



# Quotation Advert

**Opening Date:** 2019-07-01 

**Closing Date:** 2019-07-08 

**Closing Time:** 11:00

## INSTITUTION DETAILS


**Institution Name:** Head Office Quotations 

**Province:** KwaZulu-Natal

**Department or Entity:** Department of Health


**Division or section:** Central Supply Chain Management

**Place where goods / services is required** SCM: Chief Director

**Date Submitted** 2019-08-28 

## ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ: 171/19/20-H

**Item Category:** Goods 

**Item Description:** To supply and deliver Stationery

**Quantity (if supplies)** Various

## COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Select... 

**Date :** 

**Time:**

**Venue:**

**QUOTES CAN BE COLLECTED FROM:**

**QUOTES SHOULD BE DELIVERED TO:**

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

**Name:** Nolwazi Mthembu

**Email:** nolwazi.mthembu1@kznhealth.gov.za

**Contact Number:**

033-8158407

Finance Manager Name:

Mr A. Memela

Finance Manager Signature:



No late quotes will be considered

FOR DATE 17/11/2019

 Submit |  Save | Save As... |  Close |  Print Preview

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**STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH: CENTRAL SCM  
 DATE ADVERTISED: 01/07/2019 FACSIMILE NUMBER:  
 ENQUIRIES MAY BE DIRECTED TO: TRACY GOLDSTONE CONTACT NUMBER: 033-8158303  
 PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

NZQ NUMBER: 171/19/20-H CLOSING DATE: 08/07/2019 CLOSING TIME: 11:00

DESCRIPTION TO SUPPLY, DELIVER STATIONERY

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR OFFER BEING DISQUALIFIED)

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER	
PHYSICAL ADDRESS	DATE
CONTACT NUMBER	FACSIMILE NUMBER
SIGNATURE OF BIDDER	SARS PIN
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:
UNIQUE REGISTRATION REFERENCE: ↓	

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	Various	To supply, deliver Stationery				
		NB: Kindly complete spec attached				
		Hand Deliver : 310 Jabu Ndlovu street, SCM Offices, Quotation Tender				
		Box. Proof of CSD summary with banking details, Tax Clearance				
		Certificate must be attached or email to				
		Hayden.Cupido@kznhealth.gov.za				
		Nomonde.Ngidi@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does this offer comply with the specification?		State delivery period e.g. E.g. 1day, 1week	
Is the price firm?		All delivery costs must be included in the quote price	

**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

- The institution is under no obligation to accept the lowest or any quote.
- The price quoted must include VAT (if VAT vendor).
- The department reserves the right to evaluate all quotations excluding VAT as some Bidders may not be VAT vendors.
- The Bidder must ensure the correctness & validity of quote: 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
- 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.
- This quotation will be evaluated specification & correctness of information.
- Only offers that comply with or greater than specification will be considered.
- Late quotes will not be considered.
- All products supplied must be valid for a minimum period of six months.
- A Bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 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.
- In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
- The supplier shall furnish any information, when requested.
- 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.
- The supplier shall indemnify the KZN Department of Health (aka 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.
- 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.
- The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- The purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 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.

**REQUIREMENTS:**

Description	Unit	Quantity	Amount	Can this item be provided YES/NO
A5 Hard Cover Manuscript Book – 192 pages (Feint & Margin)	Pack of 5	2		
700MB (52x) Extra Protection Non Azo, Spindle	Pack of 100	1		
USB Flash Drive – 64GB	Each	5		
Rechargeable AAA Battery	Pack of 2	1		
4 Way Multi Plug with cord & illuminated switches (Surge Protected) includes a 2 pin plug	Each	4		
10 meter Extension Cord with 2 way multi plug extension lead	Each	1		
C6 Manilla Seal-Easi Envelope (No window)	Box of 500	1		
C5 Manilla Seal-Easi Envelope	Box of 500	1		
A4 Suspension File (Lacquered Hook ends) – Green	Pack of 10	3		
A4 Suspension File (Lacquered Hook ends) – Yellow	Pack of 10	3		
Memo cube refill (Rainbow)	Each	2		
Plastic Key Ring with write-on label insert	Pack of 20	1		
Medium point roller pen with metal tip & rubber finger-grip (crystal body with visual ink supply) – Black	Box of 12	2		
Sto Away Filing Unit – holds 5 lever arch files (Black)	Each	10		
Self-inking Rubber KZN DoH Stamp (See sample below)	Each	3		
<b>TOTAL</b> [REDACTED] <b>AMOUNT</b>				

75 RPA

KWAZULU-NATAL  
 DEPARTMENT OF HEALTH  
 2019 – 05 – 22  
 OFFICE OF THE CHIEF DIRECTOR: SCM  
 OLB BOYS MODEL SCHOOL  
 310 JABU NDLOVU STREET  
 PIETERMARITZBURG

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