Mlaba Nomfundo + ?

SharePoint

KZN Health > Components > Supply Chain Management

AdvertQuote

HEALTH REFUELIC OF SOUTH AFRICA	Quotation Advert
pening Date:	2021-06-07
losing Date:	2021-06-15
losing Time:	11:00
NSTITUTION DETAILS	
stitution Name:	Head Office Quotations
rovince:	KwaZuiu-Natal
epartment or Entity:	Department of Health
livision or section:	Central Supply Chain Management
lace where goods / services is required	Natałia Building
Pate Submitted	2021-06-07
TEM CATEGORY AND DETAILS	
Quotation Number:	ZNQ:
	1277-20-21-H
tem Category:	Goods
tem Description:	SUPPLY AND DELIVER OF STATIONERY
Quantity (if supplies)	VARIOUS SITE VISIT
Select Type:	Select
Date :	
Γime:	
/enue:	
venue.	
QUOTES CAN BE COLLECTED FROM:	www.kznhealth.gov.za
•	Employees and the control of the con
QUOTES SHOULD BE DELIVERED TO:	quotations.scmho@kznhealth.gov.zaor hand deliver @310 Jabu Ndlovu street Old boys model, Quotation tender box
ENQUIRIES REGARDING THE ADVE	the same of the sa
ENQUIRIES REGARDING THE ADVE Name:	Manager de Milya
Email:	nomfundo.mlaba@kznhealth.gov.za
Contact Number:	033 815 8353
	1033 843 6333 T Ashby
Finance Manager Name:	

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

DATE ADVERTISED:.03	VITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CEN 7/06/2021 310 JABU NDLOVU STREET, SCM OFFICES,PIETERMARITZBURG, 3				1944 1944 1944
	0/21-H CLOSING DATE: 15/06/2021 CLOSING TIME: 11:0				
	Y DELIVER OF STATIONERY	97914 *****			RENTIAL
CONTRACT PERIOD	ce Off VALIDITY PERIOD 60 Days				
SARS PIN.	And the second control of the second control				
CENTRAL SUPPLIER DA	ATABASE REGISTRATION (CSD) NO.				
UNIQUE REGISTRATION	REFERENCE				
	OTE BOX SITUATED AT (STREET ADDRESS) STREET, PIETERMARITZBURG, SCM OFFICES, TENDER ADVISORY				State
	kennaki nika keliber, kesintiin in seli ta mainar nahifahamil ne rakifelilili ne annakeli benderi atmasna i		a nggapa Manakan		SIN N
Bidders should ensure consideration.	that quotes are delivered timeously to the correct address. If the quote is late,	it will i	not be	accepte	ed for
The quote box is open fro	om 08:00 to 15:30.		•		
ALL QUOTES MUST BE	SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)				
	JECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT A LATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICA RACT.				
	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	CODENUMBER FACSIMILE NUMBER CODENU	MBER	*********	**********	
CELLPHONE NUMBER					
E-MAIL ADDRESS		**********		**********	
VAT REGISTRATION NU	JMBER (If VAT vendor)				
HAS A B-BBEE STATUS	LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)		YES	l N	0 📗
IF YES, WHO WAS THE	CERTIFICATE ISSUED BY?	[TICK	(APPLI	CABLE	BOX]
A VERIFICATION AGENO A REGISTERED AUDITO [A B-BBEE STATUS LEV	CER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		IITTED I	IN ORD	□ ER
			YES	N	0

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

ENCLOSE F	PROOF]				
OFFICIAL P	RICE PAGE F	FOR QUOTATIONS			
SIGNATURE By signing t	E OF BIDDER his document	I hereby agree to all terms and conditions]	DA1	E	
CAPACITY (UNDER WHIC	CH THIS QUOTE IS SIGNED			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Item No	Quantity	Description	Brand & model	Country of manufacture	
1	Various	Supply and deliver			
		of Stationery			
		NB: Specification Attached			
		Original documents required in a sea	aled		
		envelope with current CSD summary r			
		reflecting banking details, certified c			
		of B-BBEE certificate by verified agence			
		accredited by SANAS , Tax Cleara	nce	·····	
		certificate or SARS pin			
		Responses to be delivered:310 Jabu N	ldlovu		
		street,old boys Model,Quotation tende	***************************************		
		Or Quotations.scmho@kznhealth.go			
VALUE A	DDED TAX (C	Dnly if VAT Vendor)			
TOTAL Q	JOTATION P	RICE (VALIDITY PERIOD 60 Days)			
	<u>_</u>		ticle Conform To The S.A.N	·····	on?
Is The Price	Firm?	State Deliver	y Period E.G. E.G. 1day, 1	Neek	
Enquiries	regarding th	e <u>quote</u> may be directed to:	nquiries regarding <u>techni</u>	cal information may be	directed to:
Contact Pe	erson: Nomfu	ındo Mlaba Tel: 033-815 8353 C	ontact Person: Gugulethu	Zitha Tel033	395 2373

DECLARATION OF INTEREST

- 1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or

any municipality or municipal entity;

b)

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.

	on whose behalf the declarant acts and persons who are involve	d wi	th the evaluation and or adjud	dication of the quo	te.	
2.	In order to give effect to the above, the following questionnaire mus	t be	completed and submitted wit	h the quote.		
2.1. 2.2.	Full Name of bidder/representative	2.5.	Tax Reference Number:			
2.3.	Position occupied in the Company (director, trustee, shareholder²):	2.6.	VAT Registration Number:	***************************************		
2.7.	The names of all directors / trustees / shareholders / members, th		ndividual identity numbers, ta	x reference numbe	ers and, if	applicable, PLICABLE]
28	employee / persal numbers must be indicated in paragraph 3 below Are you or any person connected with the bidder presently employ		ov the state?		YES	NO NO
	. If so, furnish the following particulars:		,,		L	1
	Name of person / director / trustee / shareholder/ member:		***************************************			
	Name of state institution at which you or the person connected to the	ie bi	dder is employed:			• • • • • • • • • • • • • • • • • • • •
	Position occupied in the state institution:	•••••	Any other particulars:		.,.,	
2.8.1	2. If you are presently employed by the state, did you obtain the ap	prop	priate authority to undertake i	remunerative work		
20	in the public sector? 2.1. If yes, did you attach proof of such authority to the quote docu	mon	1 2		YES	NO
Z.O.	allure to submit proof of such authority, where applicable, may rest	ılt in	u the disqualification of the nu	ote)		·
	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 / truste	es/	shareholders / members or ti	heir spouses cond	uct busine	ess with the
,,	state in the previous twelve months?			•	YES	NO
2.9.	If so, furnish particulars:		********************************			
2.10	. Do you, or any person connected with the bidder, have any relatio	nshi	p (family, friend, other) with a	. person employed		
	may be involved with the evaluation and or adjudication of this quo				YES	NO
2.10	.1. If so, furnish particulars:	 Intini	nabin (family friend athor) be	Shuaan any othar h	iddor and	any noreon
2.11	 Are you, or any person connected with the dioder, aware or any re- employed by the state who may be involved with the evaluation ar 	iduoi nd or	radiudication of this quote?	stween any other b		NO NO
2 11	.1. If so, furnish particulars:				YES	NO
2.12	. Do you or any of the directors / trustees / shareholders / members	of the	e company have any interest	in any other relate	d compan	ies 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 / trust to ensure that their details are up-to-date and verified on CSD. If not be considered and passed over as non-compliant according to	the	Department cannot validate t	the information o	ippliers' re n CSD, th	esponsibility e quote will
4	DECLARATION					
	HE UNDERSIGNED (NAME)RNISHED IN PARAGRAPHS 2.		CER1	(IFY THAT TH	E INFOR	MATION
	CCEPT THAT THE STATE MAY REJECT THE QUOTE COVE TO BE FALSE.	R A	CT AGAINST ME SHOU	JLD THIS DEC	LARATI	ON
Nan	ne of bidder Signature		Position	 Dat		
#Sta	re" 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):	c) d) e)	national Assembly or the national	Council of provinces;	or	

^{2&}quot;Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

4. SAMPLES

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

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

5.1.	Bidders who fail to attend the computsory meeting will be disquare	alified from the o	evaluation process.
i) ii)	The institution has determined that a compulsory site meeting Date Time: Place	will not	take place
Institu	ution Stamp:	Institution Sit	te Inspection / briefing session Official
		Full Name:	
		Signature:	
		Date:	

6. STATEMENT OF SUPPLIES AND SERVICES

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

7. SUBMISSION AND COMPLETION OF SBD 6.1

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

8. TAX COMPLIANCE REQUIREMENTS

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

9. TAX INVOICE

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

10. PATENT RIGHTS

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

11. PENALTIES

11.1. if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

12. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
 - (a) Price: and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Ps

Points scored for price of bid under consideration.

Pt Pmin Price of bid under consideration
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	RID	DECL	ARATI	'nΝ

8.

- 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

proof o	f B-BBE	E status level of contributor.			
7.	SUB	CONTRACTING	(Tick applicable box)	
7.1	Wi	l any portion of the contract be sub-contracted?	YES	NO	
7.1.1	lf y	es, indicate:			
	i) ii)	What percentage of the contract will be subcontracted% The name of the sub-contractor			

Whether the sub-contractor is an EME or QSE (Tick applicable box)

iii) The B-BBEE status level of the sub-contractor......

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

Designated Group: An EME or QSE which is at last 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		

NO

9.	DECLAR	ATION WITH REGARD TO COMPANY/FIRM							
9.1	Name of company/firm:								
9.2	VAT re	gistration number:							
9.3	Compa	ny registration number:	·						
9.4	TYPE	TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]							
		Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited							
9.5	DESCI	RIBE PRINCIPAL BUSINESS ACTIVITIES							
	COMP		OVI						
9.6		ANY CLASSIFICATION [TICK APPLICABLE BC Manufacturer Supplier Professional service provider Other service provider, etc.	UAJ						
9.7	Total n	umber of years the company/firm has been in bu	pusiness:						
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) T	i) The information furnished is true and correct;							
	ii) T	ne preference points claimed are in accordance	with the General Conditions as indicated in paragraph 1 of this form;						
			sult of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may 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 co have not been fulfilled, the purchaser may, in addition to any other remedy it may have –							
	(a)	disqualify the person from the bidding process	ss;						
	(b)	recover costs, losses or damages it has incurr	rred or suffered as a result of that person's conduct;						
	(c)	cancel the contract and claim any damages varrangements due to such cancellation;	which it has suffered as a result of having to make less favourable						
	(d)	who acted on a fraudulent basis, be restricted	shareholders and directors, or only the shareholders and directors of by the National Treasury from obtaining business from any organ after the audi alteram partem (hear the other side) rule has been						
	(e)	forward the matter for criminal prosecution.							
	WITN	ESSES							
	1		SIGNATURE(S) OF BIDDERS(S)						
			DATE:						
	2		ADDRESS						



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

CENTRAL SUPPLY CHAIN MANAGEMENT

ZNQ/HOH/0194/22 Specification

Items Description	Quantity	Unit Cost	Total Cost
Horizontal Pivot monile white board- 1200mm x 900mm double sided	13		
VAT 15%			
TOTAL			