



CITY OF  
**UMHLATHUZE**  
VISION INTO ACTION

Supplier Name: .....

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF UMHLATHUZE**

Procurement Less than R200 000 (including vat)

(For publication in the City of uMhlathuze Notice Boards and website)

The City of uMhlathuze request your quotation on the goods and/or services listed hereunder 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	07 February 2020
PROCUREMENT OFFICER	Zanele Mthembu
TEL.NO.	035 907 5798
RFQ NO.	10017113
DESCRIPTION OF GOODS AND SERVICES	Supply, Delivery and Offloading of Panel Mounted Power Quality Meters
CLOSING DATE FOR QUOTATION	17 February 2020
TIME	12H00
COMPULSORY SITE MEETING	No
SITE MEETING DATE AND TIME	N/A
SITE MEETING VENUE	N/A
TECHNICAL ENQUIRIES FOR ADDITIONAL INFORMATION:	Musa Menyuka 035 901 5741

Quotation above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework ( Act number 5 of 2000) and City's Supply Chain Management Policy and Procedures.



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SIGNATURE OF BIDDER	
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CAPACITY	
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**PLEASE NOTE THAT NO PRICE INCREASE WILL BE APPROVED AFTER SUBMISSION OF QUOTATION.**

**REQUEST FOR QUOTATION (RFQ) NUMBER:10017113**

**Delivery Address: STORES AND PROCUREMENT, BETA STRAAL, ALTON, RICHARDS BAY**

ITEM NO.	DESCRIPTION	Quantity Required	Delivery Period/ Lead Time	Price per Unit (Excluding VAT)	Total (Excluding Vat)
1	Supply, delivery and offloading of 5x model Panel Mounted Power Quality Meters	4			
				Sub Total	
				VAT	
<b>NB: ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT ALL ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED.</b>				Grand Total	

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

**Conditions**

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and good 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 the City of uMhlatuze.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors
6. Certified copy BEE certificate must be supplied together with quote.
7. Suppliers submitting quotation should be registered with **Central Suppliers Database**, CSD number must be supplied. If supplier wants to be registered with CSD they must go to [www.csd.gov.za](http://www.csd.gov.za) and get themselves registered.
8. Letter of Good standing must be provided. Failure to do so shall invalidate the offer

**NB: If quotation exceeds R30 000 (VAT incl.), the successful bidder will be required to submit a valid TAX CLEARANCE CERTIFICATE prior to the order being placed.**

**NOTE: "Council may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."**



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## Scope of Works

The suitable, reputable and experienced supplier/service provider is required to supply, deliver and offloading of Power Quality Meters as specification below.

### 1. 5 x MODEL POWER QUALITY METERS with the following specifications:

- Minimum of 1.7 inch colour display
- Keypad for basic/direct device configuration
- Minimum of 1 GB internal memory
- Input channel bandwidth 20 kHz
- 4 voltage inputs Final value of measurement range: 57/ 230/ 480V L-N, accuracy < 0.1%
- 4 current inputs 1A/5A nominal, Final value of measurement range: 10A
- Simultaneous processing of sampled and calculated voltages and currents
- Oscilloscopic voltage and current recorder sampling rate : 40.96kHz /10.24kHz
- Half cycle recorder:
  - power frequency, r.m.s. of voltages and currents, voltage and current phasors
  - power recording rate : ~10ms(50Hz) / ~8.33ms (60Hz)
- Powerful recorder triggering
- Online streaming of voltages and currents at 40.96 kHz sampling rate.
- IEC 61000-4-30 Class A Measurement data processing
- Recording of the voltage quality faults in accordance with DIN EN 50160; IEC61000-2-2; -2-12;-2-4.
- Spectral analysis 2 kHz...9kHz,(35 frequency bands, BW = 200Hz) of voltages and currents according (IEC 61000-4-7)
- Phase of voltage and current harmonics n=2..50
- 2 general purpose digital inputs with 2 input level options
- 2 relay outputs for protection monitoring and alarm
- Programming and reporting software to be included
- Training on the meters and software to be included

The quotation must include the pictures of the proposed smart meter.

Supplier to specify period of delivery.

Supply, deliver and offloading at uMhlatuze Municipality Stores at Richards bay, Alton  
 Financial proposal should be enclosed in the same envelop with technical proposal.



**SUPPLY CHAIN MANAGEMENT UNIT  
 END OF BETA STRAAL  
 ALTON  
 RICHARDS BAY  
 3900**

**VAT.NO:4690193521**

**BIDDER:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**TEL NO:** \_\_\_\_\_  
**FAX NO:** \_\_\_\_\_

REQUEST FOR QUOTATION	

City of uMhlatuze Vendor No. ....

**PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE City of uMhlatuze SUPPLY CHAIN DATABASE**

**Submission Deadline:**

**Submission Closing Time:**

OFFICE USE ONLY: PRICE/S TO BE VAT EXCLUSIVE Please submit all Quotations to the fax number stated above	
RFQ'S above R30 000-00 to a maximum of R200 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).	
Point will be allocated as follows:	
<b>Points for price:</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6

7	4
8	2
<b>Non- Compliant Contributor</b>	<b>0</b>



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## CHECKLIST

RFQ NO: .....

**PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSARY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QOUTATION.**

No.	Details	√
1.	Certified Copy of Company Registration Document	
2.	Rate & Tax Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS (Attached) <b>uMH Q6</b>	
3.	Rate & Tax Invoice for all the Directors of the Company OR Certified of Lease Agreement OR Affidavit Certified by the SAPS	
4.	Declaration on the State of Municipal Account (attached) <b>uMH Q1</b>	
5.	MBD 4: Declaration of Interest (attached) <b>uMH Q4</b>	
6.	MBD 9: Certified of Independent Bid Determination.(Attached) <b>uMH Q9</b>	
7.	<b>uMH Q3</b> : Contractual Obligations (IF APPLICABLE)	
8.	Certified Copy of BBBEE Certificate	
9.	Original Tax Clearance Certificate	
10.	Training Suppliers to be Accredited with SITA	
11.	Catering Suppliers to submit a Health Certificate	
12.	SHE Risk Management: Contractor SHE FILE (Attached) <b>uMH Q5</b>	
13.	Letter of Good Standing with Compensation Fund for (Principal Contractor and Sub-Contractor) / Tender Letter (Dept. of Labour)	
14.	All alterations have been signed.	
15.	Quotation is signed.	

Signature: .....

NAME: .....

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS WILL LEAD TO DISQUALIFICATION



## COMPULSORY REQUIREMENTS

### 1. Original Tax Clearance.

Please note that copies of tax clearance certificate are not valid as per SARS and they will not be accepted by the City of uMhlathuze. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

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

Please note the following:

- a) There must be a Rates & Taxes invoice for each of the directors of the Company as well as for the Company. The Rates & Taxes invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.
  - b) 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.
  - c) If the premises from where business is conducted or where a director residing, is leased, a copy of the lease agreement or an affidavit must be submitted.
3. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure the quotation is signed.
  4. The attached MBD 9 form (Certificate of independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will 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 will be disqualified.
  6. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 must be dated within the quotation period.
  7. Proof of Directors: A certified of your Company Registration Documents.
  8. A certified copy of B-BBEE Status Level Verification certificate must be attached. If not attached no point for B-BBEE will be awarded.
  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: .....



uMH Q4

DECLARATION OF INTEREST MBD 4

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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, shareholder<sup>2</sup>): .....
- 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   
 (Mark appropriate block with "X")

3.8.1 If yes, furnish particulars  
 .....  
 .....

<sup>1</sup>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.

<sup>2</sup> 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   
*(Mark appropriate block with “X”)*

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   
*(Mark appropriate block with “X”)*

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   
*(Mark appropriate block with “X”)*

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   
*(Mark appropriate block with “X”)*

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   
*(Mark appropriate block with “X”)*

3.13.1 If yes, furnish particulars.



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.....

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   
(Mark appropriate block with "X")

3.14.1 If yes, furnish particulars.

.....  
.....

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

Full Name	Identity Number	State Employee Number

DATE : ..... SIGNATURE : .....

CAPACITY : ..... NAME OF BIDDER : .....

