

# **NQUTHU LOCAL MUNICIPALITY**



**REQUEST FOR QUOTATION FOR THE PROVISION OF SUPPLIERS  
TO ASSIST NQUTHU LOCAL MUNICIPALITY IN THE REDUCTION  
OF COVID-19 INFECTIONS**

**QUOTATION NUMBER: SCM/769/19-20**



**REQUEST FOR QUOTATION FOR THE PROVISION OF SUPPLIERS TO ASSIST NQUTHU LOCAL MUNICIPALITY  
IN THE REDUCTION OF COVID-19 INFECTIONS**

**Enquiries** : Ms. S Zondi  
**Telephone No.** : 034 271 6100

**SUBMISSION OF BID DOCUMENT**

**Closing Date** : 30 March 2020  
**Closing Time** : 12hoo  
**Venue** : Nquthu Local Municipality

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR** faxed to: **034 271 6148** for the attention of the SCM.

**Name of Organization (Bidder):** .....

**Postal Address** : .....

: .....

**Contact Person** : .....

**Telephone No.** : .....

**Fax No.** : .....

**Email Address** : .....

**Total Bid Price** : .....

## BID ADVERTISEMENT

Service Providers are hereby invited to bid to for the supply and delivery of Local Municipality for the following bid:

Bid no:	Bid Description	Evaluation Criteria
	<b>REQUEST FOR QUOTATION FOR THE PROVISION OF SUPPLIERS TO ASSIST NQUTHU LOCAL MUNICIPALITY IN THE REDUCTION OF COVID-19 INFECTIONS</b>	<ul style="list-style-type: none"><li>• Relevant specifications</li><li>• Value for money</li></ul>

The main activities in respect of the above request for bids are as follows:

- Supply
- Deliver

### **ALL BIDS MUST COMPLY WITH THE FOLLOWING CONDITIONS:**

1. Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid document;
2. No late bid will be accepted. Telefax or e-mail bids are not acceptable.
3. Bids may only be submitted on the bid documents as provided by Nquthu Local Municipality. The use of tip-ex is not allowed on the bid documents. Bids completed in pencil will be regarded as invalid bids. No page(s) may be removed from the original bid document. All forms must be completed and must not be amended. If any of the forms, or portion of any form, is not applicable please indicate it on the form by marking it N/A.
4. The following Municipal Documents are compulsory and must be included in the bid document.
  - Advertisement
  - Specification (Terms of Reference)

**Nquthu Local Municipality is not obliged to accept the lowest of any quotation.**

**The prices will be verified in terms of prices given by National Treasury if they are market related**

**Vendors must be registered on CSD**

**NB: The turnaround time for the required items is 48 hours**

**Quotations to be submitted via the below email  
mmkhoza@nquthu.gov.za**

**Procurement enquiries: .....**

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**MUNICIPAL MANAGER**

## SPECIFICATIONS

**BID NUMBER: .....**

### REQUEST FOR QUOTATION FOR THE PROVISION OF SUPPLIERS TO ASSIST NQUTHU LOCAL MUNICIPALITY IN THE REDUCTION OF COVID-19 INFECTIONS

#### **1. INTRODUCTION**

##### 1.1

Throughout the past weeks there have been cases of COVID-19 virus, the Municipality (Client) Request proposals from suitably qualified service providers for the supply and delivery of face masks, sanitizers, hand wipes, soap and scanning thermometers on an "as and when" required basis Nquthu Municipality.

The below list is what is needed by the municipality for the prevention of COVID-19 virus:

#### **1. FFP1/FFP2 Face Masks (1000 UNITS)**

- FFP1 with an aerosol filtration of at least 80% and leakage to the inside of maximum 22%.
- FFP2 must have a minimum of 94% filtration percentage and maximum 8% leakage to the inside
- Colour white/blue pack of 20 in a box individually packed.

#### **2. Hand Wipes (200 UNITS)**

- Pack of 40

#### **3. Sanitizer for fumigation (5000 LITRES)**

- Methyl Bromide

#### **4. Hand Sanitizer Liquid**

- 70% Alcohol
- 90% Alcohol

#### **5. Liquid Soap (10 LITRES)**

#### **6. Hand Scanning Thermometers/ Thermal Scanners (7 UNITS)**

#### **7. Single Use Body Suits / body overall Aprons**

#### **8. Face Visor**

#### **9. Goggles**

#### **10. Heavy Duty Industrial Gloves (Single use)**

#### **11. Heavy Duty High Contamination / Water Resistant Shoe Cover**

## FORM OF OFFER AND ACCEPTANCE OFFER

RFP NO : .....

### FORM OF OFFER AND ACCEPTANCE OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for:

#### **REQUEST FOR QUOTATION FOR THE PROVISION OF SUPPLIERS TO ASSIST NQUTHU LOCAL MUNICIPALITY IN THE REDUCTION OF COVID-19 INFECTIONS**

The bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the tender data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

For the Bidder .....  
(Name and address of organization)

Name and Signature of

Witness ..... Date .....

**ACCEPTANCE**

By signing this part of this form of offer and acceptance, the employer identified below accepts the bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the bidder's offer shall form an agreement between the employer and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part 1 Agreements and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work
- Part 4 Briefing Session

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the bidder (now contractor) within five days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s) .....

Name(s) .....

Capacity .....

For the

Employer: **Nquthu Local Municipality**

Name and Signature of

Witness ..... Date .....

**INVITATION TO BID**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>				
BID NUMBER:		CLOSING DATE:		CLOSING TIME:
DESCRIPTION				
<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


<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>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT			
CONTACT PERSON			
TELEPHONE NUMBER			
FACSIMILE NUMBER			
E-MAIL ADDRESS			



## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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-CONSULTANTS 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.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<p><b>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.</b></p>	

**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: .....

**PRICING SCHEDULE – FIRM PRICES**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.

Name of bidder .....	RFQ number: .....
Closing Date: <b>30 March 2020</b>	

1. NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).
2. Are the rates quoted firm for the full period of the contract? **YES/NO**

**Important:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

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Item	Description	Quantity	Unit Price	Total Price
1	FFP1 / FFP2 Face Masks	1000	R -	R -
2	Sanitizers for Fumigation	5000 L	R -	R -
3	Hand Wipes ( Pack of 40)	200	R -	R -
4	Sanitiser Liquid 100ML (90%)	1000 L		
5	Hand Sanitiser Liquid 100ML (70%)	1000	R -	R -
6	Hand Sanitiser Liquid 500ML (70%)	1000	R -	R -
7	Hand Sanitiser Liquid 1L (70%)	200	R -	R -
8	Soap	10 L	R -	R -
9	Hand Scanning / Sensing Thermometer	7	R -	R -
10	Single use body suits /body overall	2000	R -	R -
11	Face Visor	100	R -	R -
12	Goggles	100	R -	R -
13	Heavy duty Industrial Gloves (single use)			
14	Heavy duty high contamination / water resistant shoe cover			
Sub Total				R -
Add VAT @15%				R -
Total Price				R -

