



**PRINCE ALBERT MUNICIPALITY
PRINS ALBERT MUNISIPALITEIT**

FORMAL WRITTEN PRICE QUOTATION (RFQ)

**AANSTELLING VAN 'N DIENSVERSKAFFER VIR DIE BEDRYF VAN 'N
VOORAFBETAALDE ELEKTRITISEIT VERKOOPSPUNT IN NOORD-EINDE, VIR
PRINS ALBERT MUNISIPALITEIT**

RFQ 169 / 2022

NAAM VAN VERSKAFFER		
KONTAK- BESONDERHEDE	TEL:	
	EPOS:	
KWOTASIE SLUITINGSDATUM	09 SEPTEMBER 2022 @ 14H00	
CSD REGISTRASIE NOMMER		
BESIGHEIDSADRES		

FOR OFFICE USE:	OFFICIAL STAMP:
Official 1: _____	
Official 2: _____	

**MUNISIPALITEIT
VAN
PRINS ALBERT**



**MUNICIPALITY
OF
PRINCE ALBERT**

Rig alle korrespondensie
aan:
DIE MUNISIPALE BESTUURDER
Privaatsak X53, Prins Albert, 6930
E-Pos / E-Mail: scm@pamun.gov.za

Address all correspondence to:
THE MUNICIPAL MANAGER
Private Bag X53, Prince Albert, 6930

Tel: 023-541 1748, Fax: 023-541 1321

31 AUGUSTUS 2022

VERSOEK VIR FORMEEL GESKREWE KWOTASIES
AANSTELLING VAN 'N DIENSVERSKAFFER VIR DIE BEDRYF VAN 'N VOORAFBETAALDE
ELEKTRISITEIT VERKOOPSPUNT IN NOORD-EINDE, VIR PRINS ALBERT
MUNISIPALITEIT.

1. AGTERGROND

- 1.1) Aansoeke van diensverskaffers word hiermee versoek om die munisipale voorafbetaalde elektrisiteit verkooppunt in Noord-Einde te bedryf en te bestuur.
- 1.2) Die suksesvolle diensverskaffer sal 'n kontrak met die munisipaliteit aangaan. Die kontrakperiode vir die bogenoemde kwotasie sal wees vanaf die datum van ondertekening van die kontrak tot 30 Junie 2023.
- 1.3) Kommissie van 5% van die voorafbetaalde elektrisiteitsverkope sal aan die bieder betaal word

2. PERSEEL VEREISTES

- 2.1) Die volgende vereistes vir die perseel is van toepassing en moet nagekom word:
 - Die perseel moet 'n brandbestande / mobiele kluis hê, in werkende toestand.
 - 'n Operasionele kasregister.
 - Die perseel moet in Noord-Einde (Rondomskrik) geleë wees.
 - Die perseel moet verseker wees teen diefstal en brandskade. Bewys van sodanige versekering moet hierdie bod vergesel.
 - Die perseel moet een van die volgende beveiligingsmaatreëls geïnstalleer hê:
 - (a) Alarmstelsel
 - (b) Diefwering
- 2.2) Die aangestelde diensverskaffer sal van toerusting en infrastruktuur voorsien word om die voorafbetaalde elektrisiteit te verkoop. Hierdie toerusting sal die eiendom van die Munisipaliteit bly.
- 2.3) Die Munisipaliteit behou die reg voor om te eniger tyd toegang tot die toerusting te hê.

3. BESIGHEIDSURE

- 3.1) Die verskaffer moet die besigheidsure waarin dit sal funksioneer duidelik aandui.
- 3.2) Hierdie bod is onderhewig aan funksionaliteittelling. Verskaffers moet hul besigheidsure op die funksionaliteitskedule voltooi.
- 3.3) Die verskaffer wat die hoogste in die funksionaliteit rangskik, en aan die perseelvereistes voldoen, sal aangewys word.
- 3.4) Die ure wat aangebied word, moet as amptelike besigheidsure dien. Indien die publiek die diensverskaffer binne hierdie besigheidsure ontoeganklik vind, behou die Munisipaliteit die reg voor om die kontrak onmiddellik te kanselleer.

4. OORBETALING VAN ELEKTRISITEITSVERKOPE AAN DIE MUNISIPALITEIT

- 4.1) Die elektrisiteitsverkope vir 'n huidige dag moet die volgende werksdag aan die munisipaliteit oorbetaal word.
- 4.2) Alle elektrisiteitsverkope oor 'n naweek moet op die eerste werksdag na die naweek aan die munisipaliteit oorbetaal word.
- 4.3) Alle betalings aan die munisipaliteit moet via Elektroniese Fondseoorplasing (EFT) gemaak word. Geen kontantdeposito's sal aanvaar word nie.
- 4.4) Die diensverskaffer moet verseker dat die fondse wat vir 'n spesifieke dag se verkope gedeponeer word, ooreenstem met die totale verkope soos per die munisipale verslag. Die diensverskaffer sal aanspreeklik wees indien daar enige tekorte op die deposito's is.
- 4.5) Indien die diensverskaffer nie die tekort binne 2 werksdae kan betaal nie, sal die tekort afgetrek word van die maandelikse kommissie betaalbaar aan die diensverskaffer.

5. BETALING VAN KOMMISSIE

- 5.1) Die kommissie sal bereken word teen 5% van die maandelikse verkope, en sal aan die bieder oorbetaal word via Elektroniese Fondseoorplasing (EFT).
- 5.2) Die kommissie sal op 'n maandelikse basis aan die verskaffer betaal word, en sal voor die 5de van elke maand plaasvind.
- 5.3) **'n Bevestiging van die bankbesonderhede moet saam met die aansoeke ingedien word.**

6. ALGEMEEN

- 6.1) Die volgende voorwaardes sal geld:
 - 6.1.1) Die suksesvolle verskaffer moet 'n deposito van R 2,000.00 (vooruitbetaalbaar) betaal by die aanvang van die kontrak.

- 6.1.2) Die deposito is nie-rentedraend en sal aan die verskaffer terugbetaal word wanneer die kontrak verstryk.
- 6.1.3) Die verskafferr mag geen munisipale tariewe en dienste vir meer as negentig (90) dae agterstallig wees nie.
- 6.1.4) Geen onwettige handel en/of onwettige aktiwiteite mag op die perseel bedryf word nie.
- 6.1.5) Die Munisipaliteit behou die reg voor om enige tyd toegang tot die toerusting te hê en rekonsiliasies te maak.

7. AANSOEKDOKUMENTE

7.1) Aansoekdokumente kan as volg verkry word:

7.1.1) Munisipale kantore

Adres: Finansiële Departement – Thusong Sentrum,
Adderleystraat, Prins Albert, 6930

7.1.2) Munisipale webblad

Die dokument kan verkry word vanaf die munisiple webblad by
www.pamun.gov.za .

7.2) Die munisipale aansoekdokumente (MBD vorms) is die enigste aanvaarbare vorms wat voltooi moet word.

7.3) Die volgende ondersteunende dokumente moet hierdie aansoek vergesel:

- (a) Tax Status Pin
- (b) Registrasiedokument as 'n verskaffer op die Sentrale Verskaffersdatabasis (CSD)
- (c) Munisipale rekening (nie ouer as 90 dae).
- (d) Bevestiging van bankbesonderhede

8. SUBMISSION OF BIDS

8.1) Hierdie kwotasie sal geldig wees vir 'n periode van sewe (7) dae, en sal sluit op 09 September 2022 op 16h00.

8.2) Dokumente kan as volg ingestuur word:

8.2.1) Harde-kopie

Verseëldes dokumente (duidelik gemerk met die kwotasienommer en naam van die verskaffer kan ingedien word by die Voorsieningsketteringbestuur-eenheid (Adres: Finansiële Departement – Thusong Sentrum, Adderleystraat, Prins Albert, 6930)

8.2.2) Elektroniese aansoeke

The aansoek kan via e-pos elektronies aan die Voorsieningskettering-bestuur kantoor gestuur word by scm@pamun.gov.za.

8.3) Aansoeke ontvang na die sluitingsdatum sal nie geëvalueer word nie.

9. INSPEKSIE VAN PERSEEL

9.1) Nadat die munisipaliteit 'n bieder vir potensiële wyk geïdentifiseer het, sal 'n inspeksie van die perseel gedoen word om die volgende te bevestig:

- a) Brandbestande kluis / mobiele kluis, in werkende toestand.
- b) Operasionele kasregister.
- c) Beskermingsmaatreëls by die perseel (alarmstelsel, diefwering, ens.)

10. EVALUERING

10.1) Kwotasies sal deur die Raad se goedgekeurde Voorsieningsketteringbestuursbeleid geëvalueer word.

10.2) Die 80/20 voorkeerpuntstelsel is op hierdie bod van toepassing.

10.3) Die Munisipaliteit behou die reg voor om enige uitnodiging om te tender terug te trek en/of om weer te adverteer of om enige bod te verwerp of om 'n gedeelte daarvan te aanvaar.

10.4) Die Munisipaliteit is nie verplig om die laagste tender te aanvaar of 'n kontrak toe te ken aan die bieder wat die hoogste aantal punte behaal nie.

11. BEÏNDIGING VAN KONTRAK

11.1) Die Diensverskaffer kan die ooreenkoms met 'n 30 dae kennisgewing (skriftelik) beëindig.

11.2) Indien 'n nuwe voorafbetaalde elektrisiteitsverkoper aangestel word, sal die munisipaliteit die reg voorbehou om hierdie ooreenkoms te beëindig nadat kennis gegee is aan die diensverskaffer 30 dae voor die beëindiging.

12. KONTAKPERSOON (SPESIFIKASIE / TEGNIESE NAVRAE):

Mr. David-Leigh Willemse (Bestuurder: Uitgawes en Voorsieningskettingbestuur)

Werk: 023 541 1748

Sel: 082 895 9261

Epos: willemsed@pamun.gov.za

FUNKSIONALITEITTELLING

1. Verskaffers moet hierdie seksie voltooi, dit is verpligtend. Indien die verskaffers dit nie voltooi het nie, sal die aansoek nie oorweeg word nie.
2. 'n Maksimum van 100 punte sal toegeken word vir funksionaliteit vir die volgende kriteria:

Adres waar besigheid bedryf sal word:

.....
.....
.....
.....
.....

BESIGHEIDSURE (Maksimum van 60 punte)

i) Maandae tot Vrydae

Een (1) punt sal geallokeer word per uur per dag wat die besigheid oop is tussen die volgende ure:

- 06h00 to 08h00
- 16h00 – 24h00

(Maksimum van 10 punte)

ii) Saterdag

Een (1) punt sal geallokeer word per uur per dag wat die besigheid oop is tussen die volgende ure:

- 08h00 – 20h00
- Twee (2) punte per uur vir indien die besigheid oop is na 20h00.

(Maksimum van 15 punte)

iii) Sondag

Een (1) punt per uur indien die besigheid oop is vanaf:

- 08h00 – 20h00; en
- Twee (2) punte per uur vir indien die besigheid oop is na 20h00.

(Maksimum van 20 punte)

iv) Publieke vakansiedae

Een (1) punt per uur indien die besigheid oop is vanaf:

- 08h00 – 20h00; en
- Twee (2) punte per uur vir indien die besigheid oop is na 20h00.

(Maksimum van 15 punte)

Die volgende besonderhede moet verskaf word omdat hulle in die evalueringsproses gebruik het. Indien die onderstaande skedule nie voltooi word nie, gaan die tender nie geëvalueer word nie.

BESIGHEIDSURE (Die organisasie se daaglikse besigheidsure)	DAG VAN DIE WEEK	OOPMAAK TYD	TOEMAAK TYD
	Maandag		
	Dinsdag		
	Woensdag		
	Donderdag		
	Vrydag		
	Saterdag		
	Sondag		
	Publieke vakansiedae		

a) **WAARBORGE (Maksimum van 5 punte)**

- | | | |
|------|---------------------------------------|---------|
| i) | Versekering teen brand en diefstal | 3 punte |
| ii) | Brandkluis / mobiele kluis beskikbaar | 2 punte |
| iii) | Geen van bogenoemde | 0 punte |

b) **LIGGING (Maksimum van 15 punte)**

- | | | |
|-----|--|-----------|
| i) | Besigheid sentraal geleë in teikenarea | 15 points |
| ii) | Besigheid nie geleë in teikenarea | 5 points |

c) **VEILIGHEIDSMEGANISMES IN PLEK (Maksimum van 20 punte)**

- | | | |
|------|-----------------------------------|----------|
| i) | Alarm en/of inbraakstelsel | 10 punte |
| ii) | Diefwering en/of veiligheidshekke | 5 punte |
| iii) | Operasionele kasregister | 5 punte |
| iv) | Geen van bogenoemde | 0 points |

HIERDIE GEDEELTE MOET DEUR DIE VERSKAFFER VOLTOOI WORD

KRITERIA	MERK MET "X" IN DIE TOEPASLIKE BLOKKIE				PUNTE BEHAAL (SLEGS VIR KANTOOR-GEBRUIK)
WAARBORGE					
Versekering teen brand en diefstal	JA		NEE		
Brandkluis / mobiele kluis beskikbaar	JA		NEE		
LIGGING					
Besigheid sentraal geleë in teikenarea	JA		NEE		
Besigheid nie geleë in teikenarea	JA		NEE		
VEILIGHEIDSMEGANISMES					
Alarm en/of inbraakstelsel	JA		NEE		
Diefwering en/of veiligheidshekke	JA		NEE		
Operasionele kasregister	JA		NEE		
TOTALE PUNTE BEHAAL					

PRINCE ALBERT MUNICIPALITY
INVITATION TO BID
DETAILS OF TENDERER

NAME OF BIDDER:					
STREET ADDRESS:					
	City / Town		Postal Code		
POSTAL ADDRESS:					
	City / Town		Postal Code		
CONTACT PERSON					
ENTERPRISE REGISTRATION NUMBER		CIDB CRS NR (if applicable)			
TAX STATUS PIN		TELEPHONE NUMBER			
FACSIMILE NUMBER		CELLPHONE NUMBER			
EMAIL ADDRESS					

DECLARATION

I am duly authorised to represent the tenderer for the purpose of this tender and hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached document to the Prince Albert Municipality on the terms and conditions stipulated in this tender document and in accordance with the specification stipulated in the tender document.

NAME (PRINT):		SIGNATURE:	
CAPACITY:		DATE:	

TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF AN AWARD THAT -

1. The taxes of the successful awardee must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form "Information for Application for Tax Clearance Certificate", must be completed in all respects and returned to the municipality. **If you are in possession of a valid tax clearance certificate, please attach a copy to speed up the process.**
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's Office.

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 representative:

3.2) Identity Number:

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**

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, principal 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, principal 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.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

- 1 It serves as a declaration to be used by municipalities and municipal entities 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.

- 2 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. 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 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder 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)?</p> <p>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**RFQ 169 OF 2022 - AANSTELLING VAN 'N DIENSVERSKAFFER VIR DIE BEDRYF
VAN 'N VOORAFBETAALDE ELEKTRITISEIT VERKOOPSPUNT IN NOORD-EINDE,
VIR PRINS ALBERT MUNISIPALITEIT**
(Bid Number and Description)

in response to the invitation for the bid made by:

PRINCE ALBERT MUNICIPALITY
(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
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) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
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 products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder