



REQUEST FOR QUOTATION NO.: 141940

SUPPLY AND DELIVERY OF BLACK REFUSE & CLEAR RECYCLING BAGS

NAME OF TENDERER:	
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09 January 2025

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Overstrand Municipality
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

JC VAN DER MERWE

Tel. Number: **028 313 5027**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OVERSTRAND MUNICIPALITY										
RFQ Number	141940	Closing Date	17 January 2025	Closing Time	12H00	Validity period closing date	from	120 days		
Compulsory Information Session Details		Date	N/A	Time	N/A	Address	N/A			
Bid response documents must be emailed to:		scmquotations@overstrand.gov.za								
LEGAL NAME OF ORGANISATION										
TRADE NAME (if different from legal name)										
LEAD TIME / DELIVERY PERIOD (IN WORKING DAYS)										
NAME OF CONTACT PERSON										
TELEPHONE NUMBER					CELL NUMBER					
E-MAIL ADDRESS										
COMPANY REGISTRATION NUMBER										
INCOME TAX NUMBER					VAT REGISTRATION NUMBER					
TAX CLEARANCE STATUS PIN					TAX CLEARANCE EXPIRY DATE					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO THE SUPPLY CHAIN MANAGEMENT UNIT										
CONTACT PERSON		SIYA NOTWALA			TELEPHONE NUMBER		028 313 8973			
					E-MAIL ADDRESS		snotwala@overstrand.gov.za			
TECHNICAL INFORMATION REGARDING THIS QUOTATION MAY BE OBTAINED FROM:										
CONTACT PERSON		JC VAN DER MERWE			TELEPHONE NUMBER		028 313 5027			
					E-MAIL ADDRESS		jvandermerwe@overstrand.gov.za			
SUPPLIER DATABASE OF THE OVERSTRAND MUNICIPALITY AND NATIONAL TREASURY										
a) Are you registered as a supplier/services provider on the Supplier Database of the Overstrand Municipality?							Yes		No	
i. If yes, please provide your Supplier Database Registration number with the Overstrand Municipality										
ii. If no, please note that you will be required to be registered on the Supplier Database of the Overstrand Municipality before any award can be made to you. To register on the Supplier Database you need to go to the website: https://www.overstrand.gov.za/en/documents/supply-chain-management/registration-on-the-accredited-supplier-database										
Alternatively, database registration documents can be requested per email from Mr. A Shumi at email address: ashumi@overstrand.gov.za and/or at telephone number: 028 313 8099.										
b) Are you registered on the Central Supplier Database (CSD)?							Yes		No	
i. If yes, please provide your Central Supplier Database Registration number.					MAAA					
ii. If no, please note that you will be required to be registered on Central Supplier Database (CSD) before any award can be made to you.										
To register on the Central Supplier Database (CSD) you need to go to the website: https://secure.csd.gov.za/										
CAPACITY UNDER WHICH THIS BID IS SIGNED										
NAME OF PERSON DULY AUTHORISED TO SIGN THIS OFFER										
SIGNATURE										
DATE										

THE AWARD OF THIS CONTRACT WILL BE MADE TO THE BIDDER THAT HAS SCORED THE HIGHEST TOTAL POINTS IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad Based Black Economic Empowerment (B-BBEE) Specific Goals.

NB:

BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 1.1.1 the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2 the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.3 The applicable preference points system for this tender is the 80/20 preference points system.
- 1.4 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- 1.4.1 Price; and
 - 1.4.2 Specific Goals.

- 1.5 The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS (20/10)		
B-BBEE	10	5
Promotion of enterprises located in local area(s)	10	5
Total points for Price and SPECIFIC GOALS	100	100

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“Local area”** means the local suppliers and/or service providers whose registered business address is within the Overstrand Municipal area, the Overberg district boundaries, and the Western Cape.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. 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 price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Paragraph 6(2); 7(2); 8(2) and 9(2) of the Municipality's Preferential Procurement Policy, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in **table 1** below as may be supported by proof/ documentation stated in the conditions of this tender:

4.1.1 **Specific goals for the tender and points claimed are indicated per the table below.**

4.1.2 **Points claimed by the tenderer and points awarded**

Note to tenderers: The tenderer must indicate / mark in the table below the points claim for each specific goal.

Table 1:

The points allocated for specific goals 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)
1. B-BBEE Status Level of Contributor (max 10)		
1	10	
2	8	
3	6	
4	4	
5	2	
6	2	
7	2	
8	2	
Non-Compliant contributor	0	
2. Promotion of Local area of supplier (max 10)		
Within the boundaries of the Overstrand Municipality	10	
Within the boundaries of Overberg District Area	6	
Within the boundaries of the Western Cape Province	4	
Outside of the boundaries of the Western Cape Province	0	
REGISTERED ADDRESS OF BIDDER:		

4.2. Documentation required to submit as proof for points claimed in respect of specific goals.

4.2.1. B-BBEE Status Level of Contributor

- 4.2.1.1. A valid B-BBEE Status level certificate issued by an authorized body or person; or
- 4.2.1.2. An EME or QSE sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- 4.2.1.3. Any other requirement prescribed in terms of the B-BBEE Act.
- 4.2.1.4. **If a tenderer fails to submit proof of a valid B-BBEE Status Level of Contributor, but the municipality is in possession of the required documents, the points claimed may be awarded.**

4.2.2. Promotion of Local area suppliers

Points for locality will be awarded to local suppliers and/or service providers whose registered business address is within the Overstrand Municipal area, the Overberg district boundaries, and the Western Cape.

- 4.2.2.1. The registered address as reflected on the Companies and Intellectual Property Commission (CIPC) report; or
 - 4.2.2.2. In case of Sole Proprietor / Natural Person, etc.:
 - 4.2.2.2.1. Any verifiable proof of residence / address in the name of the bidder or owner, older than 3 months, which were issued prior to the advertising date of the bid.

Verifiable proof of residence / address may include the following but not limited to:
 - Bank statement
 - Municipal account
 - Address on Tax Compliance Status Certificate
- 4.3. Where the tenderer submitted incorrect or outdated information or none of the above, it will be interpreted to mean that preference points for Promotion of Local area of supplier are not claimed.**
- 4.4. Failure to provide / submit the correct information or verifiable proof with the bid, will result that no points will be awarded for Local Area Suppliers.**

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1	Name of company/firm	
5.2	VAT registration number	
5.3	Company registration number	
5.4	TYPE OF COMPANY/FIRM (Tick applicable box)	Partnership / Joint Venture / Consortium
		One person business / sole proprietor
		Close Corporation (CC)
		Company ((Pty) Ltd. / Ltd.)
		Company (Ltd.)

- 5.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.1, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) 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;
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE OF BIDDER(S):	
DATE:	

REQUIREMENTS REGARDING VALIDATION OF B-BBEE POINTS

VERY IMPORTANT:

Failure to submit the said documents will result in the bidder forfeiting the B-BBEE points claimed.

1. EMEs:

1.1. A VALID ORIGINAL sworn affidavit, confirming annual turnover and level of black ownership (form available in the tender document);

or

1.2. A VALID affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);

or

1.3. A VALID ORIGINAL B-BBEE status level verification certificate OR A CERTIFIED COPY thereof, substantiating their B-BBEE rating issued by a verification agency accredited by the South African National Accreditation System (SANAS**).**

2. QSEs:

2.1. A VALID ORIGINAL sworn affidavit, confirming annual turnover and level of black ownership (form available in the tender document); Only applicable to QSEs with 51% or more Black ownership

or

2.2. A VALID ORIGINAL B-BBEE status level verification certificate OR A CERTIFIED COPY thereof, substantiating their B-BBEE rating issued by a verification agency accredited by **SANAS.**

3. BIDDERS OTHER THAN EMEs AND QSEs

3.1. The bidder **MUST submit either a **VALID ORIGINAL B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a verification agency accredited by **SANAS**.**

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
INCOME NOT EXCEEDING R10,000,000 (TEN MILLION RAND)

I, the undersigned,					
Full name					
Surname					
Identity number					
Hereby declare under oath as follows:					
1.	The contents of this statement are to the best of my knowledge a true reflection of the facts.				
2.	I am a (please indicate with an "X")				
	Member	Director	Owner	of the following enterprise and am duly authorised to act on its behalf.	
	Enterprise Legal Name				
	Trading Name				
	Registration Number				
	Enterprise Address				
	Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date			
3.	I hereby declare under oath that:				
	The enterprise is		% black owned		% black woman owned
4.	Based on the (please indicate with an "X")		financial statements		management accounts
	and other information available on the (date/month/year)				financial year ,
	the income did not exceed R10,000,000.00 (ten million Rand);				
5.	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.				
	Level One	100% black owned (135% B-BBEE procurement recognition)			
	Level Two	More than 51% black owned (125% B-BBEE procurement recognition)			
	Level Four	Less than 51% black owned (100% B-BBEE procurement recognition)			
6.	The entity is an empowering supplier in terms of the dti Codes of Good Practice.				
7.	I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.				
8.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.				
Deponent signature:					Commissioner of Oaths stamp
Date:					
Commissioner of Oaths signature					
Date					

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE
INCOME BETWEEN R10,000,000 (TEN MILLION RAND) & R50,000,000 (FIFTY MILLION RAND)

I, the undersigned,			
Full name			
Surname			
Identity number			
Hereby declare under oath as follows:			
1.	The contents of this statement are to the best of my knowledge a true reflection of the facts.		
2.	I am a (please indicate with an "X")		
3.	Member	Director	Owner
	the following enterprise and am duly authorised to act on its behalf.		
	Enterprise legal name		
	Trading name		
	Registration number		
	Enterprise physical address		
	Type of entity (CC, (Pty) Ltd., Sole Proprietor, etc.)		
	Nature of business		
	Definition of "Black People" <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date		
4.	I hereby declare under oath that:		
	The enterprise is	% black owned	As per amended code series 100 of the amended Codes of Good Practice issued under section 9(1) of B-BBEE Act no. 53 of 2003 as amended by Act n. 46 of 2013
	The enterprise is	% black woman owned	
	The enterprise is	% Black designated group owned	
5.	Based on the	financial statements	management accounts
	and other information available on the latest financial year-end of (date/month/year)		
	the annual Total Revenue was between R10,000,000.00 (ten million rands) and R50,000,000 (fifty million rands),		
6.	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.		
	Level One	100% black owned (135% B-BBEE procurement recognition)	
	Level Two	At least 51% black owned (125% B-BBEE procurement recognition)	
7.	I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.		
8.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.		
Deponent signature:		Commissioner of Oaths stamp	
Date:			
Commissioner of Oaths signature			
Date			

SPECIFICATIONS & PRICING SCHEDULE FOR QUOTATION NO: 141940

1. INTRODUCTION / BACKGROUND

- 1.1. The successful bidder will be expected to Supply and Deliver \pm 55 000 Black Refuse Bags and \pm 200 000 Clear Recycling Bags.

2. GENERAL**2.1. Deliveries**

- 2.1.1. The delivery address will be at the Municipal Store, 9 Mussel Road, Hermanus, 7200
- 2.1.2. Delivery of products to the designated delivery address as indicated above must include the off-loading thereof at the supplier's own risk and cost.
- 2.1.3. Bidders must supply and ensure the availability of their own labour for the offloading of the products at the designated Municipal Stores.
- 2.2. Lead times must be indicated on the pricing schedule and delivery must take place within the lead times specified, to give effect to the obligations in the agreement.

2.3. Contract period

Once off

3. EVALUATION AND ADJUDICATION

- 3.1. The estimated quantities will be used for evaluation purposes only and must not be seen as actual quantities to be awarded.

4. PRICING SCHEDULE

Item #	Description	Lead Time (Weeks)	Estimate Quantity	Unit Price Per Bag (Incl. VAT)
1.	CLEAR RECYCLING BAGS (750X950X25) MICRON		200 000	
2.	BLACK REFUSE BAGS (750X950X40) MICRON		55 000	
NB: I confirm that I have satisfied myself as to the correctness and that the price(s)/rate(s) quoted complies with the goods specified in the specifications.				
SIGNATURE		NAME (PRINT)		
CAPACITY		DATE		
NAME OF FIRM				