



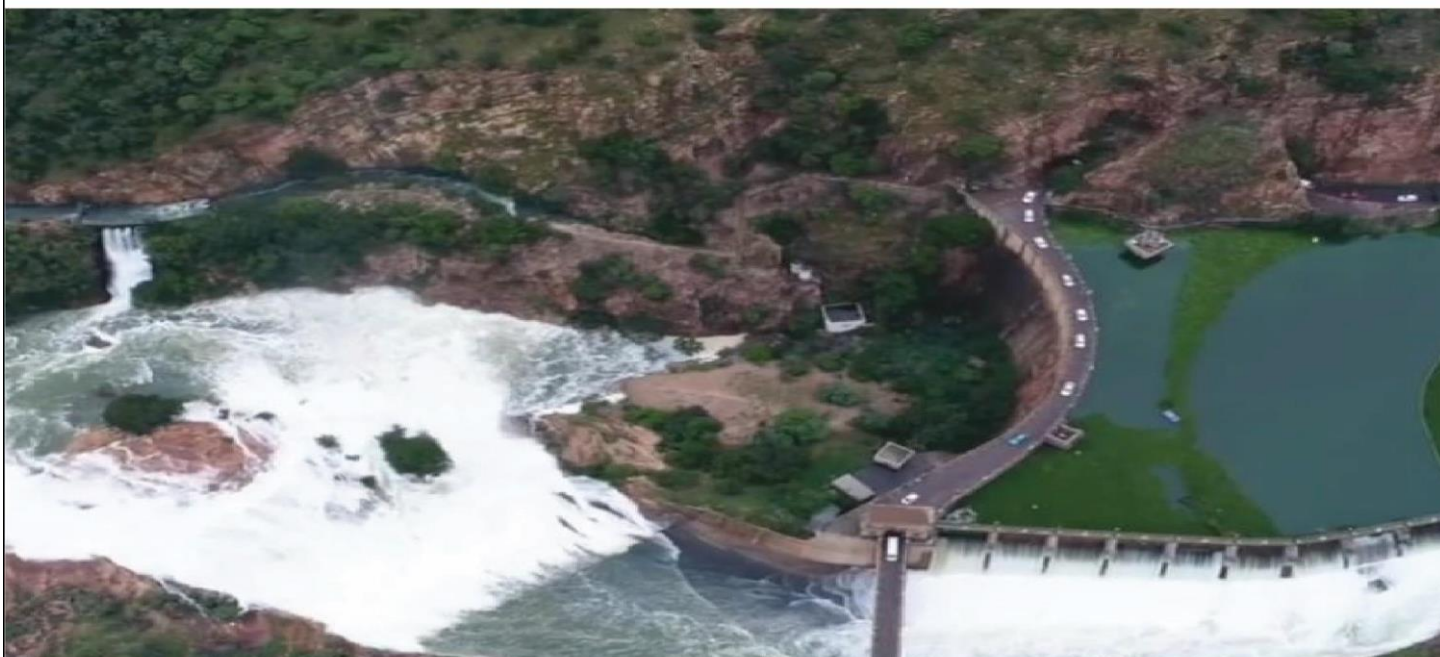
MADIBENG

LOCAL MUNICIPALITY



SEVEN DAY QUOTATION

*"Madibeng, the Prosperous Platinum
and Green Tourism City"*



"ZERO TOLERANCE TOWARDS FRAUD AND CORRUPTION"
Anti-Corruption Hotline:

0800 555 774

*"Madibeng, the Prosperous Platinum
and Green Tourism City"*



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MADIBENG LOCAL MUNICIPALITY

BID NUMBER:	RFQ75/10/2025/26	CLOSING DATE:	10/10/2025	CLOSING TIME:	10H00
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DESCRIPTION	Quotes are requested for Supply and delivery of Laptops (Library)
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SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX

SITUATED AT (STREET ADDRESS)

Madibeng Local Municipality, Ground floor, Foyer			
53 Van Velden Street			
Brits			
0250			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Finance–SCM Manager (Acting)	DEPARTMENT	Community Services (Library)
CONTACT PERSON	Tebogo Ditlhage	TELEPHONE NUMBER	012 493 7614
TELEPHONE NUMBER	012 493 7005	CONTACT PERSON	Nare Ngoepe
E-MAIL ADDRESS	tebogoditlhage@madibeng.gov.za	E-MAIL ADDRESS	narengoepe@madibeng.gov.za

PART B TERMS AND CONDITIONS FOR BIDDING

1. QUOTATION SUBMISSION:
1.1. QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

“ZERO TOLERANCE TOWARDS FRAUD AND CORRUPTION”

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Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months. The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

SUBMISSION OF REQUIRED DOCUMENTATION

BIDDING PROCEDURE

Bid not complying with the requirements stated hereunder will be regarded as an “Unacceptable quotation”, and as such will be rejected.

“Unacceptable bid” means any bid which, in all respects, does not comply with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation as published in Government Gazette number 22549, dated 10 August 2001, in terms of which provision is made for this policy.

THE BIDDER MUST CONSIDER BELOW INFORMATION

1. Bidders who use correction pens. In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must be ticked or provided in writing.
2. The bid document should not be completed using a pencil or any other colour ink. Only black ink must be used to complete the bid document. Only tick the appropriate option. Please be informed that whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting.
3. The bid should be properly signed by the designated signatory contained in the bid document.
4. The bidder should not attempt to influence the evaluation and/or awarding of the contract.
5. The bid should not be submitted after the relevant closing date and time.
6. Failure to complete and sign and / or disclose wrong information in any of the declaration forms.
7. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of

the contract.

8. Bidder must be registered with Central Supplier Database (CSD)
9. The bidder must fully complete (MBD4) – “Declaration of Interest” and (MBD6.1) – “Preference points claim form”
10. Bid documents must be in envelopes that clearly marked with the bid number and description.

**SERVICE PROVIDERS ARE REQUESTED TO SUBMIT THE FOLLOWING DOCUMENTATION
[INCLUDING PARTNERS IN A JOINT VENTURE]:**

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months. The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

The following **administrative compliance** has been identified for this bid and any non-compliance thereto will lead to the bid being regarded as non-responsive and therefore will be disqualified from further evaluation:

RETURNABLE DOCUMENT

1. A copy of a valid signed Joint Venture/Consortium agreement (if applicable) to the bid document.
2. Tax Compliance Letter with A Unique Pin in Terms of the Electronic Tax Compliance Status (TCS) System from SARS Has Been Submitted.
3. Company Registration Documents, Showing Equity Ownership. [E.G., Form Cm 29, Ck1 Etc.]
4. Copies of Identification Documents [Of All Shareholders];
5. Current month Full Detailed CSD Report.
6. The company address written on the bid document, and statement submitted must be the same as the one reflecting on the CSD report.

A. Municipal rates and taxes statements of the directors

- Current municipal rates and taxes statement in the names of the director (from the previous month determined by the date of bid closure) for each directors' address must be attached; or
- Valid lease agreement of the director/s with all critical contractual obligations (i.e Lease period, use of premises, lessors' responsibilities, leases' possibilities, amounts related to the lease, address of the leased premises, signatures etc) or,
- An original letter from tribal authority not older than three (3) months if the director/s are residing in a tribal land, (**Proof of residence should be stamped and confirmed by Municipal Revenue Units**) or
- If the rates and taxes account is not in the names of the director/s the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are appearing on the municipal rates and taxes statement to confirm that the director resides in their property.

B. Municipal rates and taxes statements of the company

- Current municipal rates and taxes statement in the name of the company (from the previous month determined by the date of tender closure) for the company's address must be attached; or
- Valid lease agreement of the company (showing all critical contractual obligations (i.e Lease period, use of premises, lessors' responsibilities, leases' possibilities, amounts related to the lease, address of the leased premises, signatures etc), or
- An original letter from a tribal authority not older than three (3) months if the company is operating from a tribal, (Proof of residence should be stamped and confirmed by Municipal Revenue Units) or
- If the rates and taxes account is not in the names of the company, the attached municipal rates taxes statement must be submitted together with an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the company operates from their property.

Note: For procurement expected to be less than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 90 days at the time of bid closure.

VERIFICATION OF DOCUMENTS AND INFORMATION.

- Please note that by submitting this bid document, you are agreeing to the verification process of your supporting documents by the Madibeng Local Municipality.
- Tax compliance status will be verified using CSD number. (For a bidder to be considered for final award, their status must reflect "tax compliance" before final award is made)
- Sworn Affidavits will be accepted only if its originals submitted.

MBD 4

DECLARATION OF INTEREST

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.

No.	Information	Please provide detail	
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		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		

3.7.1	Name of director	
3.7.2	Service of state organization	

3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		

3.11	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	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? If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		

Note:	<p>SCM Regulations:</p> <p>“¹In the service of the state” means to be –</p> <p>(a) a member of –</p> <p>(i) any municipal council;</p> <p>(ii) any provincial legislature; or</p> <p>(iii) the national Assembly or the national Council of provinces;</p> <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(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);</p> <p>(e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature.</p> <p>“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.</p>
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4. **Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

PRICE EVALUATION AND SPECIFIC GOALS (80/20)

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	20	20
Race – people who are black, coloured or Indian	6	
Local Economic Development	4	
People with Disability (PwD) Ownership (20% or more)	3	
Gender Women	3	
Youth	4	
TOTAL	20	

PRICING SCHEDULE

PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- d) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- e) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- f) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- g) Provisional amounts shall only be expended on the specific instruction of the Employer.
- h) All prices and rates entered in the pricing schedule must be **exclusive of Value Added Tax (VAT)**.
- i) If registered VAT is should be added at below the schedule. If not VAT registered indicate zero or “-“
- j) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- k) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- l) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- m) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.
- n) If the tender amount is payable at end of contract on delivery of goods and services, Scratch out total per month with N/A or “-“
- o) If the tender amount is based on rates (Column B), the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.



MBD 3.1 QUOTATION PRICE

PURCHASES

Note: ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of Bidder: **Bid Number:** RFQ 75/10/2025/26
Closing Date: 10/10/2025 **Closing Time:** 10h00

Quotes are requested for Supply and delivery of Laptops (Library)

Description	QTY	Total Amount
Supply and delivery of all in one PC in accordance with the following specification: <ul style="list-style-type: none"> • Processor: 13 • RAM: 8GB • Memory: 256GB • Generation: +10th 	14	
Supply and delivery of HP Spectre laptop: 8 GB RAM- 512 GB SSD with Windows	2	
	Amount Excl.VAT	
	VAT	
	Amount Incl.VAT	

N/B

The material and service must be according to the specification

The bid amount should be VAT inclusive

No advance payment will be done

The bidder must communicate with the Unit (Community Services)

Full delivery on this item is expected

OFFER TO BE VALID FOR 15 DAYS FROM THE CLOSING DATE OF BID

Does the offer comply with the specification(s)? *YES/NO

Period required for delivery
Delivery: Firm/ Not Firm

Delivery basis (all delivery costs included in the bid price) Yes/No

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

The appointed Supplier upon receiving an Order will sign this Agreement: signature_____

Company name _____

- **QUANTITIES INDICATED ABOVE ARE FOR EVALUATION PURPOSES ONLY**

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END OF QUOTATION DOCUMENT