



Kindly furnish us with a written quotation for the supply detailed below.

Request for quotation documents may be obtained from Ugu District Municipality, Treasury Department, Supply Chain Management Office at 31 Bazley Street, Port Shepstone or be downloaded from Ugu website as from 01 November 2016 to closing date, during office hours

Ref/Quote Number:	PR00085180
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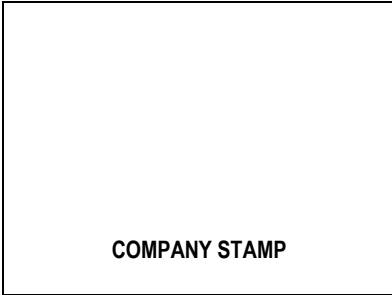
RE- ADVERTISEMENT: SERVICE LEVEL AGREEMENT FOR THE TELEPHONE MANAGEMENT SYSTEM

FOR A PERIOD OF 12 MONTHS

Item	Description/ Specification/ Scope of Work	Qty	Unit	Unit Price	Total (excl Vat)
1.	<p>The Ugu District Municipality requires the licensing of the TMS which records telephone data from the Siemens Hipath 4000 PBX and remote shelves.</p> <p>The following specifications are applicable;</p> <ul style="list-style-type: none"> • 1000 Lines and Extensions on the PBX • 2 HiPath 4000 PBX's • 5 Remote shelves • Buffers required • Setup and training costs • Prepaid budgeting module • Pin code reporting • Multiple reporting and dashboard availability • Unallocated pin information <p>All quotations should include a comprehensive proposal detailing service being offered.</p> <p>For more information contact Michael Bliss on 039 688 3533 or Michael.Bliss@ugu.gov.za</p>	12	Mths		
				Sub Total	
				14%Vat	
				TOTAL	

Documents must be sealed and marked: **PR00085180, SERVICE LEVEL AGREEMENT FOR THE TELEPHONE MANAGEMENT SYSTEM FOR A PERIOD OF 12 MONTHS**, be deposited into a Tender box at the Reception Area, **Bazley Street** by no later than **12h00 on 09 November 2016**. Faxed, emailed and late quotations will not be accepted. A Valid Tax Clearance certificate from SARS, BBBEE certificate, Municipal account or a lease agreement must be furnished. Mini tender documents (available on our website or at the Procurement Office) must be attached. Failure to attach the said documents will result in your tender not being evaluated further. The Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of the quote.

NB : Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state



Company Full Name: _____

Authorised Person Full Name: _____

Signature: _____

Date: _____

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE UGU DISTRICT MUNICIPALITY. BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. ALL LATE BIDS WILL BE RETURNED UNOPENED.

TENDERER INFORMATION

BID NUMBER : PR00085180.....

TENDERER : _____

ADDRESS : _____

COMMERCIAL BANK ACCOUNT DETAILS

Bank : _____

Branch : _____

Account No. : _____

Name under which account is operated: _____

Bank Contact Person : _____

FIRM DETAILS

Name of Contactor / Company / Person: _____

Date of Inauguration : _____

Registered Address of Firm : _____

Vat Registration No. : _____

Telephone No. : _____

Cell No. : _____

Fax No. : _____

E-mail address : _____

Postal Address : _____

_____ (Postal Code)

Physical Address : _____

_____ (Postal Code)

Has An Original And Valid Tax Clearance Certificate Been Submitted YES/NO

Has A B-BBEE Status Level Verification Certificate Been Submitted YES/NO IF

YES who was it certified by?

An Accounting Officer As Contemplated In The Close Corporation Act (CCA)

A Verification Agency Accredited by the South African Accreditation system (SANAS) OR

A Registered Auditor

PLEASE TICK APPLICABLE BOX

Signature of Tenderer : _____

(Of person authorised to sign the tender)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

TAX CLEARANCE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South Africa Revenue Services (SARS) to meet the bidder's tax obligation.

- 1 In order to meet the requirements bidders are required to complete in full the attached TCC1 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax clearance Certificate that will be valid for a period of 1 (one) year from date of approval / issue.
- 3 The original Tax clearance Certificate **must** be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance certificate will not be acceptable.
- 4 In the bids where consortia / joint ventures / sub contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC "Application for a "Tax Clearance Certificate" forms are available from any SARS branch office nationally or on the website www.sars.gov.za
- 6 Applications for the Tax Clearance Certificate may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

DECLARATION OF INTEREST

(Please circle the applicable answer)

1. No bid will be accepted from persons in the service of the state. 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 and/or take an oath declaring his/her interest.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: _____

3.2 Identity Number: _____

3.3 Company Registration Number: _____

3.4 Tax Reference Number: _____

3.5 VAT Registration Number: _____

3.6 Are you presently in the service of the state? **YES / NO**

3.6.1 If so, furnish particulars.

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

3.7.1 If so, furnish particulars.

3.8 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**

3.8.1 If so, furnish particulars.

SCM 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.

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

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

3.10.1 If so, furnish particulars.

3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?
YES / NO

3.11.1 If so, furnish particulars.

CERTIFICATION

I, _____ THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

ACCEPT THAT THE COUNCIL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

YES / NO

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPF ACT) POINTS ENTITLEMENT

1. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

2. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left[\frac{Pt - P_{min}}{P_{min}} \right] \quad \text{or} \quad Ps = 90 \left[\frac{Pt - P_{min}}{P_{min}} \right]$$

Where

s = Points scored for price of bid under consideration

4. DECLARATION OF BIDDER

4.1 Name of firm :.....

4.2 VAT registration number :.....

4.3 Company registration number :.....

4.4 TYPE OF FIRM

- Partnership
 - One person business/sole trader
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

4.6 MUNICIPAL INFORMATION

Municipality where business is situated :.....

Registered Account No. :

Stand No. :

4.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?

4.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained

*Indicate YES or NO

5.0 Consortium / Joint Venture

In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member (to be consistent with paragraph 9.8)	Percentage (%) of the contract value managed or executed by the HDI member

5.1 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the Council that the claims are correct.
- (iv) If the claims are found to be incorrect, the Council may, in addition to any other remedy it may have:-
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct; and
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

WITNESSES:

SIGNATURE (S) OF BIDDER (S)

- 1.) _____
- 2.) _____