

**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| **REQUEST DATE:** | 23/01/2019 |
| **DEPARTMENT:** | Corporate |
| **RFQ number** | RFQ 18-19/15 |
| **CLOSING DATE:** | 30/01/2019 at 15:30h |
| **COMPULSORY REQUIREMENTS** | 1. MBD 4 (DECLARATION OF INTEREST) 2. PROOF OF CSD REGISTRATION 3. TAX CLEARANCE CERTIFICATE 4. ***MBD 4 can obtainable from the municipality’s supply chain office*** |
| **Other requirements** | BBBEE certificate |
| **COMPULSORY BRIEFING SESSION:** | N/A |
| **RFQ ENQUIRIES:** | SCM OFFICE  058 913 8300 |
| **SUBMISSION OF QOUTES:** | Complete Quotations must be hand delivered or posted on or before the closing date and time to any of the following addresses:    Physical address (1) : c/o Kuhn & Prinsloo street, Vrede, 9835  Physical address (2) : 41 Piet Retief street, Warden, 9890  Physical address (3) : 48 Voortrekker street, Memel,2970  Postal address: Private bag x 5, Vrede, 9835 |
| **DESCRIPTION OF GOODS/SERVICES:** | |  |  | | --- | --- | | **Description** | **Quantity** | | Black rhino gumboots (see attached list for sizes) | 90 | | High performance yellow PVC rain suit (see attached list for sizes) | 193 | | Abrasion-resistance PVC knit wrist gloves | 40 | | Bucket hats with the municipality’s logo (see attached list for sizes) | 193 | |

**CONDITIONS**

* **Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) together with all its regulations and the Supply Chain Management Policy of the municipality**
* **It is the company’s responsibility to submit a valid BBBEE certificate, failure to do so will result in the company receiving 0 points for preferential points**
* **The MBD 4 form *must* be completed and submitted with the quotation. If the form is incomplete or not attached the quotation will be disqualified**
* **All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder**
* **To participate in the municipality’s quotation process for the procurement of goods and/or services, vendors MUST be registered and compliant on the central supplier database (CSD).**

* **Prices quoted must include delivery charges and goods must be delivered to the address indicated on the FRQ page.**
* **The municipality reserves the right to increase or reduce the quantity**
* **It is the bidder’s responsibility to ensure that the quote reaches the municipality in time. Late quotations will not be accepted**

**--------------------------------**

**Mrs Nomvula F Malatjie**

**Municipal Manager**