

**WESKUS DISTRIKSMUNISIPALITEIT
WEST COAST DISTRICT MUNICIPALITY**



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: SUPPLY AND DELIVER OF
OFFICE FURNITURE AT WEST COAST DISTRICT MUNICIPALITY**

QUOTATION REFERENCE: 6/5/2/47

Kindly furnish us with a written quotation as per attached specifications:

Specification enquiries can be directed to **Mr A Amon at 022 433 8411**

The quotation must be clearly endorsed/marked with **Reference number: 6/5/2/47 – Furniture - offices** submitted on the letterhead of your business and can either be faxed, e-mailed or delivered by hand not later than **12:00, Monday, 22 November 2021** to:

Supply Chain Management Office, West Coast District Municipality, 58 Long Street,
Moorreesburg . Fax: 086 652 7690 or E-mail to scm@wcdm.co.za

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Please note that the attachment limit per e-mail is 8 mega bites (MB). Service providers are free to divide emails into smaller attachments. Only fully submitted quotations will be considered at date and time of closing.
- It is expected of all prospective service providers who are not yet registered on the Central Supplier Database (**CSD**) to register without delay.
- The Municipality reserves the right not to award formal written price quotations to prospective suppliers who are not registered on the Database (CSD). Service providers to submit proof of registration on the CSD with quotation submissions
- The prospective Service providers attention is drawn to the following list of forms and other documents that need to be completed and submitted with his/her quotation documents:
 - a) Declaration of Interest (**MBD4**)
 - b) Declaration in terms of Clause 112(1)(I) of the Municipal Finance Act, Act No 56 of 2003 (**MBD8**).

- c) **Bidder should provide a valid tax clearance certificate or tax compliance status PIN to enable the municipality to verify the bidder tax clearance status.**
 - d) Proof of registration for VAT (if applicable)
 - e) Certificate of independent determination (MBD9)
 - f) A original and valid B-BBEE Verification Certificate or certified copies
- In terms of Clause 112(1)(l) of the Municipal Finance Management Act, Act No 56 of 2003, persons who were convicted for fraud or corruption or who wilfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Bidder shall submit a sworn statement, a declaration of bidder's past Supply Chain Management practices to this effect (MBD8).
 - **The quotation must be completed in black ink and any corrections to the official quotation must be made in Black ink and signed by the bidder. Any quotation received with correction fluid (Tippex) corrections shall be disqualified.**
 - Tenders that are not clearly endorsed, or which are received after the closing time and date will not be considered.
 - The bid documents should be carefully completed and no errors will be condoned after bids have been opened.
 - The fact and action of handing in a quotation to the Council is accepted as a contract between the Council and the Bidder whereby such a quotation remains valid and available for a period of thirty (30) days, calculated from the closing date as advertised for the quotation, for acceptance or non-acceptance by the Council. The bidder undertakes not to withdraw, or alter, the quotation during this period.
 - Notice of acceptance of the quotation by the Municipal Manager will be considered as a binding contract with effect from the date of such notice.
 - The Council does not bind itself to accept the lowest or any, quotation and reserves the right to accept any quotation in whole or part.
 - **The bidder will be liable to take out forward cover to barricade him/her against fluctuations of the exchange rate in the event of importing any component, related to the quotation, from any country dealing in currency other than that of South Africa.**
 - Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer 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. A declaration of interest form must be completed and submitted to this effect (MBD4)
 - A certificate of independent determination (MBD9) must be completed and submitted with your quotation. This is to inform bidders about the illegality of bid rigging and the

penalties applicable to enterprises found to have engaged in such practices and the possible investigations and imposition of administrative penalties by the Competition Commission.

- The bid of any person who canvasses or solicits, or causes to be canvassed or solicited, the support of any person employed by or in the service of the Employer or of the Agent, Consulting Engineer in favour of his/her offer will not be considered.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017. The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20 **(MBD6.1)** must be scrutinized, completed and submitted together with your quotation.
- **In terms of Regulation 8 (1) of the PPPFA Regulations 2017, the Department of Trade and Industry (dti) has identified designated sectors in line with the national development and industrial policies for local production, where the award of bids local production and content is of critical importance. To this effect a minimum threshold percentage for local production and content for furniture products**
- **Tenderers must therefore take cognizance of the fact that bids will be evaluated in terms of the minimum threshold of local content and production for local production and content for the sector, furniture products**
- **Only locally produced or locally manufactured valves products with a stipulated minimum threshold for local production and content will be considered.**
- **If the quantity of valves required cannot be wholly sourced from South African (SA) based manufacturers and/or at the stipulated designated local content threshold at any particular time, bidders and the procuring entities should obtain written exemption from the Department of Trade and Industry (dti).**
- **The Department of Trade and Industry (dti) in consultation with the procuring organ of state, will grant exemption on a case-by-case basis and will consider the following**
 - **Required volume of the particular bid;**
 - **Available collective SA industry manufacturing capacity at that time;**
 - **Delivery times;**
 - **Availability of input materials and components;**
 - **Technical considerations including operating conditions;**
 - **Materials of construction; and**
 - **Security and supply**
- **Bidders must clearly indicate in their bids the quantities to be supplied and the level of local content of each product**
- **Organ of state may contact the Department of Trade and Industry (dti) in instances where the stipulated minimum threshold for local content cannot be met in order for the dti to verify and in consultation with the Accounting Authority / Accounting Officer provide directives in this regard**
- **For further information, bidders and procuring state organs may contact the Agroprocessing Unit within the dti at telephone 012 394 1003/1954 or email**

localcontent@thedti.gov.za and Primary Minerals Processing & Construction at telephone 012 394 5157 or email Tapiwa Samanga at TSamanga@thedti.gov.za, Clothing, Textile, Footwear and Leather Unit at telephone 012 394 3717/1390

- The attached Declaration Certificate for Local Production and Content (MBD6.2) must be completed, duly signed and submitted by the bidder at closing
- Bidders wishing to benefit from it must submit a original and valid B-BBEE Verification Certificate or certified copies thereof from a Verification Agency accredited by the South African Accreditation System (SANAS) or sworn affidavit as prescribed by Department of Trade and Industry together with the quotation. Failure to submit the abovementioned will result in the bidder only receiving the applicable points for price. The Municipality reserves the right to request proof of empowerment.
- A valid tax clearance certificate, issued by the South African Revenue Services (SARS), must accompany your quotation or the bidder should provide the PIN that can be shared with third parties to enable third parties to verify or confirm the tax compliance status of the bidder to whom the PIN belongs. Official purchase order will only be placed against provision of tax clearance certificate or master registration number or tax compliance status PIN.
- Transaction will be subject to General Conditions of Contract (GCC).
- The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20, Tax Clearance Certificate Requirements, SARS Application for Tax Clearance Certificate, Declaration of bidder's Past Supply Chain Management practices, Certificate of Independent Bid Determination, Certificate for Local Production and Content, General Conditions of Contract and the Declaration of Interest can be downloaded from : www.westcoastdm.co.za/tenders
- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Yours faithfully




SUPPLY CHAIN MANAGEMENT OFFICE

TEL: 022 433 8400

E-MAIL: scm@wcdm.co.za

13 November 2021

SPESIFIKASIE / SPECIFICATION

<u>Besonderhede/Description</u>		
Supply and deliver:		
3 x	Round conference table 1200 diameter – x base – 4 seater	Verzaska Oak Melamine
4 x 3	Arch Visitors Armchair – Verzaska Oak Melamine laminated – 4 legged (fabric: Contract)	Verzaska Oak Melamine arms and burgundy fabric
3 x	Arch High back Chair – Swivel and Tilt Mechanism – Nylon Base - Verzaska Oak Melamine laminated (fabric: Contract)	Verzaska Oak Melamine arms and burgundy fabric
8 x	Wooden Waste Bin	Verzaska Oak Melamine
8 x	Single Wooden Letter Tray	Verzaska Oak Melamine
3 x	Roller Door Pedenza - 1200x600 - Including Shelf - Drawers on LHS Core Desk 2000x1200 - 3 Legs - Modesty Panel Shape as picture below	Verzaska Oak Melamine
		
Enquiries can be directed to Ashley Amon – 022 433 8411		

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 accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. 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;

2. 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>
Office desk	90%
High back chair	65%
Wooden drawers	100%

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

(Tick applicable box)

YES		NO	
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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

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.

4. 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. 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.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, 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: _____

Annex C

Local Content Declaration - Summary Schedule

(C1)	Tender No.						Note: VAT to be excluded from all calculations					
(C2)	Tender description:											
(C3)	Designated product(s)											
(C4)	Tender Authority:											
(C5)	Tendering Entity name:											
(C6)	Tender Exchange Rate:	Currency			Rate							
(C7)	Specified local content %											
		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			

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.					Note: VAT to be excluded from all calculations
(D2)	Tender description:					
(D3)	Designated Products:					
(D4)	Tender Authority:					
(D5)	Tendering Entity name:					
(D6)	Tender Exchange Rate:	Currency		Rate		

A. Exempted imported content

Calculation of imported content

Summary

[illegible]

(D19) Total exempt imported value

**This total must correspond with
Annex C - C21**

B. Imported directly by the Tenderer

Calculation of imported content

Summary

[illegible]

(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	Foreign 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 exd 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							

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.			Note: VAT to be excluded from all calculations
(E2)	Tender description:			
(E3)	Designated products:			
(E4)	Tender Authority:			
(E5)	Tendering Entity name:			

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

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

(E13) Total local content

This total must correspond with Annex C

C24

Signature of tenderer from Annex B

Date: