



STELLENBOSCH

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SUPPLY CHAIN MANAGEMENT

REQUEST FOR FORMAL QUOTATIONS

Enquiries: Miss. AMY Robyn Tel: 021-808 8130

E-mail: Epwp.admin@stellenbosch.gov.za

Technical Enquiries:

Harold Daniels (021) 808-8146

Jerome Cyster (021) 808-8145

ATTENTION: **Sales Person**

Dear Sir / Madam

REQUEST FOR WRITTEN QUOTATIONS

Kindly furnish me with a written quotation for the supply and delivery of goods as detailed in the enclosed schedule with completed MBD 9 form attached.

Note: The requisition number must appear on your quotation.

The quotation must be submitted on the letterhead of your business and can be emailed or delivered by hand to the Supply Chain Management Office, 1st Floor, Room 101C, Plein Street, Stellenbosch Municipality no later than **08 June 2018 @ 10:00**.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.

MUNICIPALITY DOES NOT BIND ITSELF TO ACCEPT THE LOWEST QUOTATION, PART OF A QUOTATION OR ANY QUOTATION

NB: No quotations will be considered from persons in the service of State.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Amy Robyn

ppMUNICIPAL MANAGER

DATE: 06 June 2018

SCHEDULE

REQUISITION	DESCRIPTION	QTY
1052098 Contact person : Harold Daniels (021) 808-8146 / Jerome Cyster (021) 808-8145	Fert Bio Ganic (Bounce Back)	24
1051592 Contact person : Harold Daniels (021) 808-8146 / Jerome Cyster (021) 808-8145	Beans Contender 100g	10
	Dynaroot 30g	10
	Seed Picture Packet Small	54
1052153 Contact person : Harold Daniels (021) 808-8146 / Jerome Cyster (021) 808-8145	Plastic Plant Bags (125+100x225) 80Mic-2.5L	3000
	Plastic Plant Bags (150+125x300) 90 Mic – 4.5L	3000
	128 CAV 1 Mic Germination Tray (540mm x 275mm , 20ml , 100 Per Box)	10

REQUISITION	DESCRIPTION	QTY
<p>1051907 Contact person : Grechard Petersen (021) 808-8188</p>	Argyranthemum Crested Violet 17cm Pot	20
	Argyranthemum Angelic Brurgundy 15cm Pot	20
	Argyranthemum Double White 17cm Pot	20
	Argyranthemum Madeira Hot Pink 17cm Pot	20
	Gazania New Day Red Shade 17cm Pot	10
	Gazania Assorted Colours 15cm Pot	10
	Gazania New Day Bright Yellow 17cm Pot	10
	Transport to Franschoek	1
<p>1051767 Contact Person: Dione Swartz (021)808-8419</p>	African Daisy Aurantiana Mix 5kg Pack	5
	Comos Sensation Mix 5kg Packs	5
	Mesembry Anthemum Mixed 5kg Packs	5
	Salvia Reddy Bright Red 5kg Pack	15
	Verbena Quartz 5000 Seeds packs	15



CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² Collusive bidding is a *pe 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.



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MBD9

CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying documentation:

Written quotation and Description

in response to the invitation for the bid/written quotation/formal quotation made by:

STELLENBOSCH MUNICIPALITY

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 Contractor)

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" must 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



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- 6 The contractor has arrived at the accompanying proposal 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 proposal;
 - e) the submission of a proposal which does not meet the specifications and conditions of the proposal;
- or
- f) propose with the intention not to win the bid/formal quotation/written quotation.
- 4 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 invitation relates.
- 5 The terms of the accompanying bid/formal quotation/written quotation have not been, and will not be, disclosed by the contractor, 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

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Position

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Name of Contractor

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.