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KZN HEALTH

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**AdvertQuote**



## Quotation Advert

Opening Date: 2022-10-14

Closing Date: 2022-10-19

Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: Zululand district office

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Zululand Health District Office

Date Submitted: 2022-10-13

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: ZUL-86/22/23

Item Category: Goods

Item Description: SUPPLY AND DELIVER FORENSIC PATHOLOGY SERVICES UNIFORMS.

Quantity (if supplies)

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: Departmental website

QUOTES SHOULD BE DELIVERED TO: Zululand Health District Office / [thabisile.madela@kznhealth.gov.za](mailto:thabisile.madela@kznhealth.gov.za)

### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: S.T.MHLUNGU

Email: [thabisile.madela@kznhealth.gov.za](mailto:thabisile.madela@kznhealth.gov.za)

Contact Number: 0358740681

Finance Manager Name: K.S.GWALA

Finance Manager Signature:

No late quotes will be considered



OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R30 000

QUOTE NUMBER: ZNQ/ZUL / 86 / 22 - 23

DESCRIPTION: SUPPLY AND DELIVER FORENSIC UNIFORM FOR PONGOLA FORENSIC, PPBURG FORENSIC AND NONGOMA F

SIGNATURE OF BIDDER ..... DATE.....  
 [By signing this document, I hereby agree to all terms and conditions]

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

| Item No  | Quantity | Description                                 | Brand & model | Country of manufacture | Price |   |
|--|----------|---|---------------|------------------------|-------|---|
|  |          |   |               |                        | R     | c |
| 1  |          | TWO PIECE COVERALLS FOR FORENSIC NAVY -     |               |                        |       |   |
|  | 03       | SIZE - 77                                   |               |                        |       |   |
|  | 06       | SIZE - 87                                   |               |                        |       |   |
|  | 03       | SIZE - 102                                  |               |                        |       |   |
|  | 06       | SIZE - 107                                  |               |                        |       |   |
| 2  |          | T-SHIRT WHITE WITH DEPARTMENTAL LOGO        |               |                        |       |   |
|  | 03       | SIZE -XS                                    |               |                        |       |   |
|  | 12       | SIZE - S                                    |               |                        |       |   |
|  | 15       | SIZE - M                                    |               |                        |       |   |
|  | 27       | SIZE - L                                    |               |                        |       |   |
|  | 03       | SIZE - XL                                   |               |                        |       |   |
| 3  | 02       | LEAHER BELT BLACK FOR FORENSIC SIZE - 76 CM |               |                        |       |   |
|  | 01       | SIZE - 92 CM                                |               |                        |       |   |
|  | 03       | SIZE - 107 CM                               |               |                        |       |   |
|  | 03       | SIZE - 117 CM                               |               |                        |       |   |
|  | 01       | SIZE - 122 CM                               |               |                        |       |   |
| 4  | 10       | CAPS NAVY WITH FORENSIC DEPARTMENTAL        |               |                        |       |   |
|  |          | LOGO (FORENSIC PATHOLOGY SERVICES)          |               |                        |       |   |
|  |          | SPECIFICATION ATTACHED                      |               |                        |       |   |
| <b>VALUE ADDED TAX @ 15% (Only if VAT Vendor)</b>      |          |   |               |                        |       |   |
| <b>TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)</b> |          |   |               |                        |       |   |

|  |  |
|--|--|
| 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., 1day, 1week                           |

|   |   |
|---|---|
| Enquiries regarding the quote may be directed to:<br>Contact Person: S.T.MHLUNGU ..... Tel: 0358740681<br>E-Mail Address: thabisile.madela@kznhealth.gov.za ..... | Enquiries regarding technical information may be directed to:<br>Contact Person: E.L.MBATHA ..... Tel: 0358740731 |
|---|---|

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER'S DECLARATION**

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State Institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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

- 2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

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

**3. DECLARATION**

I, the undersigned,(name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Name of Bidder

.....  
Signature

.....  
Position

.....  
Date

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**GENERAL CONDITIONS OF CONTRACT****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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:  
(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*  
(ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. 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.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

**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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations 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.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

#### 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 disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting N/A take place
- (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

|                    |   |
|--------------------|---|
| Institution Stamp: | Institution Site Inspection / briefing session Official |
|                    | Full Name: .....  |
|                    | Signature: .....  |
|                    | Date: .....   |

#### 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;                           | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient;  | (v) the official department order number issued to the supplier;             |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (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** (hereafter 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.

## 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. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

**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<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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**  
**applicable box)**

(Tick

|     |    |
|-----|----|
| YES | NO |
|-----|----|

7.1 Will any portion of the contract be sub-contracted?

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<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. **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.

|                  |
|------------------|
| <b>WITNESSES</b> |
| 1. ....          |
| 2. ....          |

|  |
|--|
| .....<br><b>SIGNATURE(S) OF BIDDERS(S)</b> |
| <b>DATE:</b> .....                         |
| <b>ADDRESS</b> .....<br>.....<br>.....     |



Institution name:

Zululand Health District Office

**COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T**

**1. Supplier Submits Written Complaint / Objection**

- Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- Complaints lodged two (2) or more days after the award will not be entertained.
- Complaints must be directed to the Responsibility Manager of the institution (Hospital or CHC) and District Finance Manager for District Offices.
- **It must be noted that this is not an appeals process and as such will not halt the procurement process.**

**2. Institution Prepares Written Response to Complaint**

- The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- The complaint must be resolved within **60 days**.
- Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

**Complaints or objections should be directed to:**

**Responsibility Manager:**

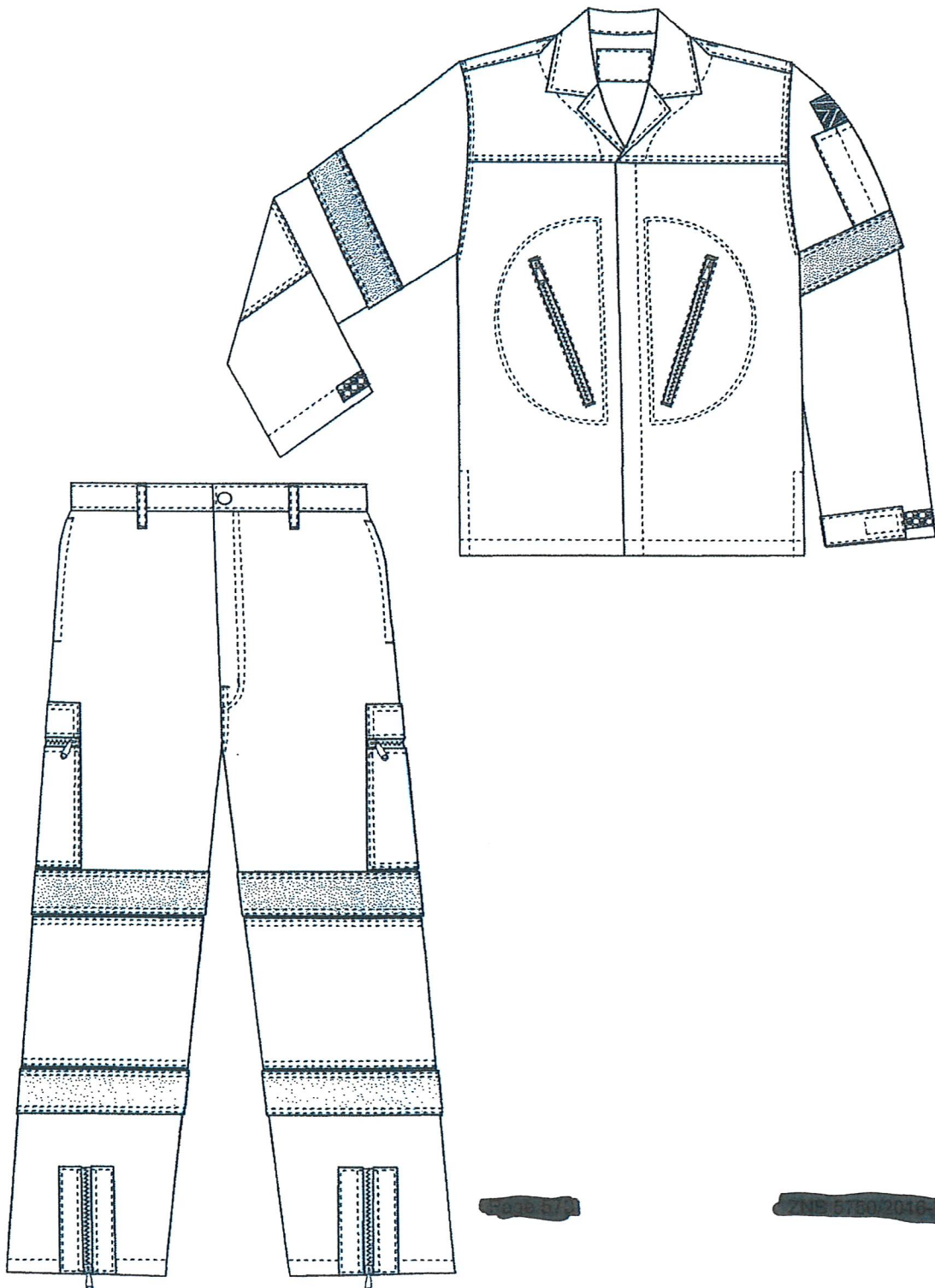
K.S.Gwala

**Email Address:**

samkelisiwe.gwala@kznhealth.gov.za

[REDACTED]  
[REDACTED] Forensic Pathology Services

Coveralls, two-piece



## 1. Scope

This specification covers the materials and make of two-piece coveralls for members of the [REDACTED]

FORENSIC

## 2. Style

### Jacket:

- ◆ front yoke and front facings
- ◆ front slide fastener opening covered with a fly
- ◆ slanted breast pockets (patch on inside of jacket)
- ◆ left front to have a multi-coloured embroidered design
- ◆ shoulder straps
- ◆ back to be plain with a multi-coloured embroidered design
- ◆ side slits
- ◆ open-neck with one-piece collar
- ◆ detachable long sleeves
  - with adjustable cuffs
  - with elbow reinforcement patches
  - fitted with reflective tape
  - fitted with an embroidered national flag on the left upper arm
  - fitted with a multi-coloured embroidered design on the right upper arm
  - fitted with one sleeve pocket on the left upper arm

### Trousers:

- ◆ front fly opening fitted with a slide fastener
- ◆ front to have a separate waistband that fastens with a button and buttonhole
- ◆ back waistband to be cut-on, fitted with elastic webbing and ruched with four rows of stitchings
- ◆ belt loops
- ◆ two side pockets with through openings with slide fastener closure
- ◆ two thigh pockets with slide fastener closure
- ◆ bottom leg openings
- ◆ two lengths of reflective tape sewn to each leg

## 3. Components

The following components shall be supplied by the manufacturer. The components as given in 3.2 to 3.8 shall be an acceptable match to the colour of the outer material (unless otherwise specified).

### 3.1 Outer Material

- ◆ 65% Polyester, 35% Viscose
- ◆ Std Mass: 200g
- ◆ Finish: Ruco Blood Repell
- ◆ Rip-Stop Weaved
- ◆ colour to be an acceptable navy blue colour as agreed upon between the purchaser and supplier

### 3.2 Touch and close fastener

- ♦ to comply with the requirements of SANS 1823

- ♦ nominal width of 25 mm

- ♦ Unnapped Fastener

### 3.3 Slide fasteners

- ♦ synthetic spiral

- ♦ fly opening, chest pocket opening, bottom leg opening, thigh pocket opening: one-way, closed end that complies with class B of SANS 1822

- ♦ front opening and sleeves: one-way, open end that complies with class B of SANS 1822

- ♦ thigh opening: one-way closed end that complies with class A of SANS 1822

### 3.4 Elastic webbing

- ♦ to comply with the requirements for type 1 of SANS 142 and of nominal width 45 mm

### 3.5 Reflective tape

- ♦ a high visibility retro-reflective silver tape

- ♦ of nominal width 50 mm

- ♦ retro-reflective properties to comply with the relevant requirements for a class 2 retro-reflective material of SANS 50741

- ♦

### 3.6 Embroidery thread

- ♦ an acceptable 100% viscose machine embroidery thread of various colours

### 3.7 Wadding

- ♦ an acceptable 100% polyester wadding

### 3.8 Threads

- ♦ to comply with relevant requirements of SANS 1362

- ♦ sewing thread: polyester-and-cotton core-spun or staple polyester, ticket No.

- ♦ overlocking thread: crimp textured polyester or polyamide, ticket No.

## 6. Make

### 6.1 Jacket: Front

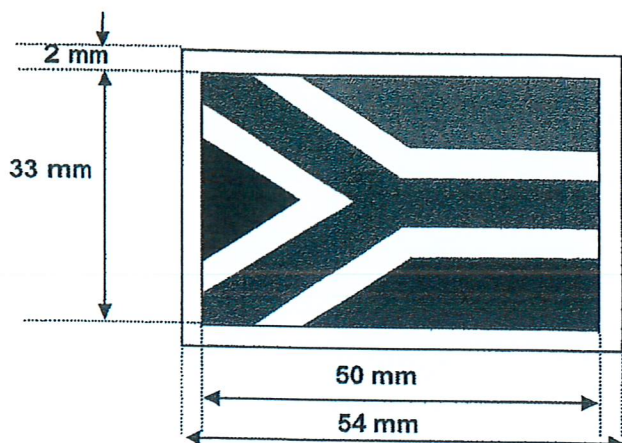
- ◆ to have a single yoke that shall be double-stitched along the yoke seam
- ◆ to have a lapel step of finished width 25 mm
- ◆ to have shaped front facings that shall extend from the shoulder seam to the front yoke seam
- ◆ front opening to be fitted with a slide fastener that shall extend from the yoke seam to 50 mm above the bottom hem
- ◆ left front edge to be cut-on and folded to the inside, forming a fly of finished width 30 mm
  - stitched down and concealing the slide fastener
- ◆ right front edge to be cut-on, folded to the inside forming a facing of finished width 50 mm
  - stringer shall be sewn to the front edge
- ◆ fitted with two slanted inside patch breast pockets
  - pocket bags of outer material
  - of finished front length 25 cm
  - of finished width 17 cm (measured in the centre)
  - outer edges to be double-stitched
  - pocket mouth to be slanted and fitted with a slide fastener of finished length 17 cm
- ◆ fitted with a multi-coloured embroidered design on the left front
- ◆ to have side slits of finished length 13 cm, stitched down
- ◆ fitted with shoulder straps that shall fasten with a button and buttonhole, sewn in with the sleeve insertion seam

### 6.2 Jacket: Back

- ◆ back to be plain with a multi-coloured embroidered design

### 6.3 Sleeves

- ◆ to be detachable inset sleeves
  - fitted with a slide fastener, concealed by a 30 mm overlap and fitted with a fly-catch of finished width 20 mm
- ◆ fitted with elbow reinforcement patches of outer material, interlined with wadding and double-stitched edges with the rear edges sewn in with underarm seams
- ◆ fitted with retro-reflective tape along the full circumference of the sleeve
  - side edges to be double-stitched
  - bottom edge to be positioned at the bottom edge of the slide fastener overlap
  - sewn in with the underarm seam
- ◆ right upper sleeve to be fitted with a multi-coloured embroidered design
- ◆ left upper sleeve to be fitted with a sleeve pocket of finished width and depth 90 mm and 13 cm respectively
  - to have a centre stitching, forming two compartments and bar-tacked at the mouth ends
  - positioned 70 mm below the crown of the sleeve
- ◆ left upper sleeve to be fitted with an embroidered national flag, positioned directly above the sleeve pocket (see below)
- ◆ outer cuffs to be fitted with adjustment straps of doubled outer material
  - sewn in with underarm sleeve
  - of finished length 13 cm
  - fitted with 25 mm male touch and close fastener
- ◆ cuff to be fitted with 25 mm female touch and close fastener
- ◆ cuff hem to be of finished width 30 mm



| Colour section | Proportion | Width   |
|----------------|------------|---------|
| Red            | 1/3        | 11.0 mm |
| Blue           | 1/3        | 11.0 mm |
| Green          | 1/5        | 6.6 mm  |
| White          | 1/15       | 2.2 mm  |
| Yellow         | 1/15       | 2.2 mm  |

#### 6.4 Collar

- ♦ one-piece open-neck shirt type collar
- ♦ edge-stitched
- ♦ of finished width 70 mm at the points and 80 mm at centre back

#### 6.5 Trouser

- ♦ front fly opening fitted with a slide fastener, double stitched and bar-tacked at the bottom edge
- ♦ front to have a separately cut waistband of finished width 40 mm that shall fasten with a button and buttonhole
- ♦ back waistband to be fitted with elastic webbing and ruched with four rows of stitching
- ♦ waist to be fitted with five belt loops of finished length 70 mm, two positioned on the front and three on the back
- ♦ to have two side pockets
  - positioned in the side seam, with the top edge 40 mm below the waistband seam
  - pocket bags of outer material
  - pocket mouth of finished length 18 cm and edge-stitched 10 mm
  - mouth ends to be bar-tacked
  - of finished width and depth 18 cm (measured below bottom bar-tack of pocket mouth)
- ♦ fitted with a through opening
  - positioned on inside of side pocket (same length as side pocket)
  - opening to be fitted with a slide fastener
  - fitted with a 20 mm double folded outer material fly-catch behind the stringers
- ♦ fitted with two thigh pockets
  - centrally positioned over the side seam
  - patch pockets of finished width 18 cm
  - of finished length 19 cm
  - pocket mouth to be of finished length 18 cm and fitted with a horizontally positioned slide fastener, 30 mm below the top edge of the pocket
  - edges to be double-stitched
- ♦ fitted with a knee reinforcement patch
  - of outer material, interlined with wadding
  - of finished depth 18 cm
  - laid on top of leg and top and bottom edges to be double-stitched
  - side edges to be sewn in with the side seams
- ♦ each leg to be fitted with two lengths of reflective tape
  - reflective tape to be positioned directly above and below the knee reinforcement patch



- edges to be double-stitched
- sewn in with the inside leg seams
- around full circumference of the legs
- ◆ fitted with a bottom leg opening
  - fitted with a 20 cm slide fastener
  - fitted with two outer material patches on both sides of the slide fastener, each of finished width 30 mm and edge-stitched
  - when slide fastener is closed, it shall reduce the bottom hem by 40 mm
- ◆ bottom hem to be 25 mm

#### 6.6 Seams

- ◆ all seams shall be double-stitched (except the inside leg seam)
- ◆ raw edges shall be over locked

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### 6.7.1 Embroidery

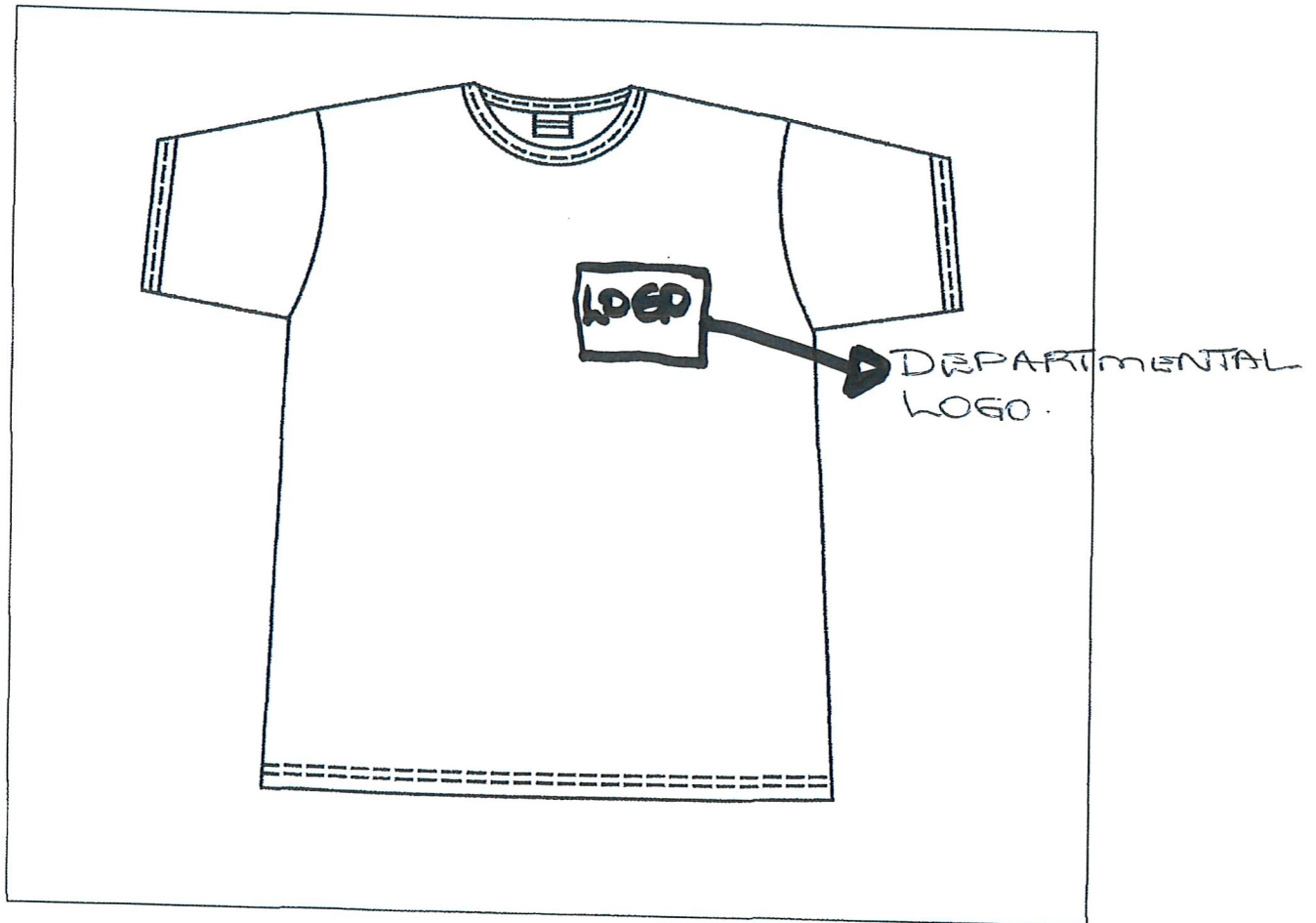
- ◆ Back Embroidery Logo: Forensic Pathology Services 22cm x 24.5cm
- ◆ Right Upper sleeve embroidery: KZN Health Logo 8.5cm x 9cm
- ◆ Front left chest embroidery: Forensic Pathology Services – 5.5cm x 10cm



[REDACTED]

[REDACTED]

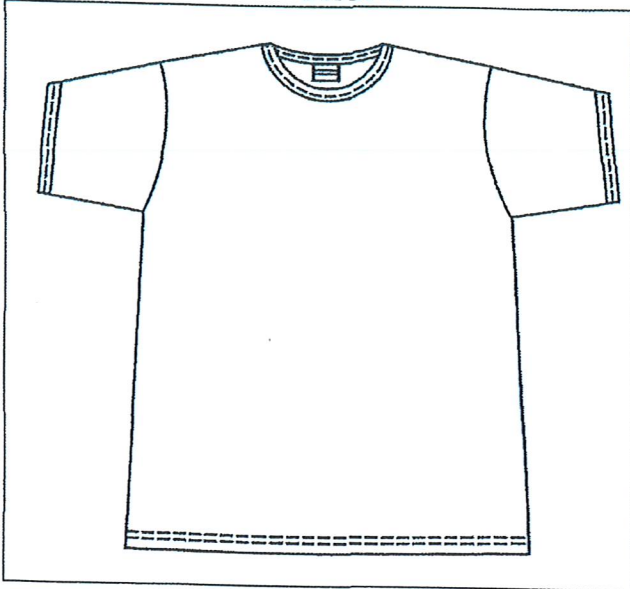
## ROUND NECK T-SHIRTS – WHITE



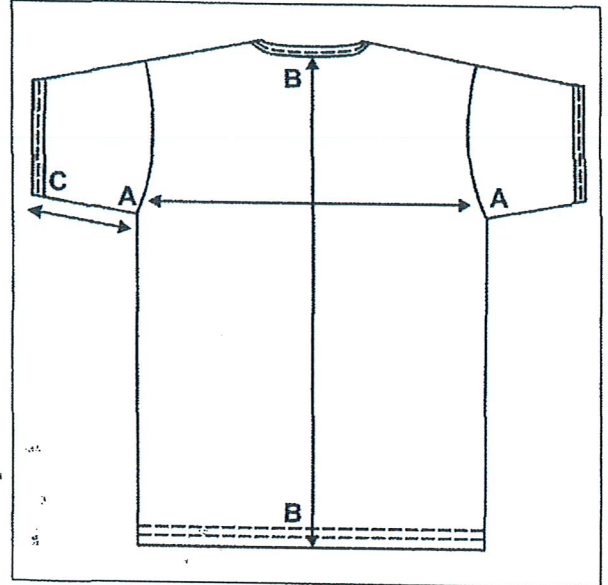
### STYLE DETAILS

- ❖ PLAIN FRONT
- ❖ PLAIN BACK
- ❖ ROUND NECK WITH BINDING
- ❖ SHORT SLEEVES WITH BOUND CUFF
- ❖ STRAIGHT BOTTOM HEM

**FRONT**



**BACK**



**OUTER FABRIC TO:**

- ❖ BE AN ACCEPTABLE TUBULAR INTERLOCK FABRIC THAT COMPLIES WITH TYPE 165 OF SANS 750 "INTERLOCK FABRIC."
- ❖ COLOUR NO. 1c - 95 "WHITE" OF CKS 129 "COLOURS FOR TEXTILES."

**STAY -TAPE**

- ❖ SELF BODY FABRIC
- ❖ OF NOMINAL WIDTH 10mm

**THREADS**

- ❖ TO COMPLY WITH RELEVANT REQUIREMENTS OF SANS 1362 "SEWING THREADS"

**SEWING THREAD**

- ❖ POLYESTER-AND-COTTON CORE-SPUN
- ❖ TICKET NO. 120

| MEASURING POINT |                     | DESCRIPTION  |
|-----------------|---------------------|--|
| A-A             | CHEST CIRCUMFERENCE | MEASURE AT THE BASE OF THE SCYE, WITH GARMENT SPREAD COMPLETELY FLAT, AND MULTIPLY BY TWO. |
| B-B             | BACK LENGTH         | MEASURE FROM THE CENTRE BACK NECK SEAM TO THE BOTTOM EDGE OF THE GARMENT.                  |
| A-C             | SLEEVE LENGTH       | MEASURE ALONG THE UNDERARM FROM THE BASE OF THE SYCE TO THE BOTTOM EDGE OF THE CUFF.       |

[REDACTED]

## CAP – BASEBALL STYLE



### STYLE:

- ❖ CROWN WITH SIX PANELS
- ❖ DOME SHAPED
- ❖ ADJUSTABLE STRAP AT BACK NECK
- ❖ PERMANENTLY CURVED PEAK
- ❖ PEAK LINED ON THE INSIDE – LINING TO BE LAMINATED TOGETHER WITH THE OUTER FABRIC
- ❖ FRONT SHALL HAVE EMBROIDED BADGE – [REDACTED] FORENSIC PATHOLOGY SERVICES.

FRONT AND BACK VIEW

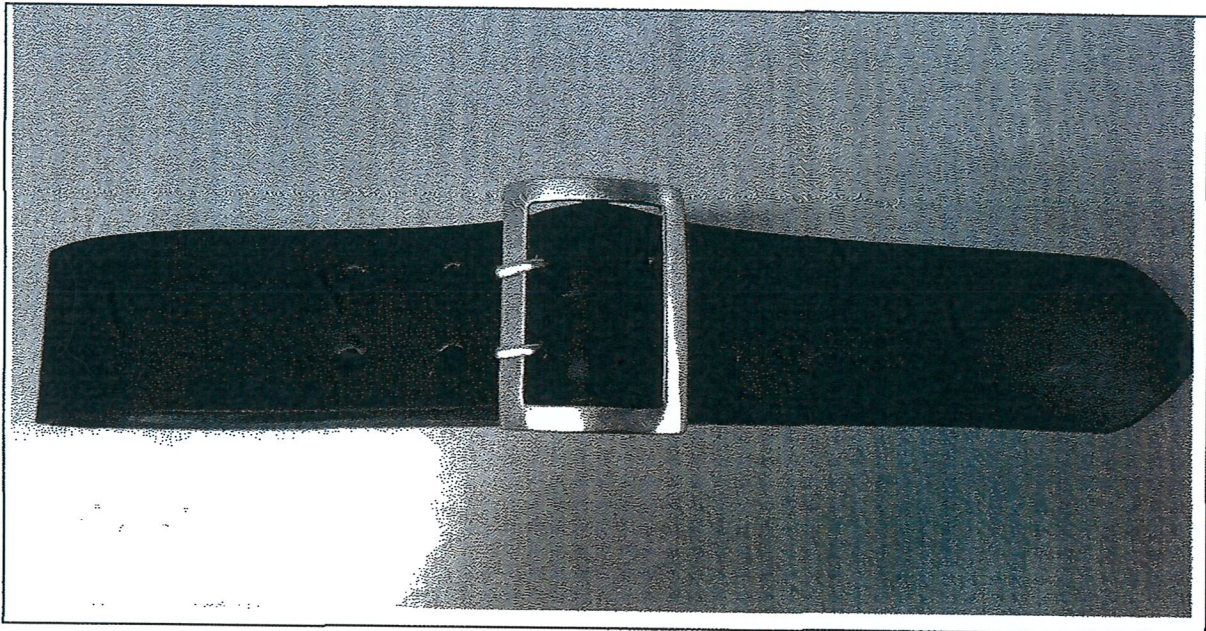
[REDACTED] [REDACTED]

~~Catalogue no. 15~~

## BELTS

### STYLE:

- ❖ BLACK LEATHER
- ❖ WIDTH 50 MM
- ❖ DOUBLE PRONG BUCKLE
- ❖ BUCKLE SILVER CORROSION RESISTANT



### SIZES:

- ❖ 76 CM ✓
- ~~81 CM~~
- ❖ 92 CM ✓
- ~~97 CM~~
- ~~102 CM~~
- ❖ 107 CM ✓
- ❖ 117 CM ✓
- ~~119 CM~~
- ❖ 122 CM ✓

~~Page 14~~

~~ZNB 5750/2016-H~~

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|--|-------------------------------------|
| _____  | _____ %                             |
| _____  | _____ %                             |
| _____  | _____ %                             |

3. Does any portion of the goods or services offered have any imported content?  
(Tick applicable box)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| <b>Currency</b> | <b>Rates of exchange</b> |
|-----------------|--------------------------|
| US Dollar       |                          |
| Pound Sterling  |                          |
| Euro            |                          |
| Yen             |                          |
| Other           |                          |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: (Procurement Authority / Name of Institution):**  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names).  
do hereby declare, in my capacity as .....  
of ..... (name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

|  |   |
|--|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017.



promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_





## **KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

### **GENERAL QUOTATIONS**

### **EVALUATION CRITERIA FOR QUOTATIONS ABOVE R30 000**

**ZNQ: ZUL -86/22/23**

**DESCRIPTION: Supply and deliver forensic uniform for Pongola, PPBurg and Nongoma Forensic.**

All offers received shall be evaluated on the following:

**1. Specifications:**

Only offers that meet the specification and Special Terms and Conditions in all aspects as stipulated in the bid document shall be considered.

Offers better than specification are considered to be compliant with the specification.

**2. Correctness of information and other imperative areas to be considered:**

- a) All information required in the bid document must be accurate and duly completed including all the appropriate signatures.
- b) None compliance with any requirements from this document and terms and conditions attached may result to elimination from further evaluation process.
- c) The institution is under no obligation to accept the lowest or any quotation.
- d) The price quoted must include VAT and remain firm for the contract period.
- e) The bidder must ensure the correctness and validity of quote.
- f) Registration on Central Suppliers Database.
- g) Previous service rendered (Quality, Duration and record of offers declined)
- h) Database of tender defaulters
- i) Late quotations will not be considered.
- j) All pages of the tender document must be initialed or signed.

**3. Compulsory administrative compliance requirements that must be submitted with the bid**

- a) The bidder must submit certified copy of a registration certificate with CIPC.
- b) Valid Original Tax Clearance.
- c) Certified Copy of the B-BBEE Certificate.
- d) Central Suppliers Database number.

*Where certified copies are requested, bidders must not submit copies of certified copies. Original certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the bid submitted.*

**4. Preferential Point System:**

The 80/20 Preference Point System will be applicable to this bid and the points will be allocated as follows:

|                                     |     |
|-------------------------------------|-----|
| PRICE                               | 80  |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 20  |
| Total points for Price and B-BBEE   | 100 |

**6. Contract duration or Delivery period**

The required goods and services are anticipated to be delivered within a period of 30 days unless unforeseen circumstances may arise and reported timeously. It is imperative to complete the delivery period field on the quotation form. All quotations returned with blank field on delivery period will be disqualified.

Note: For purposes of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned. Should the space provided not be adequate, bidders are kindly requested to add extra page