RICHTERSVELD MUNICIPALITY

SUPPLIER NAME: _____

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE RICHTERSVELD MUNICIPALITY
Procurement from R 30 000.00 to R 299 999.99 (Including Vat)
(For publication on Richtersveld Municipalities Notice Board/ Website & E-tenders)

Richtersveld Municipality requests your quotation on the goods and/or services listed here under and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	**26 NOVEMBER 2026**
RFQ NUMBER:	**SDLS01/NC061/11/2026**
DESCRIPTION OF GOODS/SERVICES	**SUPPLY AND DELIVERY OF STATIONARY FOR RICHTERSVELD LIBRARIES TO BE DELIVERED TO PORT NOLLOTH ON A ONCE –OFF BASIS**
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM	**Richtersveld Municipality Website:** **www.richtersveld.gov.za** **E-tender:** **https://etenders.treasury.gov.za/** **OR** **INFORMATION DESK:** **169 Main Road** **Port Nolloth** **8280**
COMPULSORY REQUIREMENTS	**None**
SUBMISSION OF QUOTES:	**TENDER BOX:** **169 Main Road** **Port Nolloth** **8280**
TIME: **CLOSING DATE:**	**12h00** **03 DECEMBER 2026**
ENQUIRIES:	**SERAH-MARI VAN NIEL** **FABIOLA YOUNG**

Quotations above R 30 000.00 will be evaluated on the basis of price and specific goals, 80 points for price and 20 points for specific goals, as stipulated in the Preferential Procurement Policy Framework & Richtersveld Municipality

Supply Chain Management Policies and Procedures. It is Revised and adopted by Council on the 27th of February 2024

CHECKLIST

RFQ NO: SDLS01/NC061/11/2026

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION. PLEASE NOTE THAT IF THESE DOCUMENTS ARE NOT ATTACHED

No	Details	
1.	A Copy of Company Registration documents (CK1) must be submitted	
2	ID 'Copies of all shareholders /owners/partners/manager of bidding companies	
3	Please attach Rates & Taxes Invoice of your Company or Signed Copy of Lease agreement **NB. BIDDERS may not be in arrears for more than three months with Municipal rates and service charges)**	
4	MBD 2 – SARS Valid Tax Pin must be attached	
5	Declaration on State of Municipal Account – (Attached)	
6	MBD 4 – Declaration of Interest	
7	MBD 9: Certificate of Independent Bid Determination. (Attached)	
8	MBD 6.1 Preference Points Claim Form in Terms of The Revised Preferential Procurement Framework 2023 adopted by Council on the 27th of February 2024	
9	MBD 8- Declaration of Tenderer's Past Supply Chain Management Practices.	
10	Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, **will NOT be accepted.**	
11	Quotation must be signed by the Director of the Company.	
12	Registration report on Central Supplier Database (or supplied CSD Supplier number).	
13	No tender will be considered to persons in the service of the state.	

SIGNATURE_____ **NAME**_____

PLEASE NOTE: NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION

1. Tax Clearance

Richtersveld Municipality requires all prospective bidders to attach a valid Sars Tax Pin attached to the tender

2. Latest copy of rates and taxes together with a completed "Declaration on State of Municipal Accounts" form (Attached)

Please note the following:

a) If the business is operated from the residence of one of the directors, an affidavit,certified, must be submitted stating the address of the business premises.

b) If the premises from where business is conducted or where a director is residing, or leased, a copy of the lease agreement or an affidavit must be submitted.

2. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote, please ensure that the quotation is signed.

3. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completedand submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation may be disqualified.

4. The attached MBD 6.1 form (Preference Points Claim Form in terms of the Preferential Procurement Regulations Revised and adopted by Council on the 27th of February 2024 must be completed and submitted with the quotation. If the MBD 6 is incomplete or not attached the quotation may be disqualified.

5. The attached MBD 4 form (Declaration of Interest) ***must*** be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation may be disqualified.

6. The attached MBD 8 form (Declaration of Tenderer Past Supply Chain Management Practices) ***must*** be completed and submitted with the quotation. If the MBD 8 is incomplete or not attached the quotation may be disqualified

7. Both the MBD 6.1 & 9 forms must be original for each quotation. No copies will be accepted.Both the MBD 4 & 9 forms must be dated within the quotation period.

8. Proof of Directors: A certified copy of your Company Registration Documents

9. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. **PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED**.

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE_____ NAME_____

CONDITIONS

1. All goods or services purchased will be subject to Richtersveld Municipality's SCM Policy and Procedures. A copy of said conditions is available from the SCM Unit.

2. All purchases will be made through an official order form. Therefore, no goods must be delivered or service rendered before an official order has been forwarded to and accepted by the successful bidder.

3. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non-VAT Vendors.

4. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

5. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.

6. Quantities are given in good faith and without commitment to Richtersveld Municipality. Richtersveld Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

7. RICHTERSVELD MUNICIPALITY DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE_____ **NAME**_____

ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the General Conditions and Policies and Procedures.

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: _____

NAME: _____

CAPACITY: _____ **DATE:** _____

SUPPLY CHAIN MANAGEMENT UNIT
PRIVATE BAG X113
PORT NOLLOTH
8280

VAT. NO: 4220194239

……..
……..
……..
……..
CSD NR.: ……..

PLEASE NOTE THAT YOU MUST BE REGISTERED ON CENTRAL SUPPLIER DATABASE

Submission Deadline **03 DECEMBER 2026**
Submission Time: **12H00**

VALIDITY OF RFQ: 90 DAYS

OFFICE USE ONLY: PRICE/S TO BE VAT INCLUSIVE (IF VAT REGISTERED)

RFQ's above R 30 000.00 to a maximum of R 299 999.99 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) revised and adopted by council on the 27th of February 2024

1.2 Final Proposal will be evaluated on the basis of the PPPFA 80/20point system.
The 80/20point system will be as follows:

Price Assessment	80
Specific Goals as per PPPF Policy of RVM	20
The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area [10 Points]	
Municipal areas within the Northern Cape [5 Points]	
Municipal areas within South Africa outside of the Northern Cape [2 Points]	
Advancement of HDI's Maximum [10 Points]	
Race 5 Points	
Gender 5 Points	
Disability -5 Points	

TOTAL	**100**

The **Formulae** to be utilized in calculating points scored for Price are as follows

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where:
Ps = Points scored for comparative price of bid or offer under consideration Pt
= Comparative price of bid or offer under consideration
Pmin = Comparative price of lowest acceptable bid or offer. Point'ss

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE_____ **NAME**_____

SIGNATURE OF BIDDER	
CAPACITY	

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: SDLS01/NC061/11/2026

Delivery Address: 169 Main Road
Port Nolloth
8280

ITEMNO.	SPECIFICATIONS	Unit of Measure PRICE	Date required	Delivery Period / Leadtime	Price per Unit of Measure (Excluding Vat)	Price per Unit of Measure (Including Vat)	Total (Including Vat)
1.	IRISH MARGIN BOOKS	620					
2.	FEINT MARGIN BOOKS	620					

3	**PENCILS**	**510**					
4	**BLUE PENS**	**210**					
5	**RULERS**	**415**					
6	**ERASERS**	**415**					
7	**PENCIL CASES**	**320**					
8	**CLEAR PENCIL CASES**	**95**					

9	**SHARPENER**	**510**					
10	**TWISTABLE COLOUR PENCILS**	**320**					
11	**PRITT**	**255**					
12	**HIGHLIGHTERS**	**200**					
13	**2 QUIRE BOOKS**	**276**					
14	**EXAM PADS**	**200**					

15	A3 LAMINATING MACHINE ELECTRONIC	6					
16	A4 PRINTING PAPER WHITE	50 BOXES					
17	TRANSPARENT PAPER	2 PACKS					
18	LAMINATING POUCHES – CARD LIKE 65 X 95 MM	10 PACKS					
19	WHITE BOARD ERASER	2					
20	BIG SELLOTAPE	12					

21	**CLIPBOARD A4**	12					
22	**COLOUR PAPER**	**12 Packs**					
23	**TIPPEX**	**12**					
24	**DIARIES 2027**	**8**					
25	**A4 ENVELOPES**	**2 BOXES**					
26	**A5 ENVELOPES**	**2 BOXES**					

27	**EXTERNAL HAD DRIVES**	**2**					
28	**USB**	**6**					
29	**FIRST AID KITS**	**6**					
30	**SMALL PRITT**	**2 BOXES**					
31	**MEDUIM SIZE PUNCHES – OFFICE USE**	**6**					
32	**NOTE PADS A4**	8					

33	INBOX TRAYS SET	6					
34	PEN HOLDERS	7					
35	PENCILS	30 Packs of 5 per pack					
36	PERMANENT MARKER	6					
37	PRESTIK	12 PACKS					
38	SHEET PROTECTOR 10 PER PACK	12 PACKS					

39	**BIG SCISSORS**	**12**					
40	**STAPLE REMOVER**	**6**					
41	**LONG ARM STAPLER**	**6**					
42	**STICKY NOTES**	**6 PACKS**					
43	**PACKET OF WHITE BOARD MARKERS**	**PACK OF 10**					
44	**BLACK PENS 50 PER BOX**	**2 BOXES**					

45	**Coloring Pencils**		**10 PACKS**					
46	**Binding Rings:** **19mm** **24mm** **38mm** **22mm** **25mm** **51mm** **16mm** **32mm**	**50 item per box**	**50 Per box**					
47	**A3 HARD COVER PAPER 100 SHEETS**		**6 PACKS**					

	Grand Total	

ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.

Conditions

1. **All prices quoted must be inclusive of Value Added Tax (VAT).**
2. **Prices quoted must include delivery charges and goods must be delivered to the address indicated.**
3. **All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.**
4. **Quantities are given in good faith and without commitment to Richtersveld Municipality**
5. **Vendors not registered for Value Added Tax with SARS will be treated as non-VAT vendors**

TAX CLEARANCE CERTFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

   Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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 representative:……..

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, hareholder[2]):……..

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. ….……

……..

[1]MSCM 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**

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DERECTIVES APPLICABLE IN RESPECT OF PRICE AND SPESIFIC GOALS AS PRESCRIBES IN THE PREFERENTIAL PROCUREMENT REGULATIONS, REVISED AND ADOPTED BY COUNCIL ON THE 27TH FEBRUARY 2024.

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goals

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	**80**
Specific Goals as per PPPF **THE PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC MUNICIPAL AREA FOR WORK TO BE DONE OR SERVICES TO BE RENDERD IN THAT MUNICIPAL AREA [MAX 10 POINTS]** **RICHTERSVELD MUNICIPAL AREA [10 POINTS]** **MUNICIPAL AREAS EWITHIN THE NORTHERN CAPE [5 POINTS]** **MUNICIPAL AREAS WITHIN SOUTH AFRICA OUTSIDE OF THE NORTHERN CAPE [2 POINTS]** **PREVIOUSLY DISADVANTGED INDIVIDUALS [MAX 10 POINTS]** **GENDER [5 POINTS]** **RACE [3 POINTS]** **DISABILITY [2 POINTS]**	**20**
Total points for Price and Specific Goals must not exceed	**100**

1.5 The purchaser reserves the right to require of a bidder , either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

(a) Functionality – means the ability of a tenderer as to provide goods or services in accordance with the specifications as set out in the tender documents
(b) Prices – includes all applicable taxes less all unconditional discounts
(c) Rand value means the total estimated value of a contract in Rand, calculated at the time of bid invitation, includes all applicable taxes.
(d) Specific goals – means specific goals as contemplated in section 2 (1) (d) of the act which may include contracting with persons or categories , historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programs of Reconstruction and Development Programme as published in Government Gazette No: 16085 dates 23 November 1994.

2. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/2

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3. POINTS AWARDED FOR SPECIFIC GOALS

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____
(Bid Number and Description)

in response to the invitation for the bid made by:

_____
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorizedby the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

[3] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

……	……
Signature	Date
……	……
Position	Name of Bidder

MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Tender Document must form part of all tenders/quotations invited.

2. It serves as a declaration to be used by Municipalities and Municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The tender of any tenderer may be rejected if that tenderer, or any of its directors have:

   a. abused the Municipality's / Municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   b. been convicted for fraud or corruption during the past five years;
   c. willfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
   d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:

Item	Question	Yes	No
4.1	Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? (**Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	Yes □	No □
4.1.1	If so, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **(To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)**	Yes □	No □
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa)for fraud or corruption during the past five years?	Yes □	No □
4.3.1	If so, furnish particulars:		

2/…

4.4	Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months?	Yes □	No □
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the tenderer and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or to comply with the contract?	Yes □	No □
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.

I ACCEPT THAT, IN addition TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… **……...**
SIGNATURE **DATE**

…… **……...**
POSITION **NAME OF TENDERER**

RICHTERSVELD MUNICIPALITY
FINANCE DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder

……..….

ii. Registration Number
…….……

iii. Municipality where business is situated

…….…

iv. Municipal account number for rates
……..….

v. Municipal account number for water and electricity
…….……

vi. Names of all directors, their ID numbers and municipal account number.

1. ……..……
2. ……..
3. ……
4. ……..……
5. ……
6. ……..……
7. ……

C Documents to be attached.

i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents
are attached to this form:
……

……

Signature **Date**