

## Quotation Advert

**Opening Date:** 2021 / 09 / 06  
**Closing Date:** 2021 / 09 / 21  
**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** RK Khan Hospital  
**Province:** KwaZulu-Natal  
**Department or Entity:** Department of Health  
**Division or Section:** Supply Chain Management  
**Place where goods / Services is required** R.K KHAN HOSPITAL  
**Date Submitted** 2021 / 09 / 06

### ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ: 56 / 21-22  
**Item Category:** Services  
**Item Description:** SERVICE TO LAUNDRY  
EQUIPMENTS  
12 MONTHS PERIOD  
RE-ADVERTISED  
ONLY SPECIALISING  
COMPANIES TO ATTEND  
THIS SITE MEETING  
**Suppliers to come with  
their own Mask & Hand  
Sanitiser.**

**Quantity (if supplies)** AS PER SPEC.

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Briefing Session  
**Date :** 2021 / 09 / 14  
**Time:** 10:30 - NO LATE COMERS ALLOWED  
**Venue:** R.K Khan Hospital – MAINTENANCE DEPT.

### QUOTES CAN BE COLLECTED FROM:

Kindly take note the Quotation documents with the Specification is uploaded on the website. PRINT YOUR OWN QUOTATION DOCUMENTS. Only PAGE FIVE (5) of the quotation document that will be given at the site meeting, attach this page with the rest and submit. THE FULL QUOTATION DOCUMENTS WILL NOT BE GIVEN AT THE SITE MEETING. Only Suppliers attending the Site meeting that will QUALIFY.

FORMS MUST BE PRINTED ON-LINE/WEBSITE ONLY.

QUOTES SHOULD BE DELIVERED TO:

COMPLETE QUOTATIONS CAN BE DROPPED OFF

IN THE TENDER BOX, R K KHAN HOSPITAL .

Name:

Mrs M Khumalo

Email:

[maud.khumalo@kznhealth.gov.za](mailto:maud.khumalo@kznhealth.gov.za)

Contact Number:

031 459 6300

Finance Manager Name:

MRIDMYEZA

Finance Manager Signature:



No late quotes will be considered

## STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

ZNQ NUMBER: 56 /21-22

DESCRIPTION: SERVICE TO LAUNDRY EQUIPMENTS

CONTRACT PERIOD 12 MONTHS  
*(if applicable)*

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

336 R.K KHAN CIRCLE, WESTCLIFF, CHATSWORTH - 4092

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) .....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES		NO	
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[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]

## ZNQ NUMBER: \_\_\_\_\_

DESCRIPTION: SERVICE TO LAUNDRY EQUIPMENTS

[By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

[illegible]

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. <i>1day, 1week</i>

Contact Person: **MNP MTHETHWA** Tel: 0314596391  
E-Mail Address: **mngobi.mthethwa@kznhealth.gov.za**

Contact Person: **K RAMSAMY**.....Tel:0314596308.

**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**R.K KHAN HOSPITAL**

Postal Address: Private Bag X004, Chatsworth, 4030  
Physical Address: 336 R. K. Khan Circle, Croftdene,  
Chatsworth, 4030  
Tel.: 031-4596120  
Email: Ravi.chetty@kznhealth.gov.za

**SUPPLY CHAIN MANAGEMENT:  
DEMANDS OFFICE**

**RK KHAN HOSPITAL COMPULSORY DOCUMENTATIONS AND REQUIREMENTS  
WHEN SUBMITTING TENDERS**

<b>NO.</b>	<b>DESCRIPTION OF DOCUMENT / REQUIREMENTS</b>	<b>YES/NO</b>
1	Standard quote documentation Supply Chain Management Pages 1 to 9	
2	B-BBEE Certificate	
3	SARS Tax Compliance Status	
4	Company Stamp	

**ALL SERVICE PROVIDERS KINDLY TAKE NOTE THAT NON  
COMPLIANCE IN THE SUBMISSION OF COMPLUSORY  
DOCUMENTATION WILL RESULT IN DISQUALIFICATION.**

**THE FOLLOWING DOCUMENTATION WILL NOT BE REQUIRED WHEN QUOTING**

<b>NO.</b>	<b>DESCRIPTION</b>
1	Company registration documents (CK)
2	Director ID copy
3	CSD documents
4	Quotation adverts
5	Certificates



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

Postal Address : Private Bag X004, CHATSWORTH, 4030  
Physical Address : 336 R.K. Khan Circle, CHATSWORTH, 4030  
Tel: (031) - 4596310

**R.K. KHAN HOSPITAL**

## **SPECIFICATION: SERVICE TO LAUNDRY EQUIPMENT**

### **1. THE SITE**

R K KHAN HOSPITAL

### **2. SCOPE OF WORK**

To Perform 1 x Major and 1 x minor Service to Laundry Equipment as per schedule, bi-annually.

### **3. CONTRACT PERIOD**

One year (12 months).

### **4. DESCRIPTION OF THE WORKS**

#### Equipment

4.1.1. Enter equipment details here. Service providers should note that the quantities listed in the service price schedule are intended as a guide only. The Department reserves the right to increase or decrease the quantities, as and when required, in which case a variation order to add, or omit, will be issued and the total quoted price will be amended accordingly.

### **5. Quoted Service Price**

5.1.1. The quoted service price shall be inclusive of all, materials, labour, consumables, corrosion treatment, lubricants, filters, supervision, administration, overhead costs, insurance, profit, printing of service schedules, travel, transport, attendance at site meetings etc.

#### 5.1.2. Service Schedules

5.1.2.1. Servicing shall be carried out in accordance with the following standard service schedule:

5.1.3. (The relevant service schedules are attached).

#### 5.1.4. Service Program

The service program is for 1 x Major and 1 x minor Service to Laundry equipment

#### 5.1.5. Program of Works

The successful tenderer shall confirm his/her program of works to the Department's Representative seven (7) days prior to commencing each planned service.



**6. Access to Site**

Access for servicing shall be by arrangement with the official in charge on site.

No claims arising from the contractor failing to make prior arrangement for access to the site will be entertained. In particular the service provider shall ensure that plant room keys are available.

**7. Commencement of Work and Official Order**

Work shall only commence on receipt, by the service provider, of an official order.

**8. Ad-Hoc Repairs**

A provisional sum has been provided, in the schedule of prices, for ad-hoc repair work, which may be required from time to time, within the contract period. No work for which the provisional sum is provided may be carried out without the prior written instruction of the Department's Representative.

All ad-hoc work shall be quoted for on a proven cost and time basis and in accordance with the contract rates.

There are No guarantees that the repairs will be awarded to the appointed service provider in this contract.

**9. Response to Breakdowns**

The service provider shall guarantee a response time to breakdowns as follows:

Response : (24 hours)

**10. Health and Safety Requirements**

All necessary safety precautions in line with the OHS ACT are to be observed..

**11. Plant Shut Down**

Prior approval shall be obtained from the responsible official on site for the shut down of any plant for service and repair work.

**12. Notice of Testing and Commissioning**

The Department's Representative: works shall receive not less than one weeks advance notice of any tests requiring to be witnessed by him/her.

**13. Familiarization with the Site**

Tenderers are required to familiarize themselves with the site.

Claims on the grounds of lack of acknowledge, in such respect, or otherwise, will not be entertained.

**14. Co-Ordination**

The contractor shall co-ordinate the works in liaison with the Department's Representative.



**15. Disruptions on Site**

The minimum of disruption to the functioning of the site facilities is required.

**16. Cleanliness on Site**

Due diligence is to be exercised, at all times, in respect of cleanliness in the work area.

**17. Guarantee Period**

17.1. The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts (inclusive of electrical components) supplied by him/her for a minimum period of six (6) months from the date of acceptance of the Works.

17.2. The Service Provider shall unconditionally guarantee all new, replacement or additional equipment, and installations (inclusive of all electrical components) for a minimum period of twelve (12) months from the date of the First Delivery Certificate.

17.3. The guarantee shall cover the performance of the Works and any defects due to inferior materials and/or workmanship of the Service Provider, or any of his/her Sub-Contractors, fair wear and tear excepted, and the Service Provider shall repair any such defects without delay and at his/her own cost. This guarantee shall include malfunction, and water exhaust, oil, or air leaks etc. and adjustments.

17.4. Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the service provider shall replace any such part of the complete Works with equipment as prescribed by the Employer without delay and at his/her own cost.

17.5. If any defects are not remedied within the period specified by the Employer, the Employer shall have such defect repaired at the risk and cost of the Service Provider, by another service provider whom the employer deems to be proficient in the work, without prejudice to any rights the employer has against the defaulting service provider. The Employer will give written notice to the service provider of such instances where he/she appoints another Service Provider to remedy defects in the Works.





**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

## SERVICE PROCEDURE

INSTITUTION : R K KHAN HOSPITAL

CODE: L - 06 (1)

TYPE OF SERVICE : Laundry Equipment

SCOPE OF WORK

FREQUENCY : Bi-annual

ITEM	INSTRUCTION	CHECK	COMMENTS
<b>Minor service</b>			
1	<b>Washers and Sluice</b>		
1.1	Check all electrical connections		
1.2	Check rotary head for leaks		
1.3	Check v-belt		
1.4	Check lint build up and clean wash water rotor meter		
1.5	Check dosing pump		
1.6	Check and clean detergent dispensers		
1.7	Service and clean all control electronics		
2	<b>Dryers</b>		
2.1	Check and clean lint screens on left side and clean heating coil and protective mesh screens		
2.2	Check and clean door switches and control panel		
2.3	Check all line fittings for leaks and tighten		
2.4	Clean front and rear cooling openings		
<b>Major Service</b>			
1	<b>Washer, sluice and dryers</b>		
1.1	All the above plus the following		
1.2	Check v-belt tension, break operation and clean motor fan covers of main drives		
1.3	Check steam unions. Chain drives		
1.4	Clean water line strainers		
1.5	Clean main steam line strainers		
1.6	Clean fluff from all electrical components and visually check all relays, contactors and card controller		

**\*FORM TO BE COMPLETED AFTER SERVICES ARE COMPLETE ONLY**

BILL OF QUANTITY

<u>NO</u> :	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>SERIAL</u> <u>NUMBER</u>	<u>MINOR</u> <u>SERVICE</u> <u>UNIT</u> <u>PRICE</u>	<u>MAJOR</u> <u>SERVICE</u> <u>UNIT</u> <u>PRICE</u>	<u>15 %VAT</u>	<u>TOTAL PRICE</u> <u>INCLUDING</u> <u>VAT</u>
1	Washing machine – Speed Queen	1	DOH086315	R	R	R	R
2	Washing machine – Tullis WF235	1	DOH086331	R	R	R	R
3	Washing machine – Girbau	1	DOH1260210	R	R	R	R
4	Washing machine – Girbau	1	DOH1381662	R	R	R	R
5	Tumble Dryer – Speed Queen	1	DOH1433513	R	R	R	R
6	Tumble Dryer – Speed Queen	1	DOH1381661	R	R	R	R
7	Steam press - Girbau	1	DOH1368830	R	R	R	R
8	Slucing machine – Speed Queen	1	DOH1127239	R	R	R	R
9	Washing machine – Tullis WF165	1	DOH1260207	R	R	R	R
10	Artisan labour			R	R	R	R
11	Semi-skilled labour			R	R	R	R
12	Travelling			R	R	R	R
<u>TOTAL COST</u>					R	R	R

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

**BILL OF QUANTITY**

<u>NO.</u>	<u>DESCRIPTION</u>	<u>QUANTIT Y</u>	<u>SERIAL NUMBER</u>	<u>UNIT PRICE</u>	<u>15 %VAT</u>	<u>TOTA UNIT PRICE INCLUDING VAT</u>
1	Washing machine – Speed Queen	1	DOH086315	R	R	R
2	Washing machine – Tullis WF235	1	DOH086331	R	R	R
3	Washing machine – Girbau	1	DOH1260210	R	R	R
4	Washing machine – Girbau	1	DOH1381662	R	R	R
5	Tumble Dryer – Speed Queen	1	DOH1433513	R	R	R
6	Tumble Dryer – Speed Queen	1	DOH1381661	R	R	R
7	Steam press - Girbau	1	DOH1368830	R	R	R
8	Artisan labour			R	R	R
9	Semi-skilled labour			R	R	R
10	Travelling			R	R	R
<b><u>TOTAL COST</u></b>				R	R	R

- 
- KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### 18. GENERAL SCOPE OF CONTRACT

These works shall be carried out in accordance with the Contract for Servicing for fixed Mechanical Plant, Equipment And Installations installed in KwaZulu-Natal Provincial Hospitals, Clinics and Buildings

### 19. TERMS AND CONDITIONS OF CONTRACT

19.1. Contractors are advised to visit the site and take specific measurements before submitting quotes.

19.2. Storage of all materials during the contract period will be at contractors risk.

19.3. All necessary safety precautions in line with the OHS ACT are to be observed.

19.4. The commencement of works shall be 2 weeks from receipt of the official order.

19.5. All works shall be **guaranteed for 3 months** from date of completion of each service.

19.6. All materials used shall be S.A.B.S. approved.

19.7. All works carried out shall be to the entire satisfaction of the CEO or his appointed representative.

19.8. Contractors are required to report to the Maintenance Manager on arrival.

19.9. Contractors are advised to provide professional tradesmen.

19.10. Only Contractors that are registered on the CIDB for both Mechanical and Electrical work will be considered.

19.11. Contractors to supervise and monitor staff at all times.

19.12. Quotations are to be deposited at the Hospital Main Entrance, Security.

Technical – Mr. K. Ramsamy on (031) 459 6310

#### **\*Compulsory:**

*Kindly sign and stamp below in acceptance of the specification and return completed documents with quotation. Failure to do so will result in disqualification.*

*NOTE: Returned documents with incomplete fields will also be disqualified.*

Company Name	:		Signature	:	
Telephone No	:		Contact Person	:	
Fax No	:		Date	:	

COMPANY STAMP

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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
  - 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 above, the following questionnaire must be completed and submitted with the quote.

- 2.1. Full Name of bidder/representative..... 2.4. Company Registration Number: .....  
 2.2. Identity Number: ..... 2.5. Tax Reference Number: .....  
 2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): 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, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

- 2.8. Are you or any person connected with the bidder presently employed by the state?

YES ☐ NO ☐

- 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: .....

Position occupied in the state institution: ..... Any other particulars: .....

- 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?

YES ☐ NO ☐

- 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 state in the previous twelve months?

YES ☐ NO ☐

- 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?

YES ☐ NO ☐

- 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 or not they are bidding for this contract?

YES ☐ NO ☐

- 2.12.1. If so, furnish particulars: .....

### 3. 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.

## 4 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.

.....  
Name of bidder

.....  
Signature

.....  
Position

.....  
Date

<sup>1</sup>"State" means –

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

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

<sup>2</sup>"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. 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.

### **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.
- 13.3. 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.**

## 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
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 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.

## 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;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price 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 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. BID DECLARATION

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:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

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:

YES		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
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 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]**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 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 with the General Conditions as indicated in paragraph 1 of this form;
- 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;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

**WITNESSES**

1. ....

2. ....

.....  
**SIGNATURE(S) OF BIDDERS(S)**

DATE: .....

ADDRESS.....

.....

.....