



LEJWELEPUTSWA DISTRICT MUNICIPALITY

Office of the District Municipal Manager

Cnr. Jan Hofmeyer & Tempest Road

P.O. Box 2163

WELKOM

9460

RFQ NO. 607/05/2024

**REQUEST FOR SERVICE PROVIDERS TO PROVIDE THE FOLLOWING SERVICES
FOR GENDER COMMISSION:**

1. CATERING FOR 200 PEOPLE DETAILS: - RICE - BEEF STEW - CHICKEN - 2 SALADS - BOTTLE OF WATER 500 ML - CAN DRINK 500 ML	2. DECORATION FOR 200 PEOPLE DETAILS: - 200 CHAIRS COVER, BLACK - 20 ROUND TABLES - 20 WHITE & GOLD TABLE CLOTHS	3. SOUND SYSTEM DETAILS: - 8 NONE POWERED LINE RAYS - 4 BASE BINS - 16 CHANNEL MIXER - 10 KVA GENERATOR FOR BACK UP
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Quotations must be submitted on the letterhead of your business and must be hand delivered or posted for the attention of:

Mr. T. Masapo
Lejweleputswa District Municipality
Supply Chain Management Unit
Cnr Jan Hofmeyer and Tempest Road,
Welkom
9460

The Following Conditions will apply:

- Price(s) quoted must be Vat inclusive and must be valid for at least thirty (30) days from date of your offer
- This bid will be evaluated in terms of the **80/20** preference point system in terms of LDM Preferential Procurement Policy of 2022 and Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8 and MBD9** must be scrutinized, completed and submitted together with your bid. **Non-adherence to this request will lead to disqualification.**
- In order to claim preference points for specific goals. **1. B-BBEE** (10) a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or a sworn affidavit completed on the DTI format must be submitted to validate the claim. **2. Locality** (10) The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (not in arrears for more than 90 days), if renting a lease agreement and owner's copy of up-to-date municipal rates and service charges (not in arrears for more than 90 days). Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based.
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **compliant** at **ALL** times.
- Bidder should ensure all information in the National Treasury Central Supplier Database is accurate and complete.

- NB:**
- No proposals will be considered from the person in the service of the state.
 - No late proposals will be considered.
 - Emailed or Faxed Proposals will not be considered
 - All tenders must be submitted on the official forms (not to be re-typed).
 - Lejweleputswa District Municipality will not process any bid with missing pages, forms and or not fully completed
 - Goods must be submitted within 3 Days after receipt of an order

Enquiries: Technical - Mr. Manti Ngoase -
A.M SCM - Mr. T. Masapo -

(majoro2@lejwe.co.za)
(tshego@lejwe.co.za)

057 108 5000
057 108 5000

Closing date: **04 JUNE 2024 @ 12:00 pm**


Mr. M.L. MAKHETHA
DISTRICT MUNICIPAL MANAGER

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:	RFQ NO. 607 -05-2024	CLOSING DATE:	04/06/2024
		CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR SERVICE PROVIDERS TO PROVIDE CATERING, DECORATION AND SOUND SYSTEM FOR GENDER COMMISSION		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):			

LEJWELEPUTSWA DISTRICT MUNICIPALITY
Cnr JAN HOFMEYER AND TEMPEST ROAD
WELKOM
9460

OR

BID RESPONSE DOCUMENTS MAY BE POSTED TO:

ACTING MUNICIPAL MANAGER
LEJWELEPUTSWA DISTRICT MUNICIPALITY
Cnr JAN HOFMEYER AND TEMPEST ROAD
WELKOM
9460

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM		CONTACT PERSON	Mr Manti Ngoase	
CONTACT PERSON	T. Masapo		TELEPHONE NUMBER	(057) 108 5000	
TELEPHONE NUMBER	(057)108 5000		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS 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.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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.

SIGNATURE OF BIDDER:

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CAPACITY UNDER WHICH THIS BID IS SIGNED:

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DATE:

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