



REQUEST FOR QUOTATION NO.: 70636

SUPPLY AND DELIVERY OF STATIONERY CUPBOARDS WITH 4 SHELVES

SUPPLIER					
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual					
TRADING AS (if different from above)					
LEAD TIME / DELIVERY PERIOD (IN WORKING DAYS)					
KLEINMOND Private Bag X3 Kleinmond; 7195 Tel: 028 271 8400	HERMANUS PO Box 20 Hermanus; 7200 Tel: 028 313 8000	STANFORD PO Box 84 Stanford; 7210 Tel: 028 341 8500	GANSBAAI PO Box 26 Gansbaai; 7220 Tel: 028 384 8300		
QUOTATION DETAILS					
QUOTATION NUMBER:		RFQ 70636			
QUOTATION TITLE:		SUPPLY AND DELIVERY OF STATIONERY CUPBOARDS WITH 4 SHELVES			
CLOSING DATE:		17/10/2016	CLOSING TIME:		10H30
SITE MEETING:		DATE:	N/A	TIME:	N/A
SITE MEETING ADDRESS:		N/A			
DELIVERY ADDRESS:		OVERSTRAND MUNICIPALITY, PROPERTY ADMINISTRATION, ONRUS, HERMANUS CONTACT MADELEIN ERASMUS @ 028 316 3724			
QUOTATION RETURN ADDRESS:		Overstrand Municipal Building, Magnolia Avenue, Hermanus. Supply Chain Management			
OFFER TO BE VALID FOR:		30	DAYS FROM THE CLOSING DATE OF QUOTATION.		

13 OCTOBER 2016

CONTACT PURCHASING MANAGER:

Ayanda Mili
Manager: Purchases
Tel: 028 313 8976
e-mail: amilli@overstrand.gov.za
Fax: 086 533 9191

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Madelein Erasmus
Principal Clerk: Properties
Tel. Number: 028 316 3724

DECLARATION BY SUPPLIER

1.	This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. No Registration will be accepted from persons in the service of the state*.
2.(a)	Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
2.(b)	<p>The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:</p> <ul style="list-style-type: none"> (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system; (ii) been convicted for fraud or corruption during the past five years; (iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

3.				
3.1	Print full Name:			
3.2	Company/CC Registration or ID Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES		NO
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES		NO
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES		NO
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES		NO
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES		NO
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES		NO
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a	YES		NO

	company or person prohibited from doing business with the public sector?				
3.9.1	If so, furnish particulars.				
3.10	Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	YES		NO	
3.10.1	If so, furnish particulars.				
3.11	Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	YES		NO	
3.11.1	If so, furnish particulars.				
3.12	Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	YES		NO	
3.12.1	If so, furnish particulars.				
3.13	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES		NO	
3.13.1	If so, furnish particulars.				
CERTIFICATION 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.					
Signature		Position		Date	

SPECIFICATIONS& PRICING SCHEDULE FOR QUOTATION NO 70636

Introduction

- Overstrand Municipality requires a service provider to Supply and Deliver 2 Stationery cupboards including 4 shelves.
- The items must be delivered at Overstrand Municipality, Property Administration, Onrus, Hermanus.
- Stationery cupboards must be 1800h X 900w X 450d

(Price quotation to be completed by the supplier on this form)

Item	Description	Your reference number:		Total Price
		Quantity	Unit Price (Vat Exclusive)	
1	Supply and Delivery of Stationery cupboards 1800HX900WX450D including 4 shelves.	2		
TOTAL (VAT EXCLUSIVE)				R
DELIVERY COSTS				R
VAT 14% (IF APPLICABLE)				R
TOTAL PRICE (VAT INCLUSIVE)				R

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
TELEPHONE #:		FAX NO.	
E-MAIL ADDRESS			

QUOTATION CONDITIONS

- The quotation, originally completed in ink MUST be done on the attached "Pricing Schedule" form and suppliers may additionally add a quotation on their business' letterhead
- The quotation endorsed with the relevant quotation number, must be submitted to the abovementioned **"Quotation Return" address** and can either be e-mailed, faxed, posted, hand-delivered or couriered. It is the supplier's responsibility to make sure that the quote with all relevant documents reaches the office of the SCM Buyer.
- Goods and services may only be provided after and according to the official order issued.
- The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive
- The municipality does not bind itself to accept the lowest or any quotation.
- No feedback or response from our office after 5 working days means your quote was unsuccessful.
- The purchaser shall not be liable for any expense incurred in the preparation and submission of a Quote.
- Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality.
- It is the policy of the Overstrand Municipality to pay all creditors by means of electronic bank transfers.
- All prices shall be quoted in South African currency and be **inclusive** of **VAT**.