

MPOFANA MUNICIPALITY
UMASIPALA WASE MPOFANA
Address: 10 CLAUGHTON TERRACE
P.O. BOX 47
MOOI RIVER 3300

Tel : 033 263 7700/ 1221/ 1222/1223

Fax : 033 263 1127

Email : scm.office@mpofana.gov.za



16 January 2026

INVITATION FOR QUOTATION

RE: HIRE OF TWO TRACTORS FOR A PERIOD OF 25 DAYS.

Mpofana Local Municipality hereby invites suitable and qualified service providers to submit Quotations for the above mentioned project.

SPECIFICATION:

02 x Tractors

4x4 Fitted with Fully Enclosed Cab

Rates: Wet

EVALUATION PROCESS

The evaluation process is made up of two stages which are as follow:

STAGE ONE:

ADMINISTRATION COMPLIANCE

a) Mandatory Requirements

- Latest Proof of Central Supplier Database Registration (CSD Report). The service provider should be in good standing with the South African Revenue Services which will be verified through the CSD.
- MBD 4 – Declaration of Interest
- MBD 6.1.
- MBD 8 – Declaration of bidder's past SCM practices
- MBD 9 – Certificate of independent Bid determination

Failure to provide any mandatory information required will result in the submission being deemed null and void and shall be considered non-responsive.

STAGE TWO:

Price and Preference goal (ownership as a specific goal)

80/20 Preference Point System in terms of the Municipality's SCM Policy will be applicable as follows:

Where 80 points is allocated for price and the 20 points is allocated for Specific Goals which is separated into three parts (Race, Gender & Disability)

	POINTS
PRICE	80
SPECIFIC GOALS (20 POINTS)	
• Race – 100% Black Owned (HDP)	10
• Gender – 100% Woman Owned (HDP)	05
• Disability (HDP)	05
Total Points for Price and Specific Goal	100

Proof of the claim of Preference Goal: Ownership as a specific goal

- ID Copy of owner/(s)
- Copy of Companies and Intellectual Property Commission (CIPC) report.
- Medical Certificate (if disabled)

QUOTATIONS MUST BE AS FOLLOWS:

1. Be on an original letter head of the company / enterprise.
2. Be valid for a period of 60 days from the closing date.
3. Clearly indicate the price charged VAT inclusive.

Quotations must be submitted as from 16 January 2026.

Suppliers registered on Central Database (CSD) will be considered. Quotations will be evaluated in terms of the Mpofana Local Municipality's Supply Chain Management Policy and the 80/20 Preference Point Scoring System. Mpofana Local Municipality subscribes to the Preferential Procurement Regulations (2022).

Mpofana Local Municipality does not bind itself to accept the lowest or any of the Bids and reserves the right to accept the whole or part of the Bid.

Service Providers are advised to submit documents and drop them off in the **Municipal Tender Box at Mpofana Local Municipality, 10 Claughton Terrace, Mooi-River 3300 by no later than Friday, 23 January 2026 @12h00.**

Dr. EH Dladla
Mpofana Local Municipality
T: 033-263 7760
E: mm.office@mpofana.gov.za

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This Preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference Points for specific goals.

NB: BOFERE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS 2022.

1. DEFINITIONS

- (a) **“Tender”** means a written offer in the form determined by an Organ of State in response to an invitation to provide Goods or Services through price quotations, competitive tendering process or any other method envisaged in Legislation;
- (b) **“Price”** means an amount of money tendered for Goods or Services, and includes all applicable taxes less all unconditional discounts;
- (c) **“Rand Value”** means the total estimated value of a contract in Rands, calculated at the time of Bid invitation and includes all applicable taxes;
- (d) **“Tender for Income-generating contracts”** means a written offer in the form determined by an Organ of State in response to an invitation for the origination of Income-generating contracts through any method envisaged in Legislation that will result in a Legal Agreement between the Organ of State and a third party that produces revenue for the Organ of States and disposal of assets through Public Auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

2. GENERAL CONDITIONS

- (a) The following Preference Point Systems are applicable to invitations to Tender:-
 - The 80/20 System for requirements with a Rand Value of up to R 50 000 000 (all applicable taxes included);
 - The 90/10 System for requirements with a Rand Value of up to R 50 000 000 (all applicable taxes included).
- (b) To be completed by the Organ of State:- (*delete whichever is ~~NOT~~ applicable for this Tender*)
 - The applicable Preference Point System for this Tender is the 90/10 Preference Point System.
 - The applicable Preference Point System for this Tender is the 80/20 Preference Point System.
 - Either the 90/10 or 80/20 Preference Point System will be applicable in this Tender. The lowest/highest acceptable Tender will be used to determine the accurate system once Tenders are received.
- (c) Points for this Tender (even in the case of a Tender for income-generating contracts) shall be awarded for:
 - Price; and
 - Specific Goals.
- (d) To be completed by the Organ of State:
 - The Maximum Points for this Tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total Points for Price and Specific Goals	100

- (e) Failure on the part of a Tenderer to submit proof or documentation required in terms of this Tender to claim points for Specific Goals with the Tender, will be interpreted to mean that Preference Points for Specific Goals are not claimed.
- (f) The Organ of State reserves the right to require of a Tenderer either before a Tender is adjudicated or at any time subsequently to substantiate any claim in regard to Preferences in any manner required by the Organ of State.

i. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

▪ POINTS AWARDED FOR PRICE

- ✓ The 80/20 or 90/10 Preference Points Systems
- ✓ A maximum of 80 or 90 points is allocated for price on the following basis

Ps = 80	$\frac{1 + Pt - Pmin}{Pmin}$			Ps= 90	$\frac{1 + Pt - Pmin}{Pmin}$
Where:					
Ps	= Points scored for price of tender under consideration				
Pt	= Price of Tender under consideration				
Pmax	= Price of lowest acceptable Tender				

ii. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

▪ POINTS AWARDED FOR PRICE

- ✓ A maximum of 80 or 90 points is allocated for price on the following basis:

Ps = 80	$\frac{1 + Pt - Pmax}{Pmax}$			Ps= 90	$\frac{1 + Pt - Pmax}{Pmax}$
Where:					
Ps	= Points scored for price of tender under consideration				
Pt	= Price of Tender under consideration				
Pmax	= Price of highest acceptable Tender				

iii. POINT AWARDED FOR SPECIFIC GOALS

- In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, Preference Point System must be awarded for Specific Goals stated in the Tender. For the purposes of this Tender, the Tenderer will be allocated points based on the Specific Goals stated in the Table 1 below as may be supported by proof/documentation stated in the conditions of this Tender.
- In cases where Organ of State intend to use Regulation 3(2) of the Regulations which states that if it is unclear whether the 80/20 or 90/20 Preference Point System applies, an Organ of State must in the Tender documents stipulate in the case of:-
 - ✓ An invitation for Tender for Income-generating contracts that either the 80/20 or 90/10 Preference Point System will apply and that the highest acceptable Tender will be used to determine the applicable Preference Point System; and/or

- ✓ Any other invitation for Tender that either the 80/20 or 90/10 Preference Point System will apply and that the lowest acceptable Tender will be used to determine the applicable Preference Point System then the Organ of State must indicate the points allocated for Specific Goals for both the 90/10 and 80/20 Preference Point System.

TABLE 1: SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED ARE INDICATED PER THE TABLE BELOW.

- *(Note to Organ of State: Where either the 90/10 or 80/20 Preference Point System is applicable corresponding points must also be indicated as such.)*
- *(Note to Tenderers: The Tenderers must indicate how they claim points for each Preference Point System.)*

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM) – TO BE COMPLETED BY THE ORGAN OF STATE	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) – TO BE COMPLETED BY THE TENDERER
RACE – 100% Black Owned <i>Proof: CIPC Certificate plus copy of ID Document</i>	10	
Gender – 100% Woman Owned <i>Proof: CIPC Certificate plus copy of ID Document</i>	05	
Disability <i>Proof: Medical Certificate</i>	05	