**NEWCASTLE MUNICIPALITY**

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**CORPORATE SERVICES**

**EAP UNIT**

**QUOTATION NO.: QUO: 059-2015/16**

**SUPPLY AND DELIVERY OF CHARKA MEMORY STICKS, DUBLIN MUGS AND GIFT CARRIER BAGS**

**PROCUREMENT DOCUMENT**

**CLOSING DATE & TIME: 09 SEPTEMBER 2015 @ 12H00**

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

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

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

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

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

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

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**Date:** 4 September 2015

**Supply Chain Management Unit**

Office G29

37 Murchison Street

Newcastle

2940

newcastle.gov.za

034 328 7819

**Quotation No:** QUO-059/2015/16

**Request for Quotation: Supply and Delivery of Charka Memory Sticks, Dublin Mugs and Gift Carrier Bags**

Newcastle Municipality’s EAP Unit`s is looking for eligible and accredited service providers to submit written quotations as detailed in the enclosed specifications.

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**, **09 September 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 **30 days**.
   3. **Company Registration, Valid Tax Clearance 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.
   6. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears. **Please attach your latest Municipal Rates account for your business premises & a tax clearance certificate for amounts exceeding R10 000-00.**
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

**NEWCASTLE MUNICIPALITY**

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**SPECIFICATIONS**

**FOR**

**SUPPLY AND DELIVERY OF CHARKA MEMORY STICKS, DUBLIN MUGS AND GIFT CARRIER BAGS**

**SCOPE OF WRITTEN FORMAL QUOTATION**

The scope of the quotation is for the Supply and Delivery of Charka Memory Sticks, Dublin Mugs and Gift Carrier Bags, to Newcastle Municipality’s EAP Unit, Nedbank Building, Newcastle, before **Wednesday,** **09th September 2015.**

**GENERAL REQUIREMENTS**

1. The bidder shall clearly state the guarantee offered from date of delivery.
2. All prices quoted shall be inclusive of VAT, offers that are not VAT inclusive shall not be considered.
3. All goods offered must comply with applicable South African Bureau Standards (SABS) requirements.
4. Quantities of items to be ordered are below stated in the pricing schedule.
5. Council reserve the right to exchange sizes of delivered items should the requested size not be suitable for the individual(s) as requested, at no additional cost to Council.
6. Should there be a difference between the unit price and the total price in the pricing schedule, the unit price prevails.
7. Council reserves the right to reject a tender should the certificate confirming that the items offered do not comply strictly with Council’s specifications or stating any deviations from those specifications.
8. Samples of goods

Sample of each item(Charka Memory Sticks, Dublin Mugs & Gift Carrier Bags) must be forward to the Office of the Strategic Executive Director: Budget and Treasury Office, Municipal Civic Centre: Office G29, 37 Murchison Street in Newcastle for inspection/testing prior to the adjudication at the discretion of the Council before bid closing date and time.

The potential service providers should ensure that the sample are properly packed to avoid any material loss or damage during the transportation and/or safe keeping of goods received and the Council will not accept loose samples.

All samples shall be labelled with the company name, address and contact details with removable labels. Material samples be described in terms of cotton, polyester, other relevant material inputs and be delivered with the bid document before closing date and time of the bid.

The unsuccessful bidders will be informed accordingly, to collect their samples at no extra charge to the Council and the samples of the successful bidder(s) shall be retained by the Council for reference purposes during the contract period at no extra charge.

1. **Failure to adhere to the above requirements will render your bid non - responsive.**

**DETAILED SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Colour** | **Specification** |
| 300 | - Brown | **Chakra Memory Stick 4 gig:**   * Size: 60w x 20h * Material: wood * Box size: 56wx32hx28d   **One side (printed in full colour)**:  Text in blue      EAP  MIND, BODY &SOUL |
| 300 | - Assorted colours: Red, Blue, Lime, Green, Black, Orange, Yellow | **Dublin Mug packed in a box:**   * Size: 235w x 95h * Material: ceramic * Box size: 48wx27hx33d   **(printed in full colour)**:  Text in bright colour depending on the colour of mug      EAP  MIND, BODY &SOUL |
| 300 | - Assorted colours: Red, Blue, Lime, Green, Black, Orange, Yellow | **Gift carrier bag:**   * Size: 230w x 300h * Material: 160gsm * Box size: 52wx46hx46d |

Please indicate delivery time after receiving an official order \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days

**DATE OF EVENT:** 17 SEPTEMBER 2015

**DELIVERY DATE:** 15 SEPTEMBER 2015

**QUOTATION NO.: QUO-059/2015/16**

**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** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**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)