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## **MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)**

### **REQUEST FOR QUOTATIONS**

### **SUPPLY AND INSTALLATION OF ELECTRONIC BOARDS**

#### **1. Purpose**

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from experienced service providers to supply and install 3 X SMART electronic board in the Vrededorp office.

#### **2. Scope of Services**

Key deliverable	Tasks
Supply and installation for boards.	Supply and install 3 X SMART boards, SPNL- 6075 interactive flat panel with IQ & Smart learning Suite, Intel computer card, with OPS system.
Moveable stands	Supply 3x moveable stands to fit and mount the SMART boards (see attached picture sample)
Warranty	5 Year warranty

#### **3. The following documents must be submitted with the quotation:**

- 3.1 Copy of valid tax clearance with a pin for further verification.
- 3.2 Company registration documents.
- 3.3 Company banking details not older than 3 months.
- 3.4 Completed and signed Standard Bidding Documents, attached to this document.
- 3.5 Sworn affidavit and/or certified BBBEE certificate, in order to claim points
- 3.6 Company municipal rates, electricity or water account not older than 3 Months, proof of residential lease or rental or sworn affidavit if the business operates at a place of residence.
- 3.7 Proof of registration on National Treasury Central Supplier Database (CSD) printed in February/March 2022

#### **4. Quotations**

- 4.1 Quotations must be submitted by **04 March 2022, 11H00**
  - 4.1.1 Quotations should be itemised, describing the services and requirements included in the estimate.
  - 4.1.2 Quotations should indicate the lead-time from issue of order to delivery.
  - 4.1.3 Completed documents must be submitted by <mailto:procurement@mgsi.co.za>
  - 4.1.4 Late quotations will not be accepted.

#### **5. Contact Details**

All enquiries relating to this quotation request must be directed to Procurement by email : [procurement@mgsi.co.za](mailto:procurement@mgsi.co.za). The MGSLG does not bind itself to accept the lowest or any quotation and this RFQ will be valid for the period of 90 days after closing.

#### **6. EVALUATION PROCESS**

##### **PRICE AND BBBEE POINTS**

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders must submit a certified BBBEE certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED BY THE SERVICE PROVIDER  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO  
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

**7. PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
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The price can be attached on the different schedule if applicable

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>TOTAL PRICE</b>			

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**SIGNATURE BY COMPANY REPRESENTATIVE**  
**NB// bidders may attach separate price schedule and indicate on this page.**

**Matthew Goniwe School of Leadership and Governance**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to+ bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) 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);
- (b) MGSLG Employees and members of its board
- (c) Any municipality or municipal entity;
- (d) Provincial legislature;
- (e) National Assembly or the national Council of provinces; or
- (f) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....  
 Name of state institution at which you or the person  
 connected to the bidder is employed :.....  
 Position occupied in the state institution:.....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars. ....

.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Reference Number	Tax State Number / Employee Pearsal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder