

MUSINA LOCAL MUNICIPALITY



NOTICE **REQUEST FOR FORMAL QUOTATION**

Formal quotations are hereby invited to supply the following:

- **Stationery**

A formal quotation form must be completed and submitted as your quotation. No other form of quotation will be accepted.

The formal quotation form will be provided on request from N R Siko at 015 534 6118/6166, to be collected at office no 17, Civic Centre, Irwin Street, Musina or on our website, www.musina.gov.za.

Please forward your **(i) Central Supplier Database Registration Report or Supplier Registration number (ii)Original/Certified BBEE Certificate(iii) Complete attached Declaration Of Interest Form (MBD 4) (iv) proof of payment of Municipal Account** and written formal quotation provided on or before 22 January 2018 @ 11h00 to room no: 16 Civic Centre, Irwin Street, Musina or fax to 086 274 8332 or email to marys@musina.gov.za

Please ensure that you use the prescribed document, no other form of quote will be considered.

The municipality does not bind themselves to accept the lowest or any quotation.

NB: All Bidders are required to be registered on the Central Supplier Database.

**TSHIWANAMMBI T N
MUNICIPAL MANAGER
MUSINA LOCAL MUNICIPALITY**

**Notice Number:RFQ40/2017-2018
11 January 2018**

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.
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

3.2 Identity Number:

representative:.....

.....

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

.....

3.5 Tax Reference

Number:.....

3.6 VAT Registration Number:

.....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.

.....

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

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

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

3.10 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

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other 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

3.11.1 If yes, furnish particulars

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidders

Musina Local Municipality
Formal Quotation



Notice no: RFQ40-Stationery
Closing Date: 22 January 2018
Closing Time: 11H 00
End User: Keneilwe Bilankulu

015 534 6127

Submission Details

Contact Person: Mary Siziba
Email Address: marys@musina.gov.za
Fax no: 086 274 8332

Quantity	Description	Unit Price	VAT	Total Price
350 reams	A4 Photo Copy Papers			
8	HP CF283A Cartridges			
8	HP CB390A Black Cartridges			
4	HP CB384A Black Drum			
4	HP CB383A Magenta Cartridges			
4	HP CB387A Magenta Drum			
4	HP CB381A Cyan Cartridges			
4	HP CB382A Yellow Cartridges			
4	HP CB386A Yellow Drum			
5	HP Q2612A Black Cartridges			
5	HP CE285A Black Cartridges			
8	HP Laser jet ADF Maintenance Kit CF487C (Document Feeder)			
5	Hp CE505 Black Cartridges			
50	Rubber Bands			
10	Prestik			
20pkts	Folders			
48	Desifix			
20	Short Hand Note Book			
		Total		
		Grand Total		
Comp. Name:				
Con				

(NB: Please note that payment will be made after 30 days of invoice; if not accepted please refrain from quoting)
(NB: Goods and Services should be delivered within 7days from the date of appointment)

tact person:

CSD Supplier No:

CSD Unique Registration Reference:

Vat Registration Number:

Company
Stamp here