

**REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES**

<b>DATE REQUESTED</b>	01 July 2020
<b>DEPARTMENT</b>	Marketing
<b>DETAILED DESCRIPTION AND / SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. A4 File Dividers -10 position board x100</li> <li>2. Economy Packaging Tape 48mm x 100m x5</li> <li>3.Round Waste bins 10L -Purple x10</li> <li>4. Brother Tape cassette-9mm, M-K221 x15</li> <li>5.Duracell AA 4 Pack x20</li> <li>6. Self Adhesive Book Covers 10m x 2</li> <li>7.Plastic Ruler 30cm x10</li> <li>8. A5 shorthand pad 148x210mm x 20</li> <li>9. Erases x 10</li> <li>10. Artline-700 Fine Tip Permanent marker x 10</li> <li>11. Rexel Standard 20sheets capacity staplers x5</li> <li>12. HB Pencil x 30</li> <li>13. A4 File Dividers Plastic A -Z x 50</li> <li>14. Desktop Calculator 12 Digits x5</li> <li>15. Counter Books 2 Quire 192 pages x20</li> </ol>

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	<p>16. B4 Envelops seal easy 250 pack x2 (white)</p> <p>17. 3M-Post -It Notes 75x75mm x30</p> <p>18. 3M-Post-It Notes 73x130mm x30</p> <p>19. Tidy files Ref 074007 Heavy Duty with Tidy Clip x 30</p> <p>20. Binding Combs 51mmx 450 sheets black x 2</p> <p>21.A4 80GSM Pastel Tint Papers</p> <p>&gt;Lisbon Blue x1 box, Java Green x1 box, Hawaii Yellow x1box</p> <p>22. Clutch Pencils 0.5mm x 10</p> <p>23. Corrections Tape x10</p> <p>24. Pritt Glue stick 43g x10</p> <p>25. Stamps x 1 printy</p> <p>Received by Marketing</p> <hr/> <p>Date _____</p> <p>Received by Fin. Assist</p> <hr/> <p>Date _____</p> <p>26.Stamp x 1 printy</p> <p>Received by Marketing</p> <hr/> <p>Date _____</p> <p>Received by SCM Admin</p> <hr/> <p>Date _____</p>
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	<p><b>COMPLETE ANNEXURE A BELOW – PRICING SCHEDULE</b></p> <p><b>CLOSING DATE AND TIME: FRIDAY, 10 JULY AT 16H00</b></p>
<b>EVALUATION CRITERIA</b>	<p>The quotes will be evaluated on the 80/20 preferential point system as well as on functionality.</p> <p>Service providers that do not obtain 70% on the functionality criteria will be excluded from further evaluation. (if applicable)</p>
<b>PAYMENT FOR SERVICES</b>	<p>Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory.</p> <p>Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.</p>
<b>GENERAL CONDITIONS</b>	<ol style="list-style-type: none"> <li>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</li> <li>1.2. All prices will be evaluated exclusive of VAT.</li> <li>1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</li> <li>1.4. The MBDA reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.</li> <li>1.5. Quotations to be valid for 60 days from closing date</li> <li>1.6. The MBDA SCM policy will apply.</li> </ol>
<b>CONTACT PERSON</b>	<p>Name: Mpumi Tsotso  <u>Tel:</u> 041 811 8200  Email: <a href="mailto:formalquotes@mbda.co.za">formalquotes@mbda.co.za</a></p>
<b>ANY ADDITIONAL REQUESTS/ COMMENTS</b>	<p>To be delivered to MBDA at the Tramways Building: Cnr. South Union and Valley Roads, Central.</p>

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**ANNEXURE A**

	<b>Qty</b>
1. A4 File Dividers -10 position board x100	100
2. Economy Packaging Tape 48mm x 100m x5	5
3.Round Waste bins 10L -Purple x10	10
4. Brother Tape cassette-9mm, M-K221 x15	15
5.Duracell AA 4 Pack x20	20
6. Self Adhesive Book Covers 10m x 2	2
7.Plastic Ruler 30cm x10	10
8. A5 shorthand pad 148x210mm x 20	20
9. Erases x 10	10
10. Artline-700 Fine Tip Permanent marker x 10	5
11. Rexel Standard 20sheets capacity staplers x5	5
12. HB Pencil x 30	30
13. A4 File Dividers Plastic A -Z x 50	50
14. Desktop Calculator 12 Digits x5	5
15. Counter Books 2 Quire 192 pages x20	20
16. B4 Envelops seal easy 250 pack x2 (white)	2
17. 3M-Post -It Notes 75x75mm x30	30
18. 3M-Post-It Notes 73x130mm x30	30
19. Tidy files Ref 074007 Heavy Duty with Tidy Clip x 30	30
20. Binding Combs 51mmx 450 sheets black x 2	2
21.A4 80GSM Pastel Tint Papers (Lisbon Blue x1 box, Java Green x1 box, Hawaii Yellow x 1 box)	3 boxes (1 box per colour)
22. Clutch Pencils 0.5mm x 10	10
23. Corrections Tape x10	10
24. Pritt Glue stick 43g x10	10
<b>25. Stamps x 1 printy</b>	<b>1</b>
Received by Marketing	
Date _____	
Received by Fin. Assist	
Date _____	
26.Stamp x 1 printy	1
Received by Marketing	
Date _____	
27. Received by SCM Admin	1
Date _____	
<b>TOTAL</b>	

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**IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person) MBD4**

I, the undersigned

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duly authorised by

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(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:

1.1 a member of –

1.1.1 any municipal council;

1.1.2 any provincial legislature; or

1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);

1.2 a member of the board of directors of any municipal entity;

1.3 an official of any municipality or municipal entity;

1.4 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);

1.5 a member of the accounting authority of any national or provincial public entity; or

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1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

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2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

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SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
***For and on behalf of the Applicant, the signatory being duly authorised and warranting such authority***

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)**

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I, the undersigned, in submitting the accompanying Proposal in relation to

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hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Applicant)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant.
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant.
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
  - (a) has been requested to submit a Proposal in response to this RFP.
  - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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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) methods, factors or formulas used to calculate prices.
  - (c) the intention or decision to submit or not to submit, a Proposal.
  - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
  - (e) submitting a Proposal with the intention not to win the award.
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 improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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.

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**Signature Date**

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**Name of Applicant**

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