



**REQUEST FOR FORMAL WRITTEN
QUOTATION
DATE: 31 August 2021**

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Nduduzo Zungu – 078 609 5831 Khululiwe Makhaye--- 060 948 8315
ADMINISTRATIVE ENQUIRIES	Ms N Gumede- 032 551 8751
REFERENCE	CS/017361/2021
CLOSING DATE & TIME	08 September 2021---12h00

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS BY 31 August 2021 – 12H00

Kindly submit (on your company letterhead); a written price quotation for the following items:-

ITEM NO.	QUANTITY	DESCRIPTION
		SUPPLY OF PROMOTIONAL ITEMS FOR COMMUNITY SERVICES (16 VARIOUS BANNERS).
1.	4	SUPPLY OF 4 INDOOR PULL-UP BANNERS (as per attached specification)
2.	4	SUPPLY OF 4 INDOOR PULL-UP BANNERS (as per attached specification)
3.	4	SUPPLY OF 4 TRIANGLE TOWER BANNERS (as per attached specification)
4.	2	SUPPLY OF 2 POP-UP TOWER BANNERS (as per attached specification)
5.	2	SUPPLY OF 2 CURVE MEDIA BANNERS. (as per attached specification)

The MBD 6.2 and Declaration forms for Local Content (Annexes C, D, & E) must be completed with the bidder's Local Content percentages for the specified Textile items (Banners 100%). The stipulated minimum threshold percentage for local production and content for the Textile Clothing Leather and Footwear 100%. Thus, only locally produced or locally manufactured products from local raw materials in accordance with the required threshold values will be considered. Local Declaration (MBD 6.2) forms available at our Offices 12 Haysom Road or Municipal website (www.ilembe.gov.za).

All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, 2017 Pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (**also available on www.ilembe.gov.za**) must be scrutinized, completed and submitted together with your quotation.
- Bidders are requested to complete MBD 6.2 and Annexure C for all items that are subject to the Local Production and Content for designated sectors (e.g. Valve Products and Actuators) as guided by National Treasury and DTI.
- The awarding of this contract will be subject to the application of the objective criteria as stated in Section 2(f) of the PPPFA (Act 5 of 2000), as such, preference will be given to entities that are at least 51% owned by black people residing within the iLembe District Municipality from the designated groups that were previously disadvantaged (youth, women, disabled etc.).

- Notwithstanding the need to advance socio economic transformation objectives, the Municipality will ensure value for money and cost effectiveness, where necessary negotiations of the final prices will take place to ascertain that they are market related.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered.
- In cases where the objective criteria is not applicable then in that event the successful provider will be the one scoring the highest points
- The tax clearance information (including unique PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be disqualified from the bid
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

NB: No quotations will be considered from persons in the service of the state'

Failure to comply with these conditions will invalidate your offer. iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

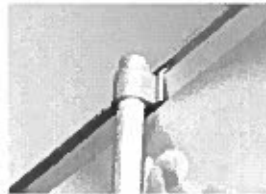
NG KUMALO
MUNICIPAL MANAGER



BRANDING SPECIFICATIONS BRANDING MATERIAL

Indoor

1. **Pull-up banners:** Printed on none-curl PVC.
 - Size: 2.00 x 0.85mm.
 - Heavy duty bags to be made out of quality durable material that won't tear or be easily damaged.
 - Quantity: 4 (2 with vision and contact numbers)
 - Include an extra set of bags for each banner (4)
 - Sample is required including artwork design



2. **Pull-up banners:** Printed on none-curl PVC.
 2. Size: 1200mm x 2170mm
 3. Heavy duty bags to be made out of quality durable material that won't tear or be easily damaged.
 4. Quantity: 4 (3 with social media icons and contact, 1 with Vision)
 5. Include an extra set of bags for each banner (4)

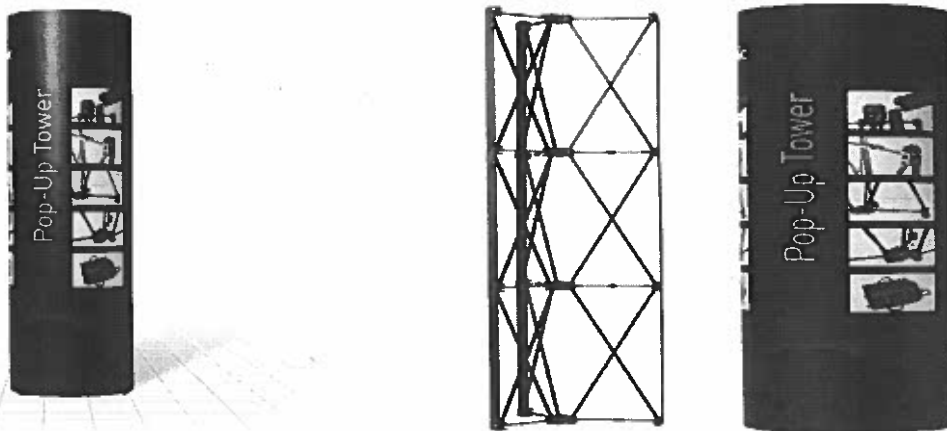
3. **Triangle Tower Banner banners:**

- Full Colour print images
 - 48" Telescopic Heights 37"-96" Attractive 9" Round Bases-Use with Banners with Poles Pockets at Top and Bottom.
 - with Social media icons and contact
 - 3 Meter heights
- Include an extra set of bags for each banner
- Printed on none-curl PVC



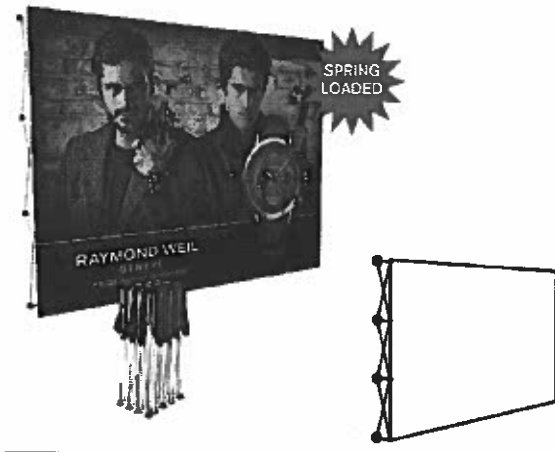
4. **Pop up Tower banners: Full Cover**

- Full colour print and Picture
- Must include mechanism and fabric(mica)print, supplied in a carry bag
- Iron Frame
- Quantity :2
- With Social media icons and contact.



5. Media Background Banner without vision and contact numbers

- 3m x 2,25m - Banner back wall, full colour print
- Must include mechanism and fabric (mica) print, supplied in a carry bag
- Quantity:2
- Sample and artwork design required



NOTE: No work will be approved prior to sample and artwork approval.

- Municipal colours are green, gold and white only.

More info call Khululiwe Makhaye 060 948 8315 or Nduduzo Zungu 078 609 5831

NB: DON'T PRINT WITHOUT THE APPROVAL OF THE USER DEPARTMENT.

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods Stipulated minimum threshold

Item Number	Description of goods	QNT	Stipulated minimum threshold
1	BANNERS	16	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)**

<p>LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)</p> <p>IN RESPECT OF BID NO.</p> <p>ISSUED BY: (Procurement Authority / Name of Institution):</p> <p>NB</p>

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	(E9) Total local products (Goods, Services and Works)		R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. _____
 (D2) Tender description: _____
 (D3) Designated Products: _____
 (D4) Tender Authority: _____
 (D5) Tendering Entity name: _____
 (D6) Tender Exchange Rate: _____ Pula _____

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

A. Exempted imported content

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value										R 0	

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer										R 0	

C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party										R 0	

D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					

Signature of tenderer from Annex B. _____

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

Date: _____

This total must correspond with Annex C - C 23

