES:	SUPPLY & DELIVERY OF CLEANING MATERIAL FOR BERGRIVIER MUNICIPAL STORES		
ADVERTISEMENT DATE:	18 JULY 2024		
CLOSING DATE:	22 JULY 2024	CLOSING TIME:	12h00
DELIVERY DATE:	STRICTLY 5 WORKING DAYS AFTER OFFICIAL PURCHASE ORDER HAS BEEN ISSUED		
DELIVERY ADDRESS(ES):	BERGRIVIER MUNICIPAL STORES		
RFQ SUBMISSIONS:	RFQ'S to be emailed to scm@bergmun.org.za before closing date and time. <i>NB: Please note that no late RFQ'S/Offer will be considered</i>		
VALIDITY PERIOD:	30 DAYS FROM THE CLOSING DATE OF THE RFQ		

SERVICE PROVIDER DETAILS

NAME OF SERVICE PROVIDER:			
CSD SUPPLIER NUMBER:			
CONTACT PERSON:		CONTACT DETAILS:	
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
E-MAIL ADDRESS:			
DATE:			

SIGNATURE OF SERVICE PROVIDER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	
TOTAL AMOUNT OF RFQ VAT INCLUSIVE:	

ENQUIRIES MAY BE DIRECTED TO:	CONTACT PERSON	TEL. NUMBER	EMAIL ADDRESS
1. SPECIFICATION ENQUIRIES	Mr. Leighton Donkerman	022 913 6084	donkermanl@bergmun.org.za

NOTE:
Only an official Purchase Order will be deemed a legal contract with Council

By submitting an offer as well as participating in SCM processes, I hereby guarantee that I provide my information voluntarily, for the purposes of participating in this procurement process, and that I understand that this information is processed, stored and even shared with third parties, if and when required, including for assessment, verification and audit purposes, and hereby give my consent thereto.

MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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 and/or take an oath declaring his/her interest.

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. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.

“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. 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, shareholder ² etc.)											
3.4.	Company Registration Number											
3.5.	Tax Reference Number											
3.6.	VAT Registration Number											
3.7.	Are you presently in the service of the state?	YES		NO								
3.7.1.	If so, furnish particulars:											
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO								
3.8.1.	If so, furnish particulars:											

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3.9.	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	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a 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	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
	Name of the spouse/child/parent: ID number of the spouse/child/parent..... Relationship to the official Designation of the spouse/child/parent: Employer of the spouse/child/parent :				
3.13.	Do you or any of the directors, trustees, managers, principal 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	
3.13.1.	If so, furnish particulars:				

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3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB:

a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)

b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			

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**MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS
2022 – PURCHASES/SERVICES 80/20 PREFERENCE POINT SYSTEM**

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000

1.2 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific participation goals (B-BBEE Status Level Contribution and Locality)

1.2.1 The points for this bid are allocated as follows:

POINTS WILL BE ALLOCATED AS FOLLOWS below R50 000 000	
	POINTS
PRICE	80
SPECIFIC PARTICIPATION GOALS (LOCALITY OF SUPPLIER)	
Bergvriër Jurisdiction	10
West Coast jurisdiction	5
Western Cape Province	3
South Africa	2
BBBEE SCORE CARD	
B-BBEE Points	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.3. Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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2 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	8
3	6
4	4
5	2
6	2
7	2
8	2
Non-compliant contributor	0

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SPECIFICATIONS:

SUPPLY AND DELIVERY OF CLEANING MATERIAL FOR BERGRIVIER MUNICIPAL STORES

INTRODUCTION: These specifications represent the requirements of the Bergrivier Municipality for the **Supply & Delivery of Cleaning Material for Bergrivier Municipal Stores** at the following address(es):

Piketberg Municipal Store 5 Reyger Street Industrial Area Piketberg 7320 Mr. Henko van Wyk pbstoor@bergmun.org.za	Porterville Municipal Store Park Street Porterville 6810 Ms. Geraldine Sofat SofatG@Bergmun.org.za	Velddrif Municipal Store 19 Kerklaan Velddrif 7365 Mr. Alfonso de Klerk storevd@Bergmun.org.za
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SPECIFICATIONS:

Item No.	Item Description	Quantity	Piketberg Store	Porterville Store	Velddrif Store
1	AMMONIA CLEANER 5L	12	5	2	5
2	WINDOW CLEANER CLEAR TRIGGER 750ML	6	6		
3	THICK BLEACH 5L	10	5	2	3
4	AIR FRESHENER AEROSOL 300ML	28	12	4	12
5	FURNITURE POLISH AEROSOL 300ML	28	12	4	12
6	INSECT KILLER MULTI-INSECT AEROSOL 300ML	14	6	2	6
7	TOILET CLEANER 750ML	22	10		12
8	DISH WASHING LIQUID 5L	13	6	2	5
9	LIQUID HANDSOAP NATURAL 5L	2	2		
10	PINE GEL 5L	8	8		
11	DEO BLOCKS (4KG)	5	3	2	
12	DUST MASK FFP2 20/BOX	4	2	1	1
13	DRAIN CLEANING ACID 5LT	5	5		
14	WASHING POWDER 25KG	3	2		1
15	HOUSEHOLD BLEACH 5LT	9	5	2	2
16	LAVENDER SANITIZER 5LT	6			6
17	MICROFIBRE CLOTHS 280GSM 380X380MM (10 PACK)	3	1	1	1
18	RAGS A-GRADE 5KG	8	4	2	2

STANDARD CONDITIONS & REQUIREMENTS:

- The supplier must submit an official Quotation on their company's letterhead;
- Valid B- BBEE Certificate/ Sworn Affidavit. If no B-BBEE Certificate/Sworn Affidavit are submitted at closing date & time, B-BBEE points will be forfeited with 80/20 evaluation;
- Quotations must be valid for at least 30 days;
- Quotations will be evaluated in terms of the Council's Supply Chain Management Policy, 80/20 Point System. Suppliers must be registered as a prospective supplier on National Treasury's Central Supplier Database (CSD);
- No Goods / Services must be delivered to Bergrivier Municipality before an official purchase order has been issued to the Service Provider.
- Goods/Services must be delivered strictly 5 workings days after official purchase order has been issued.

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- No part deliveries will be accepted.
- All orders must be delivered in full.
- Deliveries must be accompanied with a delivery note and a tax invoice.
- Council reserves the right to withdraw any request for quotation/ to re-advertise or to reject any quotation or to accept part of it;
- Prices must include VAT;
- Service provider's tax status must be compliant;
- The Municipality will use the address provided on the quotation to calculate locality points;
- Quotations that does not meet the specifications required will not be considered for evaluation;
- RFQ results are available upon request.

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print)

.....
Signature

.....
Capacity

VAT REGISTERED? Yes/No	VAT Number:
Delivery Period: Strictly within five (5) working days from date of official order	
THE CONDITIONS HAVE BEEN READ AND ACCEPTED	
Name of Company:	Official Stamp:
Authorized Signature:	
Position:	
Print Name:	
Date:	
Tel No:	
E-Mail:	

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