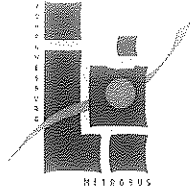




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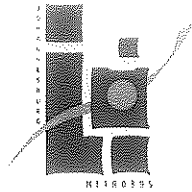
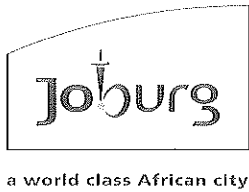


METROBUS REQUEST FOR QUOTATION (RFQ)

| | |
|--|--------|
| RFQ Number | HO1224 |
| Description: Supply and delivery of local government library | |

| | | |
|--|--|--|
| Date of advertisement: | 21 April 2023 | |
| Closing date: | 28 April 2023 | |
| Closing time: | 11:00 am | |
| Compulsory briefing meeting date (if applicable) | N/A | |
| Quotations must be deposited in bid box at: Transportation House 1 Raikes road Braamfontein, 2001 | Email | pmashamba@mbus.joburg.org.za scm@mbus.joburg.org.za |
| Procurement Enquiries | pmashamba@mbus.joburg.org.za | Tel: 011 403 4300 |
| Technical Enquiries | Anna Matidza | Tel: 011 403 4300 |

| | |
|--|---|
| NAME of Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor | Legal Name: _____ Trading as: _____ |
| Registration Number | |
| Metrobus Vendor Registration Number (if already have) | |
| National Treasury Central Supplier Database number: (Compulsory) | |
| Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor Street Address | Postal Code _____ |
| Contact Details of the Person Representing the Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor Registration Number | Name: _____ Telephone: _____ Cell phone: _____ E-mail address: _____ |
| Income Tax Number | |
| VAT Reference Number (if applicable) | |



METROBUS REQUEST FOR QUOTATION (RFQ)

MBD 4 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 Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

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?

(Tick applicable box)

| | |
|-----|----|
| YES | NO |
| | |

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

| | |
|-----|----|
| YES | NO |
| | |

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

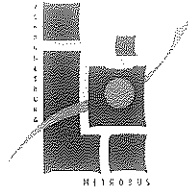
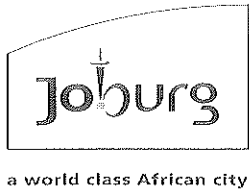
(Tick applicable box)

| | |
|-----|----|
| YES | NO |
| | |

3.10.1 If yes, furnish particulars

.....

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any



METROBUS REQUEST FOR QUOTATION (RFQ)

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (MBD 6.2)

Metrobus promotes local production and content in line with Preferential Procurement Regulations, 2017.

Therefore, recommended service providers who respond to our RFQ that requires a minimum stipulated threshold in relation to a designated sector will be required to comply with the minimum stipulated threshold and sign the declaration certificate for local content.

Local content minimum threshold is non-negotiable and no correspondence will be entered into regarding compliance.

Metrobus reserves the right to increase the threshold above the stipulated minimum threshold.

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, service providers must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011.

1. The stipulated minimum threshold(s) for local production and content are as follows:
Supply and delivery of _____

| Description of services, works or goods | Stipulated minimum threshold | Confirmation that minimum threshold will be complied with: Tick appropriate box | | |
|---|------------------------------|--|----|--|
| | | Yes | No | |
| | | | | |

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

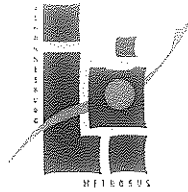
(Tick appropriate box)

| | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|---|-----------------------------|

2.1. If yes, the service provider may not be considered for appointment.



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METROBUS REQUEST FOR QUOTATION (RFQ)

| | | | |
|-------------|--|---------------------------------|--------------------------------|
| 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 (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

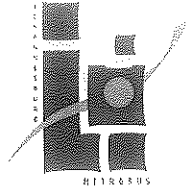
.....
Date

.....
Capacity

.....
Name of Bidding Entity



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METROBUS REQUEST FOR QUOTATION (RFQ)

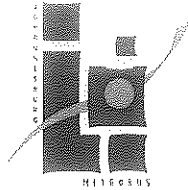
- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business 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.
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

.....
Full Names of Person Representing Company

.....
Position in Company



METROBUS REQUEST FOR QUOTATION (RFQ)

service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Metrobus' mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

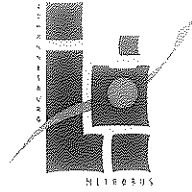
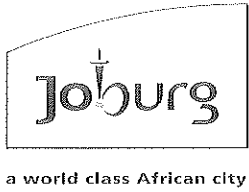
I hereby agree with the policy and provide authorisation to Metrobus to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in Metrobus being unable to perform its functions and/or any services or benefits I may require from Metrobus.
- Where I shared personal information of individuals other than myself with Metrobus I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold Metrobus not responsible in respect of any claims by any other person on whose behalf I have consented, against Metrobus should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold Metrobus responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Metrobus with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Metrobus agrees to same in writing. Metrobus specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the Metrobus Information Officer/SCM
- A copy of the full Metrobus policy is available
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify Metrobus so that our records may be updated. Metrobus will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that Metrobus may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

-the information comes under legal privilege in the course of litigation,



METROBUS REQUEST FOR QUOTATION (RFQ)

FORM "E"

SPECIFICATION /SCOPE OF WORK/TERMS OF REFERENCE

REQUEST FOR A QUOTATION –supply and delivery of local government library

| No. | Description | Quantity | Unit price | Total Price |
|-----|--|----------|------------|-------------|
| 1. | LOCAL GOVERNMENT LIBRARY LEXIS NEXIS LATEST EDITION OR EQUIVALENT | 18 | | |

NB PLEASE SEE THE ATTACHED SAMPLE ON THE LAST PAGE

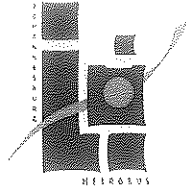
Sub-Total: _____

Vat @15%: _____

Grand Total: _____



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METROBUS REQUEST FOR QUOTATION (RFQ)

Checklist

Checklist documents and requirements should be submitted or attached as failure to do so may lead to disqualification.

| Documents required to be attached :- | Attached | |
|--|----------|----|
| | Yes | No |
| Quotation on company letterhead. | | |
| Valid Tax Clearance certificate | | |
| CSD registration number to be filled in on the front page of RFQ in clear handwritten | | |
| Completed RFQ: | | |
| Municipal account not in arrears for more than 90 days for all directors appearing on CSD report or lease agreement if leasing a property or affidavit if the directors are nether leasing nor own a property. | | |
| Municipal account not in arrears for more than 90 days for the company with address appearing CSD Report or lease agreement if leasing a property or affidavit if the company are nether leasing nor own a property. | | |
| Local content declaration | | |
| Is this supplier a VAT Vendor? | | |
| Relevant Certificates required | | |



LexisNexis

LOCAL GOVERNMENT LIBRARY