

# **Quotation Advert**

Opening Date:	2019-05-07	1
Closing Date:	2019-05-16	
Closing Time:	11:00	, ma
INSTITUTION DETAILS		
Institution Name:	Ceza hospital / Thulasizwe hospital	V
Province:	KwaZulu-Natal	
Department or Entity:	Department of Health	
Division or section:	Central Supply Chain Management	
Place where goods / services is required	Ceza hospital (SCM)	
Date Submitted	2019-05-06	
ITEM CATEGORY AND DETAILS		
Quotation Number:	ZNQ: 52/19-20	]
Item Category:	Goods	┌
Item Description:	MALE PATIENT HEALTH RECORD	products have
Quantity (if supplies)	14830	
COMPULSORY BRIEFING SESSION /		
Select Type:		
Date:	Not Applicable	$\overline{\mathbf{v}}$
Time:		-
Venue:		N. Managaria
QUOTES CAN BE COLLECTED FROM:	CEZA HOSPITAL (SCM) /PRINT ON DEPARTMENTAL WEBSITE	dem,
QUOTES SHOULD BE DELIVERED TO:	CEZA DISTRICT HOSPITAL (TENDER BOX)	-
ENQUIRIES REGARDING THE ADVER	RT MAY BE DIRECTED TO:	
łame:	G.N. Masondo	- year
Emall:	Bhegumuzi.Zungu@kznhealth.gov.za	- 7
Contact Number:	035 832 5105/5100	-
inance Manager Name:	S.F. Myligiose.	
inance Manager Signature:	the considered	

# STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: CEZA DISTRICT HOSPITAL  DATE ADVERTISED: 07/05/2019  PHYSICAL ADDRESS: PRIVATE BAG X200, CEZA 3866	
ZNQ NUMBER: 52/19-20 CLOSING DATE: 16/05/2019 CLOSING TIME: 11:00  DESCRIPTION MALE PATIENT HEALTH RECORD.	
CONTRACT PERIOD ONC OFF VALIDITY PERIOD 60 Days	
SARS PIN.	
CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.	
UNIQUE REGISTRATION REFERENCE	
DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)  CEZA DISTRICT HOSPITAL, CEZA MAIN ROAD, ECHIBINI AREA NEXT TO CEZA POLICE STAT	TION 3866.
Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will consideration.	not be accepted for
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 TRACCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, A CONDITIONS OF CONTRACT.	THE PREFERENTIAL ANY OTHER SPECIAL
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 CODENUMBER	
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
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	K APPLICABLE BOX]
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	LIES   NO

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

OFFICIAL PRICE PAGE FOR QUOTATIONS	
SIGNATURE OF BIDDER[By signing this document I hereby agree to all terms and conditions]	DATE
CAPACITY UNDER WHICH THIS QUOTE IS SIGNED	

Item No	Quantity	Description	Brand &	Country of	Price	
			model	manufacture	R	
	14830	MALE PATIENT HEALTH RECORD.				
		PLEASE REFER TO SPECIFICATION				
						П
						П
						T
		CEZA HOSPITAL				I.
		OLA .				T
		2019 -05- 0.7				
		1942/2007				1
		PRIVATE BAG X200 CEZA 3866 TEL: 035 832 5000 FAX: 035 832 0022/27				T
		PRIVATEL: 035 832 5000				1
		FAX: 035 832 0022/27				1
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/ALUE AD	DED TAX (O	nly if VAT Vendor)	_!			+

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. E.G. 1day, 1week	

Enquiries regarding the <u>quote</u> may be directed to:	Enquiries regarding <u>technical information</u> may be directed to:
Contact Person: G.N. MASONDO Tel: 0358325157	Contact Person: Mr SBD SIBIYA Tel 035 832 5152

## **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;

- 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 submi	tted with the quote.		
2.2.	Identity Number:	entative	2.5.	Tax Reference Num	on Number:ber:		
2.3.	•	mpany (director, trustee, sharehold	•	VAT Registration Nu	ımber:		
2.8.2 2.8.2 2.8.2 ( <u>Note: I</u> 2.8.2 2.9.	The names of all directors / employee / persal numbers Are you or any person conn I. If so, furnish the following p Name of person / director / tr Name of state institution at w Position occupied in the state. If you are presently emploin the public sector?  2.1. If yes, did you attach presalure to submit proof of such 2.2. If no, furnish reasons for Did you or your spouse, or state in the previous twelve I. If so, furnish particulars: Do you, or any person conn may be involved with the everyone connection of the provious with the everyone such person connection of the provious with the everyone such person connection of the person connection of the previous with the everyone such person connection of the per	trustees / shareholders / member must be indicated in paragraph 3 lected with the bidder presently emarticulars: rustee / shareholder/ member:	s, their in below. Inployed be to the bissen appropriate appropria	oy the state?  dder is employed: Any other particuloriate authority to under t? the disqualification of shareholders / member	lars:  the quote.)  ers or their spouses con with a person employe	rk outside en YES  duct busines	NO N
2.11 2.11 2.12	<ul> <li>Are you, or any person conremployed by the state who</li> <li>If so, furnish particulars</li> <li>Do you or any of the director not they are bidding for the</li> </ul>	nected with the bidder, aware of an may be involved with the evaluatio rs / trustees / shareholders / memb nis contract?	y relation n and or  ers of the	nship (family, friend, ot adjudication of this qu  e company have any ir	her) between any other ote? Iterest in any other relat	YES	NO
3.	Full details of directors / tr The Department Of Health v to ensure that their details a	ustees / members / shareholders will validate details of directors / t are up-to-date and verified on CSD ed over as non-compliant accordin	s. rustees ). If the l	/ members / shareho Department cannot va	Iders on CSD. It is the slidate the information	on CSD, the	
4	DECLARATION						
	HE UNDERSIGNED (NA RNISHED IN PARAGRAI	ME) PHS 2.		•••••	CERTIFY THAT TH	IE INFORM	1ATION
	CCEPT THAT THE STAT OVE TO BE FALSE.	E MAY REJECT THE QUOT	E OR A	CT AGAINST ME	SHOULD THIS DEC	CLARATIO	N
 Nam	e of bidder	Signature		Position	 Da	ite	************
¹"Stat a)	e" means any national or provincial depart constitutional institution within the Act 1999 (Act No. 1 of 1999):	ment, national or provincial public entity meaning of the Public Finance Manageme	or c) ent d)	provincial legislature; national Assembly or the Parliament.	national Council of provinces;	or	

<sup>\*&</sup>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:
  - 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 compulsory meeting will be disqualified from the evaluation process.			
(i) (ii)	The institution has determined that a compulsory site meeting Date Place	take place		
Institu	ution Stamp:	Institution Site Inspection / briefing session Official		
		Full Name:		
		Signature:		
		Date:		

## 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:

是对他起始在这个特色。	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

# 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;
  - 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;

#### POINTS AWARDED FOR PRICE 3.

#### 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 Price of bid under consideration Pmin Price of lowest acceptable bid

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

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	APATIO	N

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1 6.

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.

F				
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%			

The name of the sub-contractor.....

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

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

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms

of Preferential Procurement 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		

# SPECIFICATION

H-Form Number: H222

ICN-Number:

Description:

Specifications:

1. Size: 216 x 300 mm After cutting

2. Cover: 300 Gr Gloss printed full colour

single sided

3. Print: Inside 32 double sided

64)Page no :

4. Paper: 80g Bond White printed black

5. Binding: PUR Glue

6. Pocket: Pasted pocket on inside back cover

A4 page to fit with ease in pocket

7. Packing: 50 books per pack

8. If not quoted please return quote to the depot and indicate on

quote "no quote".

9. Submitting of proof is **compulsory** to **enable** proof reading.