

# 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](http://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)** and written formal quotation provided on or before 24 February 2017 @ 11h00 to room no: 16 Civic Centre, Irwin Street, Musina or fax to 086 274 8332 or email to [marys@musina.gov.za](mailto: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  
ACTING MUNICIPAL MANAGER  
MUSINA LOCAL MUNICIPALITY**

**Notice Number:RFQ22/2016-2017  
16 February 2017**

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, hareholder<sup>2</sup>):.....

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. ....

.....

<sup>1</sup>MSCM 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.

<sup>2</sup> 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.**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidders**

**Musina Local Municipality**  
**Formal Quotation**



**Notice no:** RFQ22- STATIONERY  
**Closing Date:** 24 February 2017  
**Closing Time:** 11H 00  
**End User:** N R Siko

**015 534 6118**

**Submission Details**

**Contact Person:** Mary Siziba  
**Email Address:** [marys@musina.gov.za](mailto:marys@musina.gov.za)  
**Fax no:** 086 274 8332

Quantity	Description	Unit Price	VAT	Total Price
6	HP CB390A Black Catridges			
150reams	A4 Copy Papers			
150	Lever Arch Files			
50	Staples Standard 26/26			
36	Permanent Marker Artline EK70			
10BOXES	C4 Envelopes			
30	40mm Fold Back Clipps			
30pkts	File Fasteners			
36	Pencils			
30	Post it flag			
30	Prestik (Bostik)			
20	Rulers			
20pkts	File Dividers ( Alphabetical)			
10 pack	Folders (100 per pack)			
36	Scissors			
24	Tipex			
40	Highlighters			
12	Desifix Rolls			
30	CD Re-writable			
12pkts	A4 Plastic filling pockets			
10	Small Punches			
		<b>Total</b>		
		<b>Grand Total</b>		

**(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)**

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<b>Comp. Name:</b>
<b>Contact person:</b>
<b>CSD Supplier No:</b>
<b>CSD Unique Registration Reference:</b>

Company  
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