



## Template: Request for Quotes (RFQ)

- This template is part of DMTP's templates. Its use supports consistent procurement practice across the entity and makes it easy for suppliers and providers to work with DMTP.
- The template is aimed at RFQs valued between R30,000 – R200,000 (vat Included).
- End users are to use this template for routine procurements.
- There are restrictions on structural changes to the template:
  - whilst section headings are not to be changed you may develop your own sub-headings within each section as well as content. **Suggested content in this document is included as a guide only, and aims to represent best practice.**
  - Instructions in red font are tips to help explain what is expected. You should complete the sections highlighted in yellow. Remember to remove all highlight and delete all red text once you have finished. The last task is to update the contents page.
  - If you would like assistance in preparing your RFQ, or a constructive peer review of your draft, please contact **[the procurement team]**.

In compliance with the Municipal Finance Management Act (MFMA) no 56 of 2003 and its municipal supply chain management regulation 14, eThekweni municipality hereby requests all suppliers of goods and services to apply to be registered on its supplier database via the National Treasury's Central Supplier Database. Failing to register on the National Treasury's Central Supplier Database with result in your business being non-compliant with the legislation and as a consequence will not be permitted to transact with eThekweni Municipality.

After successfully registering on the Central Supplier Database, suppliers are to ensure that they are also registered on the eThekweni Vendor Portal on [www.ethekwinivendor.durban.gov.za](http://www.ethekwinivendor.durban.gov.za) and must ensure that all supporting documentation is provided.

Please ensure you have registered your company, failing which any quotations submitted will unfortunately not be considered until such time as the legislation has been adhered to



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**USHAKA MARINE WORLD INVITES ELIGIBLE AND ACCREDITED SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION ON THEIR OFFICIAL LETTER HEAD FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTATION.**

1. RFQ NO: **RFQ BS 134** 27-09-2021
2. DESCRIPTION: THE SUPPLY AND DELIVERY OF 600 BALES OF TOILET PAPER TO USHAKA MARINE WORLD

Invitation date	27 SEPTEMBER 2021
Closing date	04 OCTOBER 2021
Closing time	11:00AM
Documents are obtainable from	uShaka Marine World & eThekwini Website
Submission of RFQ	Sealed RFQs addressed to the PROCUREMENT DEPARTMENT and marked with the Number <b>RFQ BS 134 27-09-2021: The Supply and Delivery of 600 Bales of Toilet Paper to uShaka Marine World</b> are to be placed in the Tender Box <b>located in the reception, uShaka Marine World</b> , (and not any other department), no later than: <b>04/10/2021 at 11:00 AM</b>
Technical enquiries (end user)	<b>Naven Naidoo</b> Tel: 031-328-8121 Email: <a href="mailto:nnaidoo@ushakamarineworld.co.za">nnaidoo@ushakamarineworld.co.za</a>
Procedural enquiries ( Supply Chain management/Procurement)	<b>Busisiwe Mkhize</b> Tel: 031-328-8043 Email: <a href="mailto:bmkhize@ushakamarineworld.co.za">bmkhize@ushakamarineworld.co.za</a>

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### 3. COMPULSORY RETURNABLE DOCUMENTS:

**Failure to submit any of the above mandatory documents will lead to disqualification**

• A Valid Tax Clearance Certificate /SARS PIN NO
• A current BEE status certificate/ Sworn Affidavit
• Latest Central Supplier Database Registration (CSD Report)
• Fully completed and signed declaration of Interest Forms (MBD 4)
• Test Report for product pricing on - valid test report from SABS or SANAS accredited institution. If the test reported has expired, Bidders need to submit the expired test report together with confirmation letter of renewal by the closing date and time of the RFQ from SABS / SANAS accredited institution.

### 4. Our Requirements

**Supply And Deliver 600 Bales Of Virgin 1ply Toilet Paper as per the specifications below:**

- 48 rolls per Bale
- Each roll must have 500 perforated sheets of virgin paper per roll; each sheet must measure 100mm by 110mm; and the core diameter of each role should be 40mm;
- Each roll must weight a minimum of 127 grams; 19gsm.
- Samples must be supplied upon request.
- Delivery schedule every 14 days:
  - 1st delivery – 200 bales
  - 2<sup>nd</sup> delivery – 100 bales
  - 3<sup>rd</sup> delivery – 100 bales
  - 4<sup>th</sup> delivery – 100 bales
  - 5<sup>th</sup> delivery – 100 bales

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## 5. EVALUATION PROCESS

The procedure for evaluation of responsive Offers will be in accordance with the DMTP's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (January 2017).

Evaluation points for price and preference will only be calculated for Bidders who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the RFQ

Criteria	Max. Points Scoring
<b>Price</b>	<b>80 Points</b>
Price	80
<b>Empowerment:-</b>	<b>20 Points</b>
Empowerment Status of the Company	20
<b>Total Points (Max.)</b>	<b>100</b>

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