



"A Promise Delivered"

POLOKWANE HOUSING ASSOCIATION (PHA)

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| QUOTATION DESCRIPTION | REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION |
| QUOTATION NO. | Q/02/2022 |
| NAME OF THE SERVICE PROVIDER | |
| PHYSICAL ADDRESS OF THE COMPANY | |
| TELEPHONE NO FACSIMILE NO. CELLPHONE NO | |
| EMAIL ADDRESS | |
| QUOTATION AMOUNT | |
| CLOSING DATE | MONDAY, 23 MAY 2022 |
| CLOSING TIME | 16H00 |
| CSD NUMBER (Attach full, latest and valid CSD Report | |

QUOTATION INVITATION

QUOTATION NO. Q/02/2022 - APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION

Quotations are hereby issued for Appointment of a Service Provider for **APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION.**

Quotation documents are available on the Polokwane Local Municipality website (www.polokwane.gov.za).

Complete quotation document, fully priced, signed and each page of the quotation document initialled must be sealed in an envelope or alternatively be PDF, marked; **QUOTATION NO. Q/02/2022 - APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION.** Closing date and time of the quotation is **Monday, 23rd May 2022 at 16h00.**

Bidders must ensure that returnable quotation documents are submitted to the correct bid (tender) box which is opened 24 hours a day, 7 days a week at the above office.

The Entity will not in no uncertain terms accept and consider late submission of quotation documents due to failure by bidders to adhere to quotation terms and conditions and time schedules.

Board reserves the right to negotiate further terms, conditions and requirements of the quotation with the successful bidder.

This quotation will be subject to the Preferential Procurement Policy Framework Act, Preferential Procurement Regulations of 2011 as the bidder who scored the highest points on price and preference points will be appointed.

Polokwane Housing Association shall adjudicate and award bids in accordance with B-BBEE Status Level of Contribution on 80/20 point system, 80 points for the price and 20 points for-BBEE level status. Prospective bidders must accept that the bid will be adjudicated, according to the said legislation. Quotations will remain valid for a period of sixty (90) days.

General Conditions of the Contract (GCC) and, if applicable, any other special conditions of the contract will apply and any deviation from these conditions by the bidders will render their bid non-responsive and thus will be disqualified.

N.B: No quotation will be considered from persons in the service of the State (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations). Should it be found that the bidder has not disclosed his or her employment status with the State, the bidder's bid will be cancelled.

All enquiries related to this quotation request should be directed to **Mr. Sopholis Chuene** at **060 501 6938.**

IMPORTANT NOTICE

Polokwane Housing Association would like to notify service providers that there is a scam going around where anonymous people call service providers to deposit money into their accounts with the promise of tenders. The Entity would like to strongly distance itself and its officials from such scams.

All bidding information remains confidentiality during the evaluation and adjudication stage. No service providers are / will be allowed to access such information during that stage.

Successful service providers are always informed through appointment letters collected at the authorized Entity premises (specifically in the Office of the CEO: Manager Office of the CEO). No appointment letter, purchase order and Service Level Agreement (contract) will be collected outside the municipal premises.

Should service providers receive such calls, they should immediately visit the Entity to verify the authenticity of the information and also open criminal cases at the nearest South African Police Services (SAPS) centre to conduct investigations.

The Entity will not be held liable for service providers' financial loss should service providers receive such calls and deposit the requested monies into their accounts, The Entity does not for whatever reason solicit monies from service providers in exchange of tenders. Service providers will only pay for purchase of bid documents.

Kind Regards

**MR. JT MAIMELA
CHIEF EXECUTIVE OFFICER
1st Floor
Cnr. Landross Mare & Bodenstein Street
Civic Centre, City of Polokwane**

RESPONSIVENESS AND EVALUATION CRITERIA

POLOKWANE HOUSING ASSOCIATION WILL NOT CONSIDER ANY BID UNLESS IT MEETS THE FOLLOWING RESPONSIVENESS CRITERIA

The quotation must be properly received in a sealed envelope clearly indicating the description of the service and the bid number for which it is submitted.

The quotation must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of submission of the bid

An original and valid tax clearance certificate must be submitted with the quotation on or before the closing date and time and of the bid.

Submission of copy of the company registration certificate attached to the quotation document on or before closing date and time of the quotation.

Quotation document must be fully completed by using permanent ink pen with all pages of the quotation document initialled and assigned where it is required to do so. All alterations to the quotation document should be signed for by using permanent ink pen.

Submission of original or certified copy of the company's B-BBEE Level Contribution Certificate attached to the bid document on or before closing date and time of the bid.

Submission of the Joint Venture Agreement, where applicable, which has been properly signed by all parties to the agreement.

Submission of relevant professional bodies certificates in the specific field as and when required.

Submission of proof of payment of municipal rates and taxes not less than two (3) months and should not be in arrears of more than ninety (90) days. Lease agreement if renting if renting offices. The lease agreement should be valid and should be signed by both the lessor and lessee or lease agreement should be valid at the time of the quotation request.

Full compliance with the requirements of the bid and technical specifications

Adherence to pricing schedules

Compliance to the Preferential Procurement Policy Framework Act, PPPFA Regulations and other applicable legislations if required by this bid.

The Board reserves the right to accept all, some, or none of the bids submitted, either wholly or in part and it is not obliged to accept the lowest bid.

Completion of declaration of past SCM practices form, declaration of interest form and compulsory enterprise questionnaire.

By submitting this bid, the bidder authorises Board or its delegate(s) to carry out any investigation deemed necessary to verify the correctness of the statements and documents submitted and that such documents reasonably reflect the ability of the bidder to provide the goods and services required by Board.

Please Note:

The Chief Executive Officer may reject the bid or quote of any person if that person or any of its directors has:

The person who committed a corrupt or fraudulent activity during the procurement process or in the execution of the contract

An official or other role player committed any corrupt or fraudulent activity during the procurement process or in the execution of the contract that benefited that

Failed to pay municipal rates and taxes or municipal service charges and such rates, taxes and charges that are in arrears with the bidder failing to make payments in terms of agreed payment arrangements.

Failed during the last five (5) years to perform satisfactorily on a previous contract with the Polokwane Housing Association or any other organ of the State after written notice was given to that bidder that performance was unsatisfactory.

Abused the supply chain management system of the Entity or have committed any improper conduct in relation to this system.

Been convicted of fraud or corruption during the past five (5) years

Wilfully neglected, reneged on or failed to comply with any government municipal or other public sector contract during the past five (5) years; or

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) or has been listed on the National Treasury's database as a person prohibited from doing business with the State / organs of the state

If the bidder has failed to complete the bid document in full. The bidder is not allowed to complete the bid document by using an erasable ink pen or reproducing the bid document electronically and type in the bidding information.

If the bidder made alterations to the bid document by using an erasable ink pen and failing to sign for those alterations.

QUOTATION NO. Q/02/2022 - APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION

I/We, the undersigned:

- a) Bid to supply and deliver to Polokwane Housing Association all or any of the supplies and to render all the articles, goods, materials, services or the like described both in this and the other Scheduled to this Contract;
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding delivery and execution;
- c) Further agree to be bound by those conditions, set out in Forms, MBD's, SBD's and the Annexures attached hereto, should this bid be accepted in whole or in part;
- d) Confirm that this bid may only be accepted by the Polokwane Housing Association by way of a duly authorized Letter of Acceptance; and,
- e) Declare that, the relevant authorized person thereto will initial each page of the bid document and amendments.
- f) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.
- g) Declare that documentary proof regarding aspects of the bid process or accidental thereto will, when required, be submitted to the satisfaction of the Entity.

Signed aton this Day of

(Year).....

| | |
|---|--|
| NAME OF THE BIDDER | |
| SIGNATURE OF THE BIDDER | |
| PROFESSIONAL BODY REGISTRATION NO. | |
| POSTAL ADDRESS | |
| DATE | |
| WITNESS 1 (Signature) | |
| WITNESS 2 (Signature) | |

Details of Sole Proprietors and Partners in Partnerships

| Name | Identity Number | Personal Income Tax Number |
|------|-----------------|----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

(Attach of identity Document, if bidder is a Sole Proprietor and/or partners in partnership)

State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We the undersigned am / are authorized to enter into this contract on behalf of.....

(Name of the bidder)..... by virtue of being.....

(Portfolio)..... Dated..... attach a certified copy if
Which is attached to this bid.

| | |
|------------------------------------|--|
| NAME OF THE BIDDER | |
| SIGNATURE OF THE AUTHORIZED PERSON | |
| POSTAL ADDRESS | |
| DATE | |
| WITNESS 1 (Signature) | |
| WITNESS 2 (Signature) | |

AUTHORITY FOR SIGNATORY

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

See an example of a resolution by members of close corporation or board of directors for information as shown below:

“By resolution of the board of directors passed on _____

20_____

Mr/Ms._____

Has been duly authorized to sign all documents in connection with the bid for Contract_____ No_____

And any Contract, which may arise there from on behalf of _____

Signed on behalf of the company:

In his/her capacity as: _____

Date: _____

Signature of Signatories:

As Witness: 1. _____

2. _____

Failure to submit the required agreement, the Entity will not be responsible should there be any dispute between members of the company with regard to submission of this bid.

BIDDING INFORMATION

Details of Person(s) Responsible for Bidding

The bidder is required and compelled to furnish full contact details to ensure that you are contactable during the bidding process if additional information is required during and after bidding process.

Should there be changes to contact details; the bidder is allowed to approach the Entity to submit amended contact information.

| | |
|---|--|
| NAME OF THE BIDDING COMPANY | |
| NAME OF DIRECTORS / SHAREHOLDERS OF THE COMPANY | |
| POSTAL ADDRESS OF THE BIDDING COMPANY | |
| TELEPHONE & FAXSIMILE NUMBERS | |
| CELLULAR PHONE NUMBERS | |
| EMAIL ADDRESSES | |
| HAS VALID TAX CLEARANCE CERTIFICATE ATTACHED | |
| VAT REGISTRATION NO. | |
| HAS COMPANY REGISTRATION CERTIFICATE ATTACHED | |
| HAS COMPANY'S B-BBEE CERTIFICATE ATTACHED | |
| VAT REGISTRATION NO. | |
| NAME THE VERIFICATION COMPANY WHERE YOUR COMPANY OBTAINED THE B-BBEE LEVEL CERTIFICATE | |

| | |
|---|--|
| IS THE VERIFICATION AGENCY REGISTERED WITH SANAS | |
| WITNESS 1 (Signature) | |
| WITNESS 2 (Signature) | |

The bidder is required to submit the B-BBEE Status Level Certificate to qualify for preferential procurement points. Failure to submit the B-BBEE Status Level Certificate, the bidder will not be allocated preference points.

REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION

SPECIFICATION / TERMS OF REFERENCE

SCOPE OF SERVICES

1. Client's Objectives

The primary objective of the service required will be to appoint a service provider to develop the Annual Report concept cover and printing of 15 copies of the designed Annual Report.

2. Description of The Services

The service provider will be required to:

- Creative Cover Design for Booklet
- Design and Layout of Inside Pages
- Proofreading and Editing of Publication
- Provide a Soft Copy of the Design that Will Belong to Polokwane Housing Association
- **PRINTING OF THE PUBLICATION**
Size: A4 Pages Inside: 113 Printed On 135 Gsm Cover: Full Colour Printed On 300 Gsm Binding: Pur Bind Quantity: 15 Books

3. Use of Reasonable Skill and Care

The service provider that is offering the services should meet the following minimum requirements:

- Have 2 years' experience in the process of cover design and printing

Logistics Requirements

Polokwane Housing Association (PHA) will collect the printed hard copy documents and further collect on a CD the designed soft copy of the Annual Report.

Quotation Costs

The total quotation cost should consider all the issues mentioned above. The signed quotation should be inserted as attachment of the quotation document to be addressed to Polokwane Housing Association – Chief Executive Officer. Fully completed quotation documents and attachments should be posted or emailed to the following addresses:

Polokwane Municipality
Chief Executive Officer
1st Floor
Cnr. Landros Mare & Bodenstein Streets
Civic Centre – City of Polokwane
Polokwane
0699

Or be emailed to the following email:

sopholiss@polokwane.gov.za

Please note that the email can receive emails not greater than 10mb. If your submission is greater than 10mb, please send your submission in portions clearly numbered in a sequence.

PRICING SCHEDULE - FIRM PRICES (PROFESSIONAL SERVICES)

| | |
|---------------------------|---|
| Name of the Bidder | |
| Quotation Amount | |
| Closing Date | Monday, 23rd May 2022 |
| Closing Time | 16H00 |

| NO. | QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|------------------------------|----------------------|-----------------------------------|-------------------|--------------------|
| 01 | AS PER SPECIFICATION | Please attach separate quotations | | |
| Total (VAT Exclusive) | | | | |
| VAT | | | | |
| Total (VAT Inclusive) | | | | |

Please Note:

Bidders can attach a separate quotation in line with the items quoted in the document.

OFFER TO BE VALID FOR SIXTY (90) DAYS FROM THE CLOSING DATE OF QUOTATION

EVALUATION PROCESS AND CRITERIA

REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER TO DESIGN THE ANNUAL REPORT CONCEPT DESIGN AND PRINTING FOR POLOKWANE HOUSING ASSOCIATION

The following evaluation process and criteria will be used to evaluate this bid:

1. Administrative Compliance – Phase One

1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

1.2 **Critical Criteria:**

- Valid proof of registration on the Central Supplier Database (CSD) by submitting a full CSD report which is Tax Compliant
- Certified copy of the tax clearance certificate
- Certified copy of company registration
- Certified copy of the B-BBEE Certified of certified copy of the B-BBEE swon affidavit. All the certified copies should not be more than three (3) months of closing date of submission of the quotation
- Initialling of all pages of the quotation document
- Full completion of the quotation document and signing all the required sections including all the required witnesses
- Completion of the declaration of interest and signing thereof
- Municipal rates and taxes statement of account (original) or certified copy of the statement of account which is not more than three (3) months and which is not owing for more than three (3) months. Or if you are a tenant, a letter signed by yourself and the landlord must be prepared and signed and submitted
- Lease agreement to be signed by both parties to the lease. The lease agreement should be valid. The lease agreement should be valid within the timeframe of the quotation request or
- Letter from Tribal Authority (Kgoshi) if the business is operating in the rural area. The letter should not be older than three (3) months

There will no evaluation on functionality, only price and preference points.

However, prior to recommendation of the successful bidder, the end-user department will be given an opportunity to go through the quotation document especially the proposal to check if it complies with their functionality requirements.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011

This preference points form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE as prescribed in the Preferential Procurement Regulations of 2011.

1 GENERAL CONDITIONS

1.1 The following preference points systems are applicable to all bids:

80/20 system for requirements with a Rand value from R30 000.00 to R200 000.00 (all applicable taxes included); and

1.2 **The value of this quotation is estimated not to exceed R200 000.00 (all applicable taxes included) and therefore the 80/20 preferential points system shall be applicable.**

1.3 Preference points for this bid shall be award for:

- (a) Price **(80)**, and
- (b) B-BBEE Status Level of Contribution **(20)**

The maximum points for this bid are allocated as follows:

| | |
|--|-------------------|
| Price | 80 |
| B-BBEE Status Level of Contribution | 20 |
| Total Points for Price and B-BBEE Status Level of Contribution is | 100 Points |

DECLARATION OF INTEREST

- 1 No bid will be accepted from persons in the service of the State.
- 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 favoritism, 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 authorized representative declare their position in relation to the evaluating / adjudicating authority.
3. The Municipal Supply Chain Management Regulations regulates the status of persons who are in the service of the State but doing business with the State. The MSCM Regulations defines “in the service of the state” as follows:

| |
|--|
| <p>(a) a member of –</p> <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(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);</p> <p>(e) a member of the accounting authority of any national or provincial public entity;</p> <p style="padding-left: 20px;">or</p> <p>(f) an employee of Parliament or a provincial legislature.</p> <p>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.</p> |
|--|

- 4 In order to give effect to the above, the following questionnaires must be completed and submitted with the bid:

| | |
|---|--|
| Full Names of the Bidder or His Representatives | |
| Identity No. | |
| Position Occupied in the Company (Director, Trustee, Shareholder) | |
| Company Registration No. | |
| Tax Reference No. | |

| | |
|--|--|
| VAT Registration No. | |
| Name of all Directors / Trustees / Shareholders Members, identity numbers and state employee numbers must be indicated | |
| Are you presently in the service of the State? (Yes or No) . (If Yes, please furnish particulars | |
| Have You in the Service of the State in the Past Twelve (12) Years (Yes or No) . If Yes, please furnish details | |
| 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 or No) . If Yes, Please furnish details | |
| 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 or No) . If Yes, please furnish details | |
| Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the State? (Yes or No) . If yes, please furnish details | |
| Are any spouses, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the State? (Yes or No) . If Yes, please furnish details | |

| | |
|--|--|
| 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 Or No. If yes, please furnish Details. | |
|--|--|

Please provide full names, identity numbers and personnel numbers of persons employed by the State as follows:

| NO. | FULL NAMES & SURNAME | IDENTITY NO. | STATE EMPLOYEE NUMBER |
|-----|----------------------|--------------|-----------------------|
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| | | | |
| | | | |

SIGNATURE OF THE BIDDER

DATE

NAME OF THE BIDDER

POSITION