



Supplier Name.....

REQUEST FOR PANEL OF SEDAN'S AND LDV'S VEHICLE MAINTENANCE FOR THE CITY OF UMHATHUZE FOR SERVICES VALUED BELOW R 10 000.00 PER ORDER BELOW R200 000 PER VEHICLE MAKE

(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	05/01/2024
CLOSING DATE	12/01/2024
PROCUREMENT OFFICER	Phila Bhengu / Wendy Magwaza
TEL.NO.	035 907 5973/ 035 907 5740
E-mail	BhenguPS@umhlathuze.gov.za/ MagwazaWC@umhlathuze.gov.za
ENQUIRIES WITH REGARDS TO RFQ CONTACT DETAILS	NOZIBUSISO NTSHANGASE NtshangaseNS@Umhlathuze.gov.za 035 907 5777
RFQ NO.	ST-FL(28of23/24)
DESCRIPTION OF GOODS AND SERVICES	Short Term Contract for Sedans and LDV's Vehicle Maintenance below R 10 000 per order for a period not exceeding six months
RFQ SPECIFICATION FORMS/DOCUMENTS ARE OBTAINABLE FROM:	http://www.umhlathuze.gov.za/wp-content/uploads/2014/09/MBD-AND-DECLARATION-FORMS.pdf
QUOTATION CLOSING TIME	12:00
CUMPULSORY SITE MEETING	YES
SITE MEETING DATE AND TIME	09 JANUARY 2024 @ 10AM
SITE MEETING VENUE	RICHARDS BAY ALTON STORES (SCM)
TECHNICAL ENQUIRIES FOR ADDITIONAL INFORMATION:	Phila Bhengu / Wendy Magwaza
<p>ELIGIBILITY - 1 Bidders must submit a copy of RMI Accreditation certificate with the bid, failure comply with this condition will lead bid to disqualification.</p> <p>OR</p> <p>ELIGIBILITY - 2 Bidders must submit a copy of dealership permit with the bid, failure comply with this condition will lead bid to disqualification.</p>	

80:20 point system will be applicable up on request for quotation. Quotation 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 Procedure



MAAA NUMBER (CSD)	
EMAIL ADDRESS	
CONTACT NUMBER	
SIGNATURE OF BIDDER	
CAPACITY	

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

REQUEST FOR QUOTATION (RFQ) NUMBER:

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	Short Term Contract for Sedans and LDV's Vehicle Maintenance for a period not exceeding six months	Sum	N/A		N/A
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.					
				Vat	
				Grand Total	<u>N/A</u>

Conditions

1. All prices quoted must be inclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery and offloading 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 the City of uMhlathuze.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.
6. Suppliers submitting quotation should be registered with **Central Suppliers Database**, CSD number must be supplied. 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.
7. Letter of Good standing must be provided.



Eligibility:

Only service providers who meet the following requirements are eligible to quote for the RFQ:

- Service providers who were RMI accredited, with valid accreditation certificate.
- OR**
- Service providers who are accredited by manufactures as dealers and certified to service and maintain vehicles listed in the table below.

SCOPE OF WORK:

- Interval Vehicle Maintenance and Service for LDV's and Sedans owned by the City of uMhlathuze.
- Assessment for mechanical repairs of LDV's and Sedans
- Emergency Repairs for LDV'S and Sedans
- Road side assistance for LDV'S and Sedans
- Maintenance will be done on Municipal Request

NB: Contractors are expected to assess damages and detailed scoping of works

The bidders must select the vehicles they are accredited for and herewith intending participating on (Sedans and LDV's)

MAKE	TICK
TOYOTA	
NISSAN	
MAZDA	
VW	
HYUNDAI	
BMW	
ISUZU	



CHECKLIST

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

No.	Details	√
1.	Certified Copy of Company Registration Document	
2.	MBD 4: Declaration of Interest (attached)	
3.	MBD 8: Declaration Of Bidder's Past Supply Chain Management Practices	
4.	MBD 9: Certificate of Independent Bid Determination	
5.	Preferential Procurement Claim Form	
6.	Tax Compliance Certificate	
7.	Training Suppliers to be Accredited with SITA(If applicable)	N/A
8.	Catering Suppliers to submit a Health Certificate	N/A
9.	SHE Risk Management: Contractor SHE FILE (Attached) uMH Q5(During induction)	N/A
10.	Letter of Good Standing with Compensation Fund for (Principal Contractor and Sub-Contractor) / Tender Letter (Dept. of Labour)	
11.	Rates & Taxies Invoice or Affidavit Certified by the Commissioner of Oath for all properties owned by company	
12.	Rates & Taxies Invoice for all the Directors of the Company OR Affidavit Certified by a Commissioner of Oath	
13.	All alterations have been signed.	
14.	Quotation is signed.	
15.	Copy of RMI Certificate	
FOR OFFICE USE		
15.	Verification of other interest against CSD	
16.	Tax compliance verification	
17.	Verification of supplier restriction against CSD	
18.	Service provide not in service of the State	



COMPULSORY REQUIREMENTS

1. Tax Compliance Certificate.
2. 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.
3. 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.
4. The attached MBD 8 form (Declaration of interest) must be completed and submitted with the quotation. If the MBD 8 is incomplete or not attached the quotation will be disqualified.
5. 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.
6. A copy of B-BBEE Status Level Verification certificate must be attached. If not attached no point for B-BBEE will be awarded.
7. 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 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 representative:
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, shareholder²):
- 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
.....
.....

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
(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

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.....

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.

.....
.....

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.

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

Full Name	Identity Number	State Employee Number

CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/ WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of uMhlathuze Municipality, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then uMhlathuze Municipality, in addition to any remedies it may have, may:
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by uMhlathuze Municipality as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which uMhlathuze Municipality may suffer by having to make less favourable arrangements after such cancellation.

DATE : **SIGNATURE** :

CAPACITY : **NAME OF BIDDER** :



MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder 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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder 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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	<p>Does the bidder 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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder 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 comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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 Bidder



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 authorized by 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 consortium³ will not be construed as collusive bidding.

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.

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.

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