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Mlaba Nomfundo 🕶 😲



KZN HEALTH

### **KZN Health Intranet**

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AdvertQuote

KWAZULU-NATAL PROVIN	DESCRIPTION OF THE PROPERTY OF
REPUBLIC OF SQUITH AFRICA	Quotation Advert
Opening Date:	2021-03-02
Closing Date:	2021-03-09
Closing Time:	11:00
INSTITUTION DETAILS	
Institution Name:	Head Office Quotations
Province:	KwaZulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods I services is required	Natalia Building
Date Submitted	2021-03-02
ITEM CATEGORY AND DETAILS	
Quotation Number:	ZNQ: 1277-20-21-H
Item Category:	Goods
Item Description:	SUPPLY AND DELIVER OF STATIONERY
Quantity (if supplies)	VARIOUS
COMPULSORY BRIEFING SESSION	I SITE VISIT
Select Type:	Select
Date:	
Time:	
Venue:	
QUOTES CAN BE COLLECTED FROM:	www.kznhealth.gov.za
QUOTES SHOULD BE DELIVERED TO:	<u>quotations.scmho@kznhealth.gov.za</u> or hand <u>deliver@310</u> Jabu Ndlovu street Old boys model, Quotation tender box
ENQUIRIES REGARDING THE ADVE	RT MAY BE DIRECTED TO:
Name:	Nomfundo Mlaba
Email:	nomfundo.mlaba@kznhealth.gov.za
Contact Number:	033 815 8353

Finance Manager Name:

T Ashby

Finance Manager Signature:

No late quotes will be considere

Print this page

# STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HE DATE ADVERTISED: 02/03/2021  PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARI	
ZNO NUMBER: 1277/20/21-H CLOSING DATE: 09/03/2021 CLOSING DESCRIPTION SUPPLY AND DELIVER OF STATIONERY	
CONTRACT PERIOD Once Off VALIDITY PERIOD 60 Days	
SARS PIN	
CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.	
UNIQUE REGISTRATION REFERENCE	
DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) 310 JABU NDLOVU STREET, PIETERMARITZBURG, SCM OFFICES, TENDER	ADVISORY
nessen Stefan de management de duel son man de sessa paragement de participate en la company de la company de	eg e e e e e e e e e e e e e e e e e e
Bidders should ensure that quotes are delivered timeously to the correct address. If the q consideration.	uote is late, it will not be accepted for
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 FRAMEW PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND CONDITIONS OF CONTRACT.	VORK ACT AND THE PREFERENTIAL D, IF APPLICABLE, ANY OTHER SPECIAL
THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISC	
NAME OF BIDDER	
POSTAL ADDRESS	
STREET ADDRESS	
TELEPHONE NUMBER CODENUMBERFACSIMILE NUMBER CO	DENUMBER
CELLPHONE NUMBER	
E-MAIL ADDRESS	
VAT REGISTRATION NUMBER (If VAT vendor)	
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)	YES NO
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	[TICK APPLICABLE BOX]
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM ( A REGISTERED AUDITOR	(SANAS);
	YES NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

Item No	Quantity	Description	Brand &	Country of	Price	
tem No	Quantity	Description	model	manufacture	R	С
1	various					
		Supply and deliver				┷
		of Stationery				-
				4		+
				, , , , , , , , , , , , , , , , , , ,		-
						-
						+
		NB: Specification Attached				
		HB. Openingation / Maderies				
·						
		Original documents required in a sealed				
		envelope with current CSD summary report				
		reflecting banking details, certified copy				
		of B-BBEE certificate by verified agency and				ļ
		accredited by SANAS , Tax Clearance				
		certificate or SARS pin				<u> </u>
						<u> </u>
						-
		Responses to be delivered:310 Jabu Ndlovu				-
		street,old boys Model,Quotation tender box				
		Or Quotations.scmho@kznhealth.gov.za				╁
/ALLIE AT	DED TAX (O	nly if VAT Vendor)				+
		RICE (VALIDITY PERIOD 60 Days)		***************************************		+
OTAL GO	O TATION !	(102 (1741))				
oes This C	ffer Comply V			.S. / S.A.B.S. Specification	on?	
The Price		State Delivery Period	E.G. <i>E.G.</i> 1day, 1s	veek		

#### **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 quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, 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

any municipality or municipal entity;

- 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 quote(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 quote.

2.	In order to give effect to the ab	ove, the following questionnaire mus	st be	completed and submitted wit	h the quote.		
2.2.	Identity Number:	ative	2.5.	Company Registration Num Tax Reference Number:		, ,	
2.3.	•	any (director, trustee, shareholder²)	:2.6.	VAT Registration Number:	***************************************		
2.8. 2.8.	The names of all directors / treemployee / persal numbers maker you or any person connects. If so, furnish the following part Name of person / director / trust Name of state institution at white Position occupied in the state	ustees / shareholders / members, thust be indicated in paragraph 3 belowted with the bidder presently employers.	w, yed b	y the state?  dder is employed:		YES YES Outside e	PLICABLE] NO none
2.8.2	in the public sector? 2.1. If ves. did you attach proof	of such authority to the quote docu	ment	?		YES	NO
(Note: 1	Failure to submit proof of such a 2.2. If no, furnish reasons for n	uthority, where applicable, may rest on-submission of such proof:	ult in	the disqualification of the quo			
2.9.	Did you or your spouse, or an state in the previous twelve me	y of the company's directors / truste	es / s	shareholders / members or th	ieir spouses cond	uct busine YES	ss with the
	I If so, furnish particulars:					,	. 1
2.10		led with the bidder, have any relatio		(family, friend, other) with a	person employed	· .	
2.10	•	ation and or adjudication of this que				YES	NO
2.11	. Are you, or any person connec	ted with the bidder, aware of any re	lation	ship (family, friend, other) be	tween any other b	idder and	
9 11		y be involved with the evaluation ar				YES	NO
2.12	. Do you or any of the directors if or not they are bidding for this	trustees / shareholders / members	of the	company have any interest i	n any other related	d compani YES	ies whether NO
	The Department Of Health will to ensure that their details are	tees / members / shareholders. validate details of directors / trust up-to-date and verified on CSD. If over as non-compliant according to	the D	Department cannot validate th	he in <mark>formation</mark> or		
4	DECLARATION						
	HE UNDERSIGNED (NAM RNISHED IN PARAGRAPH	E) S 2.		CERT	TFY THAT THI	E INFOR	MATION
	CCEPT THAT THE STATE OVE TO BE FALSE.	MAY REJECT THE QUOTE O	R A	CT AGAINST ME SHOU	LD THIS DECI	LARATIO	NC
	e of bidder	Signature		Position	 Date	 Э	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
¹"Stati a)		nt, national or provincial public entity or aning of the Public Finance Management	c) d) e)	provincial legislature; national Assembly or the national G Parliament.	Council of provinces; c	or	•

<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. Bidders 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 obligations 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. A bidder 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. SAMPLES

- 4.1. 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.
- 4.2. 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.

#### 5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

5.1. i) ii)	The institution has determined that a compulsory site meeting will not take place				
Institution Stamp:		Institution Site	Inspection / briefing session Official		
		Full Name:	<b></b> ,,,		
		Signature:			
		Date:			

#### 6. STATEMENT OF SUPPLIES AND SERVICES

6.1. 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.

#### 7. SUBMISSION AND COMPLETION OF SBD 6.1

7.1. 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.

#### 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. 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.
- 8.2. 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.

#### 9. TAX INVOICE

- 9.1. 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 supplied;
- (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.

#### 10. PATENT RIGHTS

10.1. 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.

#### 11. PENALTIES

11.1. 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. The purchaser may also consider termination of the contract.

#### 12. TERMINATION FOR DEFAULT

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

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

### 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
- 1.2 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
  - (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.
- 1.6 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

 $P_S$ 

Points scored for price of bid under consideration

Pt Pmin

4.

Price of bid under consideration

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

## Pmin = Price of lowest acceptable bid

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 Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5	RID	DECL	ARAT	ION

- 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 R-RREE status level of contributor

p:001 01	b bbee data avoi of contibutor.				
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:				
8.	i) What percentage of the contract will be subcontracted	. (Tick applicable box)			

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

of Preferential Procurement Regulations,2017:	<del></del>	10000
Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	٧	V
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		

NO

9.	DECLARATION WITH REGARD TO COMPANY/FIRM					
9.1	Name of company/firm:					
9.2	VAT registration number:					
9,3	Company registration number:					
9.4	TYPE	OF COMPANY/ FIRM [TICK APPLICABLE BOX				
	0 0 0 0	Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited				
9.5		RIBE PRINCIPAL BUSINESS ACTIVITIES				
9.6	COMP	ANY CLASSIFICATION [TICK APPLICABLE BO	DX]			
		Manufacturer Supplier Professional service provider Other service providers, e.g. transporter, etc.				
9.7	Total r	number of years the company/firm has been in b	usiness:			
9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing the preference(s) shown and I / we acknowledge that:			do so on behalf of the company/firm, certify that the points claimed, based o graphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm fo			
	i) T	he information furnished is true and correct;				
	ii) T	he preference points claimed are in accordance	with the General Conditions as indicated in paragraph 1 of this form;			
	iii) lr b	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) 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	s;			
	(b)	recover costs, losses or damages it has incur	red or suffered as a result of that person's conduct;			
	(c)	cancel the contract and claim any damages varrangements due to such cancellation;	which it has suffered as a result of having to make less favourable			
	(d)	who acted on a fraudulent basis, be restricted	shareholders and directors, or only the shareholders and directors if by the National Treasury from obtaining business from any organ after the audi alteram partem (hear the other side) rule has been			
	(e)	forward the matter for criminal prosecution.				
	WITN	ESSES	CIONATUDE(C) OF DIDDEDC(C)			
	1		SIGNATURE(S) OF BIDDERS(S)  DATE:			
	2		ADDRESS			



DIRECTORATE:

Physical Address: 310 Jabu Ndlovu Street, PMB, 3201 Postal Address: Private Bag X9051, PMB, 3200

CENTRAL SUPPLY CHAIN MANAGEMENT

## ZNQ 1277/20/21-H Specification

Items Description	Quantity	Unit Cost	Total Cost
Horizontal Pivot monile white board- 1200mm x 900mm double sided	13		
VAT 14%		,	
TOTAL			