


Requesting Office: Magalies Water Head Office	 <p>Magalies Water</p> <p>REQUEST FOR QUOTATION 10012251</p>
Contact Person: Hezekiel Lukele	
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DATE ISSUED: 14 OCTOBER 2020

CLOSING DATE: 28 OCTOBER 2020

PLACE OF DELIVERY: HEAD OFFICE

For More information/query email hezekiell@magalieswater.co.za call 014 597 4636

Item No.	Description/Specification
1	Professional service provider (PSP) for travel agency TOR: Professional service provider (PSP) for Travel Agency 1. Compile the tender specification and tender document. 2. Evaluate the tenders and compile evaluation reports. 3. Present the reports to internal BEC. Requirements: -Current and previous Reference letters for similar project done (Minimum of 3 References). - Team leader/project manager should have a minimum of five years' experience in Travel Agency.

1. SUBMISSION OF QUOTATIONS

RFQ Number must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline Date @12H00 to the email below:

Email: hezekiell@magalieswater.co.za

2. SELECTION OF QUALIFYING QUOTATION

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water is under no obligation to accept any particular Quotation

3. EVALUATION

The quotation shall be evaluated for responsiveness as follows:-

3.1 REQUIREMENTS:

- 3.1.1 Submit a Valid certified B-BBEE Certificate/ Certified Sworn Affidavit
- 3.1.2 Completed and signed Declaration of Interest Form (SBD4)
- 3.1.3 State CSD Vendor number on the quotation
- 3.1.4 Quotation should state the physical address, contact details & Banking Details
- 3.1.5 The quotations will be evaluated in terms of the PPPFA using the 80:20 Preference point systems.

4. SPECIAL TERMS & CONDITIONS

- 4.1 Quotations received after the closing date will not be accepted.
- 4.2 All costs to be included in the quotation.
- 4.3 Delivery must take place at the specified place.
- 4.4 Quotations validity should be clearly stated on the quotation.

***NB** Suppliers must be Tax Compliant on National Treasury Central Supplier Database at the time of the submission .**Non- Tax compliant suppliers will not be considered**

GENERAL TERMS AND CONDITIONS OF PURCHASE FOR DIRECT PURCHASE ORDERS

1. Magalies Water must be notified in writing immediately if part or the whole of the order cannot be executed by the date stated in the order or any agreed variation thereof.
2. Delivery/Advice Notes quoting the relevant Magalies Water order number must accompany the goods/services.
3. An invoice in accordance with the order shall be delivered/posted to the address indicated in the order.
4. The word "Order" and the number allocated to the order 45.....by Magalies Water shall be quoted by the supplier on all correspondence, documents and packaging.
5. The risk of the goods shall remain with the supplier and shall only pass to Magalies Water after official written Magalies Water acceptance of the relevant Delivery Note.
6. Goods will only be received as regards to number and condition of packages. Inspection for compliance with Magalies Water requirements of the goods will take place within ten (10) days of

delivery after which it will be accepted or rejected the risk and expense of the supplier until removal thereof.

7. Payment will be made within 30 days of date of statement and the acceptance of the goods by Magalies Water.
8. If the supplier fails to deliver the goods or render the service on or before the dates stated in the order, Magalies Water may reject such goods or service provided that ten (10) days' notice by telephone (to be confirmed in writing) has been given to the supplier.
9. Should the supplier fail to remedy the defective goods or service within ten (10) days Magalies Water may elect to cancel the order, return the defective goods and purchase the goods or acquire the service from another source. The supplier shall be liable for any additional cost
10. Only change in Value- Added Tax subsequent to the order date shall be for Magalies Water's account. No other variation in cost shall be for Magalies Water's account unless provided for in the quotation or tender and accepted by Magalies Water in writing
11. The order shall in all respect be construed in accordance with the laws of the Republic of South Africa and any competent South African court shall have jurisdiction in all disputes arising between the parties in regards thereto.
12. The supplier shall not assign or cede the order or any part thereof to any other person/organization without the written agreement of Magalies Water
13. The supplier undertakes to comply with the provisions of Section 10 and 22 of the Occupational Health and Safety Act. 85 of 1993, insofar as they may be applicable.
14. **THESE CONDITIONS OF PURCHASE ARE THE ONLY CONDITIONS APPLICABLE TO THIS ORDER UNLESS OTHERWISE STATED AND REDUCED TO WRITING**

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder²):

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.

¹"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) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"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 YES / NO
presently employed by the state?

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:
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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:

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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:

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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.

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2.10 Are you, or any person connected with the bidder, YES/NO
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?

2.10.1 If so, furnish particulars.

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

2.11.1 If so, furnish particulars:

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal 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.

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Signature

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Date

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Position

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Name of bidder

May 2011