



Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2017) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

ADVERTISEMENT DATE	27 September 2022
RFQ NUMBER	NLM/DP/SDSSFPW17/2022/2023
DESCRIPTION OF GOODS/SERVICE	<b>SUPPLY AND DELIVERY OF SEEDS, SEEDLINGS, FERTILIZER AND PESTICIDES (Ward 17)</b>
CLOSING DATE AND TIME:	04 October 2022 AT 12H00
ENQUIRIES	066 486 7405/ <a href="mailto:mzanywa@ntabankulu.gov.za">mzanywa@ntabankulu.gov.za</a> – Mr. L Mzanywa Technical Enquiries or 082 786 0772 / <a href="mailto:mdudio@ntabankulu.gov.za">mdudio@ntabankulu.gov.za</a> O. Mdudi-SCM Related,

**REQUEST FOR QUOTATION (RFQ): SUPPLY AND DELIVERY OF SEEDS, SEEDLINGS, FERTILIZER AND PESTICIDES (Ward 17)**  
 NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the  
**Supply and Delivery of Seeds, Seedlings, Fertilizer and Pesticides (Ward 17)**  
 Please furnish all information as requested and return your quotation on the date stipulated.  
 Late and incomplete submissions will invalidate the quotation submitted.  
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**NTABANKULU LOCAL MUNICIPALITY**  
 Erf no 85 Main Street  
 Ntabankulu, 5130  
 P.O. Box 234  
 Ntabankulu, 5130  
 Tel: 039 258 0056  
 Fax: 039 258 0173  
 E-mail: [info@ntabankulu.gov.za](mailto:info@ntabankulu.gov.za)





List of Compulsory Returnable Documents that form part of the this Bid/Quote document:

MBD 1	Invitation to Bid	
MBD 2	SARS Tax Pin number Certificate to be attached	
MBD 3.1	Pricing Schedule – Firm Prices (Purchases)	
MBD 4	MBD 4: Declaration of Interest	
MBD 6.2	Local Production and content: To declare minimum threshold for local production and content which is not less than the prescribed threshold by National Treasury.	
MBD 8	Declaration of Bidders Past Supply Chain Management Practice	
MBD 9	Certificate of Independent Bid Determination	
	Certified Copy of BBBEE certificate or original Sworn Affidavit	
	Certified ID Copy/s of all company directors	
	Rates Clearance for both company and director or proof stating that the company does not own property within urban area	
	Centralized Supplier Database (CSD) Report or Summary	
12.	<b>Signed</b> Quotation valid for 90 Days (validity must be indicated on the quotation or MBD 3.1)	

**NB: No quotations will be considered from persons in the service of the state**


PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.


Specification:

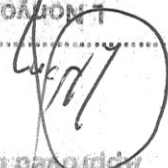
Cabbage (Tenacity)	1000 (Seedlings)
Potatoes	20 kg x 4
Green Pepper	100 (Seedlings)
Onion (Olivine)	100 (Seedlings)
Calprin	5 Liters x1
Napsas Spray	5 Liters x2
LAN	10 KG x3

**CONDITIONS**

- All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCM office.
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
- To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database.
- All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
- Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
- All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
- Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
- Submission of a quotation can be dropped in a box clearly marked "Supply and Delivery of Seeds, Seedlings, Fertilizer and Pesticides (Ward 17)" at the reception at Ntabankulu Local Municipality, in Ntabankulu ERF 85, Main Street.
- THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by  
  
 O. Mdud  
 SCM Manager

Recommended by  
  
 K.N. Venn  
 CFO

Approved by  
  
 L. Mofyonga  
 Municipal Manager

TOTAL BID PRICE	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	
SIGNATURE OF BIDDER	

Has an original tax clearance certificate been submitted	Yes/No
Are you the accredited representative in South Africa for the good/services offered?	Yes/No
(IF YES ENCLOSE PROOF)	

Name of Bidder	
Postal address	
Street address	
Telephone Number	Code Number
Cell phone Number	Code Number
Facsimile Number	Code Number
Email address	
Vat Registration Number	

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED)

Quotation documents must be deposited in the tender box situated at Ntabankulu Local Municipality not later than 12:00 pm on the 04 October 2022. Bidders should ensure that quotes are delivered timeously to the correct address. If the Quote is late, it will not be accepted for consideration.

CLOSING DATE: 04 October 2022  
 CLOSING TIME: 12:00 PM

RFQ NO: NLM/DP/SDSSFPW17/2022/2023

INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTES FOR:  
 SUPPLY AND DELIVERY OF SEEDS, SEEDLINGS, FERTILIZER AND PESTICIDES (Ward 17)

INVITATION TO BID



1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. "bid" includes written price quotations, advertised competitive bids or proposals;
- 2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);
- 2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. "duty sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. "imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

### 3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2017) for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold
_____	_____ %
_____	_____ %
_____	_____ %

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

5.1. If yes, provide the following particulars:

YES	NO
-----	----

(Tick applicable box)

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2017):

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

YES	NO
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(Tick applicable box)

4. Does any portion of the services, works or goods offered have any imported content?

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2017)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. NLM/DP/SDSSFPW17/2022/2023**

**ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):**

**Ntabankulu Local Municipality**

**NB**

**1** The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

**2** Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/tp.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of ..... entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2017; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Municipality / Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2017.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2017, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: \_\_\_\_\_  
 WITNESS No. 1 \_\_\_\_\_  
 DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
 WITNESS No. 2 \_\_\_\_\_  
 DATE: \_\_\_\_\_

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 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.
- 3 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).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question						
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers and or in Ntshankulu Local Municipality as companies or persons prohibited from doing business with the public sector or with the municipality?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
4.1.1	If so, furnish particulars:						

Name of Bidder .....

Position .....

Date .....

Signature .....

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

DECLARATION FORM TRUE AND CORRECT.

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

....., THE UNDERSIGNED (FULL NAME)

**CERTIFICATION**

Item	Question	Yes	No
4.2	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)? (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
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?	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *de se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:  
**NLM/DP/SDSSFPW17/2022/2023, SUPPLY AND DELIVERY OF SEEDS,  
SEEDLINGS, FERTILIZER AND PESTICIDES (Ward 17)**

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

**Ntabankulu Local 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

**MBD 9**

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 consortium<sup>3</sup> will not be construed as collusive bidding.

6. 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.

7. 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.

8. 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.

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	.....

<sup>3</sup> 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.

