**NEWCASTLE MUNICIPALITY**

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**CORPORATE SERVICES**

**EAP UNIT**

**QUOTATION NO.: QUO-001/2015/16**

**REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF GAZEBO, SATIN RIBBON ROLLS, ETC**

**PROCUREMENT DOCUMENT**

**CLOSING DATE & TIME: 08 JULY 2015 @ 12H00**

**NAME OF BIDDER …………………………………………………………………...……………..**

**ADDRESS ………………………………………………………………………..…………………..**

**PHONE NUMBER…………………….……………………………………………………………..**

**FAX NUMBER……………………………………………………..………………………………..**

**E-MAIL ADDRESS…………………………………………………………………………………..**

**CONTACT PERSON………………………………………………………………………………..**

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**BID AMOUNT…………………………………………………………………… (Including Vat)**

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**Supply Chain Management Unit**

Office G30

37 Murchison Street

Newcastle

2940

newcastle.gov.za

034 328 7819

**Date:** 29 June 2015

**Quotation Number:** QUO-001/2015/16

**Request for Quotation: Supply and Delivery of Gazebo, Satin Ribbon Rolls, etc.**

Newcastle Municipality’s EAP`s Unit is looking for eligible and accredited service providers to submit written quotations for the following:

**Details of specification:**

**1. Printed Gazebo**

* Perfect for outdoor situations
* Tent kit including frame and canopy with ground pegs for securing to soft ground
* Quick and easy to assemble
* Size 3 sqm suitable for shading up to 5 people
* Wind resistance up to 29-38 mph
* Colour – blue
* Quantity – one (1)

**2. Awareness Satin Ribbon Rolls**

* Satin
* Size 31mm x 100m
* Colours – red, white, light blue, pink and yellow
* Quantity – three (3) of each colour

**3. Dress-maker pins**

* Straight pins packed in a box
* Small size
* Quantity – six (6) boxes

**4. HIV/AIDS Awareness Promotional items:**

150 copies of Positive Health Pocketbook

150 x HIV awareness lip balm

150 x HIV awareness neck ties

100 x HIV awareness keyrings

150 x HIV awareness drawstring bags

2 x 1 metre HIV branded candle

150 x HIV awareness button badges

150 x WAD Red silicon bracelets

150 x red ribbon pens

Sealed quotations, addressed to the Supply Chain Management Unit and marked “Quotation Number:” must be placed in the quotation box located in the Reception Area, Scott Street, Newcastle ( not any other quotation or tender box) by no later than **12h00** on **Wednesday, 8 July 2015**.***Please note that no quotations received after the closing time will be considered.***

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The following conditions will apply:

1. **Format of quotation must adhere to the following:**
	1. Quotation must be on the company letterhead and made out to the Newcastle Municipality, clearly indicating a “Quotation Number:”
	2. Quotation must be clearly dated and valid for at least **thirty (30)** **days**
	3. Valid tax clearance certificate and BBBEE certificate
	4. If you are a VAT vendor, VAT number must be indicated on the quotation. VAT number of the Newcastle Municipality (4000791824) must also be indicated on the quotation.
	5. Price(s) quoted must be firm and must be inclusive of VAT
2. No contract shall be concluded with any bidder whose tax matters are not in order.

Failure to comply with these conditions may invalidate your offer.

**Enquires (Procurement Official)**

Name: Silungile Mbatha

Tel: 034 328 7819

Fax: 086 653 6361 or

Email: Silungile.Mbatha@newcastle.gov.za.

**QUOTATION NO.: QUO-001/2015/16**

**SCHEDULE OF SIMILAR SERVICES**

**(Essential information to be supplied by bidder)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Contract/****Nature of Work** | **Duration** | **Value** | **Name, Address & telephone no. of client and/or Project Leader** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**ACCEPTANCE SCHEDULE**

*I / WE HEREBY* SUBMIT MY */ OUR* BID IN ACCORDANCE WITH THE BID GENERAL AND/OR SPECIAL CONDITIONS OF CONTRACT AND IN LINE WITH THE APPLICABLE SPECIFICATIONS.

**SIGNATURE OF BIDDER** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR / ON BEHALF OF** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SIGNATURE OF WITNESS** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SIGNATURE OF WITNESS** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SIGNED AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_THIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_**

**MBD 4: DECLARATION OF INTEREST**

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

1. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positionin relation to the evaluating/adjudicating authority.
2. **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, shareholder²):..…...............................

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[[1]](#footnote-1)\*? **YES / NO**

3.8.1 If yes, furnish particulars.

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

3.9 Have you been in the service of the state for the past **YES / NO**

 twelve months?

3.9.1 If yes, furnish particulars.

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

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

3.10 Do you, have any relationship (family, friend, other) with persons **YES / NO**

 in the service of the state and who may be involved with the

 evaluationand or adjudication of this bid?

3.10.1If yes, furnish particulars.

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

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

3.11 Are you, aware of any relationship (family, friend, other) **YES / NO**

 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?

3.11.1If yes, furnish particulars.

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

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

3.12 Are any of the company’s directors, managers, principal **YES / NO**

 shareholders or stakeholders in service of the state?

3.12.1 If yes, furnish particulars.

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

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

3.13 Are any spouse, child or parent of the company’s directors, **YES / NO**

 managers, principal shareholders or stakeholders in service of the state?

3.13.1 If yes, furnish particulars.

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

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

3.14 Do you or any of the directors, trustees, managers, principal shareholders **YES / NO**

 or stakeholders of this company have any interest in any other related

companies or business whether or not they are bidding for this contract.

3.14.1 If yes, furnish particulars.

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

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

4. Full details of directors / trustees / members / shareholders.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Identity Number** | **State Employee Number** |
|  |  |  |
|  |  |  |
|  |  |  |
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**………………………………….. ……………………………………...............................................**

**Signature Date**

**…………………………………. ………………………………………………………………………**

**Capacity Name of Bidder**

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

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

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

an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

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

an employee of Parliament or a provincial legislature.

²”Shareholder”” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company. [↑](#footnote-ref-1)