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AdvertQuote

| KWAZULU-NATAL PROVIN<br>HEALTH<br>REPUBLIC OF SOUTH AFRICA | Quotation A  | dvert                 |            |
|--|--|-----------------------|------------|
| Opening Date:  | 2021-08-03   |                       | 0          |
| Closing Date:  | 2021-08-12   |                       | 10         |
| Closing Time:  | 11:00  |                       |            |
| INSTITUTION DETAILS  |  | 1.25                  |            |
| Institution Name:  | Charles Johnson Memorial I                             | hospital              | V          |
| Province:  | KwaZulu-Natal  |                       |            |
| Department or Entity:                                      | Department of Health                                   | N 8                   |            |
| Division or section:                                       | Central Supply Chain Manag                             | gement                |            |
| Place where goods I services is required                   | CHARLES JOHNSON MEM                                    | ORIAL HOSPITAL        |            |
| Date Submitted   | 2021-08-03   | 196                   | 10         |
| ITEM CATEGORY AND DETAILS                                  |  | <i>L</i> <sub>1</sub> |            |
| Quotation Number:  | ZNQ:   | , the                 |            |
| 10   | CJM 0103/2021-22                                       | /r ,≨11,              |            |
| Item Category:   | Goods  |                       | <u>~</u>   |
| Item Description:  | SUPPLY AND DELIVER OFFICE FURNITURES                   |                       |            |
| Quantity (if supplies)  COMPULSORY BRIEFING SESSION        | I SITE VISIT   |                       |            |
| Select Type:   | Not Applicable   |                       | ~          |
| Date:  |  |                       |            |
| Time:  |  | ı                     |            |
| Venue:   |  | 7                     |            |
|  |  |                       |            |
| QUOTES CAN BE COLLECTED FROM:                              | DOWN LOAD FROM WEB - SIT                               | E                     |            |
| QUOTES SHOULD BE DELIVERED TO:                             | CHARLES JOHNSON MEMORIA<br>GATE AT LOT 92 HLUBI STREET |                       | EXT TO OPD |
| ENQUIRIES REGARDING THE ADVE                               | RT MAY BE DIRECTED T                                   | ·O:                   |            |
| Name:  | B. MABASO  |                       |            |
| Email:   | vusumuzi.mabaso@kznhealth                              | .gov.za               |            |
| Contact Number:  | 034- 271 6447  | Ì-                    |            |
| Finance Manager Name:                                      | E.M.MAHLINZA   |                       |            |
| Finance Manager Signature:                                 | the same   |                       |            |
|  | late quotes will be considere                          | d                     |            |

| STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00  |  |  |  |  |  |
|---|--|--|--|--|--|
| YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: CHARLES JOHNSON MEMORIAL HOSPITAL  |  |  |  |  |  |
| DATE ADVERTISED:  |  |  |  |  |  |
| FACSIMILE NUMBER: 034-2711671 E-MAIL ADDRESS: vusumuzi.mabaso@kznhealth.gov.za  |  |  |  |  |  |
| PHYSICAL ADDRESS: LOT 92 HLUBI STREET, MAIN ROAD, NQUTU 3135  |  |  |  |  |  |
| O IN 0400/0004 00   |  |  |  |  |  |
| ZNQ NUMBER: CJM 0103/2021-22  |  |  |  |  |  |
| DESCRIPTION: SUPPLY AND DELIVER OFFICE FURNITURES   |  |  |  |  |  |
| CONTRACT PERIOD ONCE OFF (if applicable)  VALIDITY PERIOD 60 Days  SARS PIN   |  |  |  |  |  |
| CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.  |  |  |  |  |  |
| UNIQUE REGISTRATION REFERENCE   |  |  |  |  |  |
|   |  |  |  |  |  |
| DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)   |  |  |  |  |  |
| CHARLES JOHNSON MEMORIAL HOSPITAL, TENDER BOX NEXT TO OPD GATE,   |  |  |  |  |  |
| LOT 92, HLUBI STREET, MAIN ROAD, NQUTU 3135   |  |  |  |  |  |
| Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.  |  |  |  |  |  |
| The quote box is open from 08:00 to 15:30.  |  |  |  |  |  |
| ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)   |  |  |  |  |  |
| THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |  |  |  |  |  |
| THE FOLLOWING PARTICULARS MUST BE FURNISHED  (FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)  |  |  |  |  |  |
| NAME OF BIDDER  |  |  |  |  |  |
| POSTAL ADDRESS  |  |  |  |  |  |
| STREET ADDRESS  |  |  |  |  |  |
| TELEPHONE NUMBER CODENUMBERFACSIMILE NUMBER CODENUMBER  |  |  |  |  |  |
| CELLPHONE NUMBER  |  |  |  |  |  |
| E-MAIL ADDRESS  |  |  |  |  |  |
| VAT REGISTRATION NUMBER (If VAT vendor)   |  |  |  |  |  |
| HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)  |  |  |  |  |  |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

| SUPPLY AND DELIVER COMPUTER WORKSTATION 1500 X 600 1 X KEYBOARD TRAY 1 X HINGED DOOR CUPBOARD | model  | manufacture  | R  |  |
|---|--|--|--|--|
| COMPUTER WORKSTATION 1500 X 600  1 X KEYBOARD TRAY  |  |  |  | С  |
| 1 X KEYBOARD TRAY   |  |  |  |  |
|   |  | 4  |  |  |
| 1 X HINGED DOOR CUPROARD  |  | * 1  |  |  |
| 1 X TINGED DOOK OOF BOAKD   |  |  |  |  |
| 2 X STD DRAWERS   |  |  |  |  |
| 1 X STORAGE DRAWERS   |  |  |  |  |
| 6 OFFICE CHAIRS HIGH BACK CHAIR SWIVEL & TILT   |  |  |  |  |
| MECHANISM WITH 1 POSITION LOCK. GAS HEIGHT  |  | • 7  |  |  |
| ADJUSTERS ,PU ARM REST WITH BONDED LEATHER  |  |  |  |  |
| PADDING . 5 STAR COATED SILVER BASE .   | Ti .   |  |  |  |
| BONDED LEATHER UPHOLSTERY WITH 2 YEAR GUARANTEE   |  |  |  | _  |
| FOLDABLE HEAVY DUTY PLASTIC CHAIRS  |  |  |  | $\pm$  |
| WITH STEEL FRAME BACK HEIGHT 79 CM SEAT   |  |  |  |  |
| HEIGHT 45 CM SEAT SIZE 39 X 39 CM   |  |  |  |  |
| RECEPTION COUNTER 2X STANDARD DRAWER  |  |  |  |  |
| CENTRAL LOCKING 1X STANDARD DRAWERS   | AT.  |  |  |  |
| 2000 W X 800 D X 1100 H (SEE ATTACHED SPEC)   |  |  |  |  |
| NB:   |  | 1  |  |  |
| PENALTIES: IF THE SUPPLIER FAILS TO DELIVER ANY   |  |  |  |  |
| OR ALL GOODS OR TO PERFOM THE SERVICES WITHIN   |  |  |  |  |
| THE SPECIFIED PERIOD IN THE CONTRACT, THE PURCHASER   |  |  |  |  |
| SHALL, WITHOUT PREJUDICE TO ITS REMEDIES UNDER  |  |  |  |  |
| THE CONTRACT, DEDUCT FROM THE CONTRACT PRICE AS A   |  |  |  |  |
| PENALTY   |  |  |  | 4  |
| AX @ 15% (Only if VAT Vendor)   | L  |  |  | +  |
|   | SHALL, WITHOUT PREJUDICE TO ITS REMEDIES UNDER THE CONTRACT, DEDUCT FROM THE CONTRACT PRICE AS A | SHALL, WITHOUT PREJUDICE TO ITS REMEDIES UNDER THE CONTRACT, DEDUCT FROM THE CONTRACT PRICE AS A PENALTY  @ 15% (Only if VAT Vendor) | SHALL, WITHOUT PREJUDICE TO ITS REMEDIES UNDER THE CONTRACT, DEDUCT FROM THE CONTRACT PRICE AS A PENALTY  @ 15% (Only if VAT Vendor) | SHALL, WITHOUT PREJUDICE TO ITS REMEDIES UNDER THE CONTRACT, DEDUCT FROM THE CONTRACT PRICE AS A PENALTY  @ 15% (Only if VAT Vendor) |

| Does This Offer Comply With The Specification? | Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? |  |
|--|--|--|
| Is The Price Firm?                             | State Delivery Period E.G. E.G. 1day, 1week                        |  |

| Enquiries regarding the <u>quote</u> may be directed to:  Contact Person: Bheka MabasoTel: 034-271644a  E-Mail Address: Vusumuzi, mabaso@kznhealth.qa |  |
|---|--|
|---|--|

# **DECLARATION OF INTEREST**

| 1.                   | limited quote or proposal). employed by the state, or declare his/her position in the bidder is employed the legal person on who | ake an offer or offers in ten<br>In view of possible allega<br>to persons connected with<br>relation to the evaluating/a   | ns of this invitation<br>tions of favouritism<br>or related to then<br>djudicating authorit<br>ument is signed, h | to quote (includes a p<br>, should the resulting on, it is required that the<br>y where-<br>las a relationship with | orice quotation, advertise<br>quote, or part thereof, be<br>e bidder or his/her autho<br>persons/a person who | ed competitive quote,<br>awarded to persons<br>orised representative<br>are/is involved in the |
|----------------------|--|--|---|---|---|--|
|                      | on whose behalf the de   | clarant acts and persons w   | ho are involved wit   | h the evaluation and o  | r adjudication of the quo   | te.  |
| 2.                   | In order to give effect to the   | e above, the following que   | stionnaire must be  | completed and submitt   | ed with the quote.  |  |
| 2.1.<br>2.2.<br>2.3. |  | esentative   |   | Tax Reference Numb  | n Number:<br>per:<br>mber:  |  |
|                      | The names of all director  | s / trustees / shareholders<br>ers must be indicated in par  | / members, their in<br>agraph 3 below   |   | ers, tax reference numbe<br>[TICK   | ers and, if applicable, APPLICABLE] YES NO   |
|                      | 1. If so, furnish the following  | particulars:   | 1   |   |   | . ,  |
|                      | Name of person / director  | / trustee / shareholder/ me<br>it which you or the person o  | mber:   | Idor is amployed:   |   |  |
|                      | Position occupied in the s   | tate institution:  | omedied to the bit  | Anv other particul  | 3rs:  |  |
| 2.8.                 | <ol><li>If you are presently em</li></ol>  | ployed by the state, did yo  | u obtain the approp   | riate authority to unde   | rtake remunerative work   | outside employment   |
|                      | in the public sector?  |  |   |   |   | YES NO   |
| 2.8.                 | 2.1. If yes, did you attach  | proof of such authority to the   | ne quote document   | ?   |   |  |
|                      | Failure to submit proof of s   | uch authority, where pplic   | <u>able, may result in </u>   | the disqualification of t   | <u>he quote.)</u>   | n Marin  |
| 2.8.                 | 2.2. If no, furnish Did you or your spouse,  | reasons for non-submission   | on of such proof;   | sharoholdore / mombo  | re or thoir enguene cond  | uet hueinage with tha  |
|                      | state in the previous twel   | ve months?   |   |   |   | YES NO   |
| 2.9.                 | .1. If so, furnish particulars<br>D. Do you, or any person co  | Si   |   | (family friend other)   |   | hy the state and who   |
| 2.10                 | o. Do you, or any person of<br>may be involved with the  | evaluation and or adjudica   | tion of this quote?   | (lattisty, trictia, outer)  | will a person employed  | YES NO   |
| 2.10                 | 0.1. If so, furnish particulars  |  |   |   | *******   | 1LO [ NO ]   |
| 2.1                  | <ol> <li>Are you, or any person of</li> </ol>  | onnected with the bidder, a  | ware of any relation  | ship (family, friend, oth   | ner) between any other b  | idder and any person   |
|                      | employed by the state w  | ho may be involved with the  | e evaluation and or   | adjudication of this qu   | ote?  | YES NO   |
| 2.1                  | 1.1. If so, furnish particular   | S  |   |   | ,   | J  |
| 2.12                 | 2. Do you or any of the direct   |  | rs / members of the   | company nave any in   | terest in any other relate  | YES NO   |
| 24                   | or not they are bidding fo<br>2.1. If so, furnish particulars  |  |   |   |   | 1EO   NO   |
|                      | •  |  |   |   |   |  |
| 3.<br>NB             | <ul> <li>The Department Of Heal<br/>to ensure that their detail</li> </ul>   | / trustees / members / sha<br>th will validate details of di<br>ils are up-to-date and verifi<br>assed over as non-complia | rectors / trustees<br>ed on CSD. If the !   | Department cannot val   | lidate the information o  | uppliers' responsibility<br>n CSD, the quote will  |
| 4                    | DECLARATION  |  |   |   |   |  |
|                      | THE UNDERSIGNED (1<br>RNISHED IN PARAGE  |  |   |   | CERTIFY THAT TH   | E INFORMATION  |
| ΙA                   | CCEPT THAT THE ST<br>OVE TO BE FALSE.  |  | E QUOTE OR A  | CT AGAINST ME   | SHOULD THIS DEC   | LARATION   |
| <br>Na               | me of bidder   | Signature  |   | osition   | <br>Date  |  |

- any national or provincial department, national or provincial public entity or constitution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity;

- c) provincial legislature;
   d) national Assembly or the national Council of provinces; or
- Parliament. e)

<sup>2&</sup>quot;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.

#### SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

#### 1. AMENDMENT OF CONTRACT

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

#### 2. CHANGE OF ADDRESS

2.1. Bidder's must advise the Department of Health (institution where the offer was submitted) should their address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

#### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
  - (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all chligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. Abidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

# 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

## 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

#### 6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. Samples must be made available when requested in writing or if stipulated on the document.
- (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

### 7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

| 7.1.        | Bidders who fail to attend the compulsory meeting will be disquared             | ualified from the evaluation process.                   |                |
|-------------|---|---|----------------|
| (i)<br>(ii) | The institution has determined that a compulsory site meeting Date/ Time: Place | take place  | 16 80          |
| Instit      | ution Stamp:  | Institution Site Inspection / briefing session Official | P <sub>N</sub> |
|             | Sec. St. St.  | Full Name:  |                |
|             | ACT.  | Signature:  |                |
|             | 2 dg -  | Date:   | S THE          |

### 8. STATEMENT OF SUPPLIES AND SERVICES

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

## 9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

# 10. TAX COMPLIANCE REQUIREMENTS

- 10.1. In the event that the tax compliance status has failed on CSD, it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

#### 11. TAX INVOICE

- 11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

#### 12. PATENT RIGHTS

The supplier shall indemnify the KZN Department of Health (hear after known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

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#### 13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

#### 14. TERMINATION FOR DEFAULT

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- (ii) if the supplier fails to perform any other obligation(s) under the contract; or
- (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

# 15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

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# PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
  - (a) Price; and

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- (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

|   | POINTS |
|---|--------|
| PRICE   | 80     |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                | 20     |
| Total points for Price and B-BBEE must not exceed | 100    |

- Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

## 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P\min}{P\min} \right)$$
 Where

Ps .

= Points scored for price of bid under consideration

Pt Pmin

Price of bid under considerationPrice of lowest acceptable bid

# 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributo | Number of points (80/20 system) |
|-----------------------------------|---------------------------------|
| 1                                 | 20                              |
| 2                                 | 1.18                            |
| 3                                 | 14                              |
| 4                                 | 12                              |
| 5                                 | 8 %                             |
| 6                                 | 6                               |
| 7                                 | . 124                           |
| 8                                 | 25                              |
| Non-compliant contributor         | . 0                             |

|   | 40. |      |         |     |          |
|---|-----|------|---------|-----|----------|
| - | ca. | DID  | DECL    | ADA | TION     |
| 2 |     | RIII | 111-111 | AKL | A I ICHA |

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1
- 6.1 B-BBEE Status Level of Contributor: = .......(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

| 7.    | SUB-CONTRACTING  | (Tick applicable box) |
|-------|--|-----------------------|
| 7.1   | Will any portion of the contract be sub-contracted?      | YES NO                |
| 7.1.1 | If yes, indicate:  |                       |
| 0     | i) What percentage of the contract will be subcontracted |                       |
| 8.    | Whether the sub-contractor is an EME or QSE              | (Tick applicable box) |

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:

EME

QSE

| Designated Group: An EME or QSE which is at last 51% owned by:    | EME<br>√ | QSE<br>√ |
|---|----------|----------|
| Black people  |          |          |
| Black people who are youth  |          |          |
| Black people who are women  |          |          |
| Black people with disabilities                                    |          |          |
| Black people living in rural or underdeveloped areas or townships |          |          |
| Cooperative owned by black people                                 |          |          |
| Black people who are military veterans                            |          |          |
| OR  |          |          |
| Any EME   |          |          |
| Any QSE   |          |          |

| 9.   | DECL/  | ران<br>RATION WITH REGARD TO COMPANY/FIRM  |   | ,10          |  |
|--|--|--|---|--------------|--|
| 9.1  | Name of company/firm:                        |  |   | ١.           |  |
| 9.2  |  | registration number:   | A contract of the contract of |              |  |
| 9.3  | Company registration number:                 |  |   | 11           |  |
| 9.4  |  | E OF COMPANY/ FIRM [TICK APPLICABLE BOX]   |   |              |  |
| 3.4  | □ Partnership/Joint Venture / Consortium     |  |   | Ž.           |  |
|  |  | One person business/sole propriety   |   |              |  |
|  |  | Close corporation  |   |              |  |
|  |  | Company  |   |              |  |
|  |  | (Pty) Limited  |   |              |  |
| 9.5  | DES  | CRIBE PRINCIPAL BUSINESS ACTIVITIES  | है।<br>   |              |  |
|  |  |  |   |              |  |
| 9.6  | COMPANY CLASSIFICATION [TICK APPLICABLE BOX] |  |   | 100          |  |
|  |  | Manufacturer \\\ \psi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi_{\chi_{\chi_{\chi\tiny{\chi_{\chi_{\chi\tiket\chi_{\chi\tiket\chi_{\chi_{\chi\tiket\chi_{\chi\tiket\chi_{\chi\tiket\chi\tiket\chi_{\chi\tiket\chi\tiket\chi_{\chi\tiket\chi\tike\chi\tiket\chi\tike\chi\tiket\chi\tii\tiket\chi\tiket\chi\tiket\chi\tiket\chi\tiket\chi\tii\tiket\chii | 7 F   | L. E.        |  |
|  |  | Supplier   |   | P 7:         |  |
|  |  | Professional service provider Other service providers, e.g. transporter, etc.  |   |              |  |
| 0.7  | Tota   |  | oinese:   | 10.11        |  |
| 9.7 Total number of years the company/firm has been in business: |  |  |   | mad based on |  |
| 9.8  | the I  | I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:   |   |              |  |
|  | i)   | The information furnished is true and correct;   |   |              |  |
|  | ii)  | The preference points claimed are in accordance v  | with the General Conditions as indicated in paragraph 1 of this   | form;        |  |
|  | iii)   | iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;  |   |              |  |
|  | iv)  | iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –  |   |              |  |
|  | (  | a) disqualify the person from the bidding process  | ;   |              |  |
|  | (  | b) recover costs, losses or damages it has incurre   | ed or suffered as a result of that person's conduct;  |              |  |
|  | (  | <ul> <li>cancel the contract and claim any damages warrangements due to such cancellation;</li> </ul>  | which it has suffered as a result of having to make less favour   | able         |  |
|  | (  | (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors<br>who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ<br>of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been<br>applied; and   |   | rgan         |  |
|  | (  | e) forward the matter for criminal prosecution.  |   |              |  |
|  |  | . 3  |   | . 1          |  |
|  |  | 1  |   | 1            |  |
|  | WI.  | TNESSES  |   |              |  |
|  | 1  |  | SIGNATURE(S) OF BIDDERS(S)  |              |  |
|  | 1.   |  | DATE:   | 8            |  |
|  | 2.   |  | ADDRESS   | <del></del>  |  |

2



[1] Visitors Arm Chair, One piece plywood ninated oak frame. 14 Buttons on backrest. Foam v. Foam on Back: Medium density. Fabric options rarantee]



Adda Range Swivel & tilt mechanism with 1 position lock in an upright position. Double taper gas height adjustment. Standard with a 700mm diameter laminated oak spider base. Tension adjustment. One piece plywood shell Foam on seat: High density. Foam on back: medium density. Fabric options available 2 Mid Back Chair, 14 Buttons on backrest 3 High Back Chair, 21 Buttons on backrest. Option: Forward pivot mechanism. [5 Year Guarantee]

3



.ange Visitors Arm Chair, Black powder coated n armrests with upholstery. Combo of bonded: & PVC on the back. [4 Year Guarantee]



President Range High Back Chair, Swivel & tilt mechanism with 1 position lock. Gas height adjusters. Wooden armrests with Upholstery. 5-Star wood 700mm diameter base. Combo of bonded leather on the front & PVC on the back. [4 Year Guarantee]



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611

1

Spark Range High Back Chair, Swivel & tilt mechanism with 1 position lock, Gas height adjuster. Nylon loop arms with padding 5-star black nylon base. Back height from seat: 660mm Full PVC (Vinyl) upholstery. [2 Year Guarantee]



**1ge** Visitors Arm Chair, Fabric options available. [5 Year Guarantee]



Judges Range High Back Chair, Swivel & tilt mechanism / 1 position lock. Gas height adjustable. Fabric options available. Mahogany base. [5 Year Guarantee]



**Colt Range** High Back Chair, Swivel & tilt mechanism with 1 position lock. Gas Height adjusters, PU arm rests with bonded leather padding. 5-Star coated silver base. Bonded leather upholster! [2 Year Guarantee]

