



KNYSNA
Municipality
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RFQ DOCUMENT

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|--|--------------|---|------------------|
| RFQ NO | | 115/2015/16 | |
| RFQ DESCRIPTION | | Repairs to Housing Office Concordia | |
| CLOSING TIME | 12H00 | CLOSING DATE | 05 February 2016 |
| Tender Box: SUPPLY CHAIN MANAGEMENT UNIT FINANCE BUILDING CLYDE STREET KNYSNA 6570 | | NB: 1. All bids must be submitted on the official forms (not to be re-typed) 2. Bids must be completed in black ink in writing 3. No bids will be considered from persons in the service of the state | |
| Name of Bidder: | | | |
| Total Bid Price (Refer to pricing schedule on pages 2 and 3) | | | |
| B-BBEE Status Level of Contributor | | | |
| Preference Points Claimed: | | | |
| B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES | | | |
| Prepared and Issued by: Directorate: Finance Supply Chain Management Unit Knysna Municipality PO Box 21. KNYNSNA, 6570 | | For enquiries, contact: Ms E Gardiner Insurance Department 044 302 6313 egardiner@knysna.gov.za | |

CONDITIONS APPLICABLE TO RFQ

1. A compulsory site meeting will be held on 26 January 2016 at 11:30 am on site.
2. Only contractors with a CIDB grading of 1GB or higher will be eligible to submit a tender.
3. Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
4. Price(s) quoted must be firm and must be inclusive of VAT when applicable.
5. Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
6. Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
7. An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
8. Price must include all related expenses, i.e. transport, accommodation etc.
9. Attached KMBD 4 document must be completed.
10. Status of Municipal accounts must be submitted
11. Knysna Municipality reserves the right to not appoint a contractor whose bid is lower or higher than 15% of the estimated amount. This amount is confidential and for evaluation purposes only.
12. Only an Official order and appointment letter will bind the Council.

PRICING SCHEDULE

| | <u>DESCRIPTION</u> | <u>COST EXCL VAT</u> |
|-----------------------|--|----------------------|
| Kitchen Area | Replace Ceiling and Paint | |
| | Replace Cornice and Paint | |
| | Light fittings (x1) | |
| | Plugs (x2) | |
| | Glazing (x2 windows) | |
| | Wash and paint all walls and clean Skirtings | |
| | Clean and Paint Kitchen Door and Replace Door Lock | |
| | Replace Cupboard and Clean Zinc | |
| Reception Area | Replace Ceiling and Cornice and Paint | |
| | Glazing (x2 windows) | |
| | Wash and Paint Walls & clean Skirtings | |
| | Clean and Paint Door and Door Frame | |
| | Replace Carpet & Tiles | |
| | Replace plug (x1) | |
| | Replace Counter | |
| | Replace Light Fitting (x1) | |

| | | |
|---|--|--|
| Bathroom and Passage | Replace all Ceilings and Paint | |
| | Replace all Cornices and Paint | |
| | Glazing (x1 window) | |
| | Wash and Paint Door and Door Frame | |
| | Wash and Paint Walls and clean skirtings | |
| | Light Fittings (x1) – Replace Cover | |
| | Clean Toilet and Basin | |
| Office 1 | Replace all Ceilings and Cornice and Paint | |
| | Clean Door and Door Frame | |
| | Glazing (x1 window) | |
| | Wash and Paint Walls and clean skirtings | |
| | Replace Carpet | |
| | Replace Airconditioner | |
| | Light Fittings (x1) | |
| | Plugs (x1) | |
| Office 2 | Replace all Ceilings and Cornice and Paint | |
| | Glazing (x1 window) | |
| | Wash and Paint Walls and clean skirtings | |
| | Replace Carpet | |
| | Replace Door and Wash and Clean Door Frame | |
| | Light Fittings (x1) | |
| | Plugs (x2) | |
| | Repair 3 roof trusses | |
| Ensure all electrical installations are correct and in working order. | | |
| COC to be provided | | |
| Ensure all plumbing installations are correct and in working order | | |
| Replace all gutters on the building | | |
| External walls to be cleaned | | |

| | |
|--------------------------------|--|
| SUBTOTAL | |
| VAT (IF VAT REGISTERED) | |
| TOTAL | |

| SITE | |
|--|--|
| The site of repairs is the Housing Office in Concordia. A compulsory site inspection will be held on 26 January 2016 at 11:30 am. | |
| SUPPLY AND REPAIR | |
| The tenderer MUST indicate the delivery period | |

| <u>Contact Details of Tenderer</u> | |
|---|--|
| Name of the Tenderer | |
| Name of the Contact Person | |
| Physical Address of the Tenderer | |
| Telephone: | |
| Facsimile: | |
| E-mail: | |
| Postal Address of the Tenderer | |

MBD 6.1 PROCUREMENT REGULATIONS 2011 – PURCHASES / SERVICES (80/20)

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2011.

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 R1,000,000 (all applicable taxes MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL included); and
- the 90/10 system for requirements with a Rand value above R1, 000,000 (all applicable taxes included).

1.2 **The value of this bid is estimated not to EXCEED R1, 000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

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

| | POINTS |
|--|------------|
| 1.3.1.1. Price | 80 |
| 1.3.1.2. B-BBEE status level of contribution | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.4 Failure on the part of a bidder to fill in and/or to sign this form will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The Municipality 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 Municipality.

2 DEFINITIONS

2.1 *“All Applicable Taxes”* includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 *“B-BBEE”* means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 *“B-BBEE status level of contributor”* means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 *“Bid”* means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 *“Broad-Based Black Economic Empowerment Act”* means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 *“Comparative Price”* means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 *“Consortium or Joint Venture”* means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

2.8 *“Contract”* means the agreement that results from the acceptance of a bid by an organ of state;

2.9 *“EME”* means any enterprise with an annual total revenue of R5 million or less (except where Sector Charter Thresholds apply);

- 2.10 “*Firm Price*” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “*Functionality*” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “*Non-firm Prices*” means all prices other than “firm” prices;
- 2.13 “*Person*” includes a juristic person;
- 2.14 “*Rand Value*” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “*Sub-contract*” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “*Total Revenue*” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17 “*Trust*” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “*Trustee*” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3 ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4 POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

5 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 8 | 16 |
| 4 | 5 | 12 |

| | | |
|---------------------------|---|---|
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6 BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

| | |
|--|--|
| 6.1.2. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1 | |
| 6.1.2.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate | |
| 6.1.2.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points) | |

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

7. DECLARATION WITH REGARD TO COMPANY/FIRM

| | | | |
|---|--|--|--|
| Name of Enterprise | | | |
| VAT registration number | | | |
| Company registration number | | | |
| TYPE OF ENTERPRISE (Tick applicable box) | Partnership / Joint Venture / Consortium | | |
| | One person business / sole proprietor | | |
| | Company | | |
| | Close Corporation | | |
| Describe principal business activities | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|---|--|--|
| Company Classification <i>(Tick applicable box)</i> | Manufacturer | | |
| | Supplier | | |
| | Professional service provider | | |
| | Other service providers, e.g. transporter, etc. | | |
| TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS | | | |

7. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –disqualify the person from the bidding process;
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (c) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (d) forward the matter for criminal prosecution

| | | | |
|--------------------------------|--|-------------------|--|
| SIGNATURE OF BIDDER(S): | | | |
| WITNESS 1: | | WITNESS 2: | |
| DATE: | | | |
| ADDRESS: | | | |
| | | | |

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 and/or take an oath declaring his/her interest.
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, shareholder etc.) | | |
| 3.4. | Company Registration Number | | |
| 3.5. | Tax Reference Number | | |
| 3.6. | VAT Registration Number | | |
| 3.7. | Are you presently in the service of the state? | YES | NO |
| 3.7.1 | If so, furnish particulars | | |
| 3.8 | Have you been in the service of the state for the past twelve months? | YES | NO |
| 3.8.1 | If so, furnish particulars | | |
| 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? | YES | NO |
| 3.9.1 | If so, furnish particulars | | |
| 3.10 | Are you aware of any relationship (family, friend, other) between a 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 |
| 3.10.1 | If so, furnish particulars | | |
| 3.11 | Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state? | YES | NO |
| 3.11.1 | If so, furnish particulars | | |

¹ MSCM Regulations: "in the service of the state" means to be –

- (a) member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the national Assembly or the national Council of provinces;
- (b) member of the board of directors of any municipal entity;
- (c) official of any municipality or municipal entity;
- (d) 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) member of the accounting authority of any national or provincial public entity; or
- (f) employee of Parliament or a provincial legislature.

| | | | |
|--------|--|-----|----|
| 3.12 | Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state? | YES | NO |
| 3.12.1 | If so, furnish particulars | | |
| | | | |

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

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

5. FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
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|-------------------|--|------|--|
| SIGNATURE | | DATE | |
| NAME OF SIGNATORY | | | |
| POSITION | | | |
| NAME OF COMPANY | | | |