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AdvertQuote

KWAZULU-NATAL PROVIN	
REPUBLIC OF SOUTH 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 / services is required	Natalia Building
Date Submitted	2021-03-02
ITEM CATEGORY AND DETAILS	
Quotation Number:	ZNQ: 1278-20-21-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:	
	the same and the second of the
QUOTES CAN BE COLLECTED FROM:	www.kznhealth.gov.za
QUOTES SHOULD BE DELIVERED TO:	quotations.scmho@kznhealth.gov.za or hand deliver@310 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 conside

Print this page

STANDARD QUOTE DOCUMENTATION OVER R30 000.00 YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM DATE ADVERTISED: 02/03/2021 PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201 ZNQ NUMBER: 1278/20/21-H CLOSING DATE: 09/03/2021 CLOSING TIME: 11:00 DESCRIPTION SUPPLY AND DELIVER OF STATIONERY CONTRACT PERIOD, UNICE OIL VALIDITY PERIOD 60 Days Once Off 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 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 CODE......NUMBER...... FACSIMILE NUMBER CODE ......NUMBER...... CELLPHONE NUMBER ..... E-MAIL ADDRESS VAT REGISTRATION NUMBER (If VAT vendor) ...... | YES | NO HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) ITICK APPLICABLE BOX IF YES, WHO WAS THE CERTIFICATE ISSUED BY? AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ....... A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); ....... A REGISTERED AUDITOR...... JA B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

NO

YES

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

		CH THIS QUOTE IS SIGNED	Brand &	Country of		
m No	Quantity	Description	model	manufacture	R	
1	various					_
		Supply and deliver				_
		of Stationery				$\dashv$
						+
		NB: Specification Attached				_
			-			
		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				_
		accredited by SANAS , Tax Clearance				
		certificate or SARS pin				
		Certificate of Ortice pin				
		Responses to be delivered:310 Jabu Ndlovu				
		street,old boys Model,Quotation tender box				
		Or Quotations.scmho@kznhealth.gov.za				
					:	_
		Only if VAT Vendor)				
OTAL Q	UOTATION F	RICE (VALIDITY PERIOD 60 Days)				
oc Thic	Offer Comply	With The Specification? Does The Article Cor	nform To The S.A.	N.S. / S.A.B.S. Specifica	tion?	
	e Firm?	State Delivery Period				

#### **DECLARATION OF INTEREST**

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 wherethe 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 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. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote. 2.3. Position occupied in the Company (director, trustee, shareholder²):2.6. VAT Registration Number: ...... 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, ITICK APPLICABLE] employee / persal numbers must be indicated in paragraph 3 below. 2.8. Are you or any person connected with the bidder presently employed by the state? 2.8.1. 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: 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? 2.8.2.1. If yes, did you attach proof of such authority to the quote document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.) 2.8.2.2. If no, furnish reasons for non-submission of such proof: 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the YES state in the previous twelve months? 2.9.1. If so, furnish particulars:.... 2.10. 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 quote? 2.10.1. If so, furnish particulars:.... 2.11. Are you, or any person connected with the bidder, 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 quote? YES NO 2.11.1. If so, furnish particulars:.... 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether YES NO or not they are bidding for this contract? 2.12.1. If so, furnish particulars:.... Full details of directors / trustees / members / shareholders. NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17. **DECLARATION** I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2. I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. Date Position Signature Name of bidder ¹"State" means -provincial legislature: any national or provincial department, national or provincial public entity or national Assembly or the national Council of provinces; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

b) any municipality or municipal entity;

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.

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1.	AMEN	IDMENT	OF	CONT	RACT
----	------	--------	----	------	------

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. 1.1.

## **CHANGE OF ADDRESS**

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

# GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

#### **SAMPLES**

- In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples 4.1. 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.
- If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion. (ii)
- Samples must be made available when requested in writing or if stipulated on the document. 4.2.
- 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 (i) rejected. All testing will be for the account of the bidder.

## COMPULSORY SITE INSPECTION / BRIEFING SESSION

•	• • · · · · · · · · · · · · · · · · · ·	
5.1.	Bidders who fail to attend the compulsory meeting will be disqual	alified from the evaluation process.
(i) (ii)	The institution has determined that a compulsory site meeting  Date Time Place	will not take place
Inst	itution Stamp:	Institution Site Inspection / briefing session Official
		Full Name:
		Signature:
		Date:
		1

### STATEMENT OF SUPPLIES AND SERVICES

The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the 6.1. 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.

### SUBMISSION AND COMPLETION OF SBD 6.1

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.

## TAX COMPLIANCE REQUIREMENTS

- 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 8.1. the institution to validate the tax compliance status of the supplier.
- In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, the quote 8.2. will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

#### 9. TAX INVOICE

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

### 10. 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.

#### 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:
- if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- if the supplier fails to perform any other obligation(s) under the contract; or
- if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the (iii)
- 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.
- 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

- 1.5 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.

#### 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:
  - B-BBEE Status level certificate issued by an authorized body or person;
  - 2) 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;

#### POINTS AWARDED FOR PRICE 3.

#### THE 80/20 PREFERENCE POINT SYSTEMS 3.1

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

Price of bid under consideration

Pmin

Price of lowest acceptable bid

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

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for 4.1 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

_		DEAL	400	4 TIO	
5.	HID.	DECL	AK/	A HU	N

- Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following: 5.1
- B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1 6.
- B-BBEE Status Level of Contributor: = .......(maximum of 20 points) 6 1

proof of	claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 a B-BBEE status level of contributor.  SUB-CONTRACTING (Tic.)	k applicable box)
7. 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	k applicable box)
	iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in term	ns YES NO

of Preferential Procurement Regulations,2017: QSE EME Designated Group: An EME or QSE which is at last 51% owned by:  $\sqrt{}$ 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.	DECLARATION WI	TH REGARD TO COMPANY/FIRM			
9.1	Name of company	y/firm:			
9.2	VAT registration r	number:			
9.3	Company registra	tion number:			
9.4	TYPE OF COMP	ANY/ FIRM [TICK APPLICABLE BOX]			
9.5	DESCRIBE PRIN	CIPAL BUSINESS ACTIVITIES			
9.6		SSIFICATION [TICK APPLICABLE BO	XI		
9. <b>0</b>	<ul><li>☐ Manufactu</li><li>☐ Supplier</li><li>☐ Profession</li></ul>		· · j		
9.7	Total number of y	rears the company/firm has been in bu	siness:		
9.8	the B-BBE status	I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based or 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 informa	tion furnished is true and correct;			
	ii) The prefere	nce points claimed are in accordance v	with the General Conditions as indicated in paragraph 1 of this form;		
	iii) In the event be required	of a contract being awarded as a resu to furnish documentary proof to the sa	ult of points claimed as shown in paragraphs 1.4 and 6.1, the contractor magatisfaction of the purchaser that the claims are correct;		
	iv) If the B-BBE have not be	E status level of contributor has been en fulfilled, the purchaser may, in addif	claimed or obtained on a fraudulent basis or any of the conditions of contraction to any other remedy it may have –		
	(a) disqualif	y 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;		
	(c) cancel t	he contract and claim any damages w ments due to such cancellation;	which it has suffered as a result of having to make less favourable		
	who act	ed on a fraudulent basis, be restricted for a period not exceeding 10 years,	shareholders and directors, or only the shareholders and directors 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.			
,	WITNESSES		SIGNATURE(S) OF BIDDERS(S)		
	1		DATE:		
	2		ADDRESS		

DIRECTORATE:

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

CENTRAL SUPPLY CHAIN MANAGEMENT

# ZNQ 1278/20/21-H Specification

Items Description	Units	Quantity	Unit Cost	Total Cost
A4 Lever Arch File 25 PER BOX	box	4		
C4 Envelopes box of 250	box	4		
Laminating paper A4	box	4		
C3 Envelopes Box of 250	box	1		
Flip Chart Pads A1, 50 Sheets, Punched	pkt	109		
Scissors 17cm	unit	10		
White board cleaning fluid 250mls	Unit	13		
Magnetic white board duster	Unit	13		
Standard Flip Chart Stands 1000mm x640mm	unit	13		
A4 fly paper-240 A3 sheets folded into A4, 14 reams per box 13 boxes required	box	13		
VAT 14%				<u> </u>
TOTAL				<u> </u>