

MUSINA LOCAL MUNICIPALITY



NOTICE **REQUEST FOR FORMAL QUOTATION**

Formal quotations are hereby invited to supply the following:

- **Supply and Delivery of Diaries and Calendars**

A formal quotation form must be completed and submitted as your quotation. No other form of quotation will be accepted.

The formal quotation form will be provided on request from Tlou LS at 015 534 6166, to be collected at office no 17, Civic Centre, Irwin Street, Musina or on our website, www.musina.gov.za.

Please forward your **(i) Central Supplier Database Registration Report or Supplier Registration number (ii) Original/Certified BBEE Certificate (iii) Complete attached Declaration Of Interest Form (MBD 4) (iv) proof of payment of municipal account for both the company and directors not older than 90 days** and written formal quotation provided on or before 27 September 2018 @ 11h00 to room no: 17 Civic Centre, Irwin Street, Musina or fax to 086 274 8332 or email to marys@musina.gov.za

Please ensure that you use the prescribed document, no other form of quote will be considered.

The municipality does not bind themselves to accept the lowest or any quotation.

NB: All Bidders are required to be registered on the Central Supplier Database.

**TSHIWANAMMBI TN
MUNICIPAL MANAGER
MUSINA LOCAL MUNICIPALITY**

**Notice Number: RFQ15/2018-2019
17 SEPTEMBER 2018**

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.
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

3.2 Identity Number:

representative:.....

.....

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

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?

YES / NO

3.8.1 If yes, furnish particulars.

.....

¹MSCM 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) a member of the accounting authority of any national or provincial public entity; or
- (f) 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.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....
.....

3.10 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

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle 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

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

Musina Local Municipality – Formal Quotation Request

Notice no: RFQ-15 Supply & Delivery-Diaries & Calendars
Closing Date: 27 September 2018
Closing Time: 11H00
End User: Wilson Dzebu **083 457 2187**

Submission Details
Contact Person: Mary Siziba
Email Address: marys@musina.gov.za



Quantity	Description	Unit Price	VAT	Total Price
5 000	Wall Calendars			
	Specification:			
	Colour: Full Colour			
	Size: A1			
	Weight: 80g Gloss Rimmed top and bottom			
	Features:			
	▪ Name of the municipality and its logo			
	▪ Postal and Physical Address of the Municipality			
	▪ Contact Numbers of the Municipality (Tel, Fax and Website)			
	▪ Vision & Mission Statements			
	▪ Public & School Holidays			
	▪ Pictures to be Supplied by the Municipality			
50	Diaries (Type: A4)			
	▪ Cover Colour: Black/ Blue			
	Features			
	▪ Municipal Name and Logo on the Outer Cover			
	▪ Logo, Vision and Mission printed on the first page (Municipal Contact Info)			
		Total		
		VAT		
		Grand Total		
(NB: Please note that payment will be made after 30 days of invoice; if not accepted please refrain from quoting)				
(NB: Goods and Services should be delivered within 7days from the date of appointment)				
Comp. Name:		Company Stamp here		
Contact person:				
CSD Supplier No:				
CSD Unique Registration Reference:				
VAT Number:				