








Quotation Advert

Opening Date: 2020-07-31 
 Closing Date: 2020-08-07 
 Closing Time: 11:00





INSTITUTION DETAILS

Institution Name: St Mary's Marianhill 
 Province: KwaZulu-Natal
 Department or Entity: Department of Health
 Division or section: Central Supply Chain Management
 Place where goods / services is required: No.1 Hospital Road, Abbot Francis Monastery, Marianhill 3610
 Date Submitted: 2020-07-31 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 99/2020
 Item Category: Goods 
 Item Description: Supply of:
 Various Books
 Quantity (if supplies): As above

COMPULSORY BRIEFING SESSION / SITE VISIT

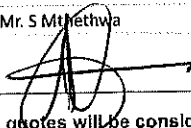
Select Type: Not Applicable 
 Date : 
 Time: 
 Venue: 

QUOTES CAN BE COLLECTED FROM: FOR SAFETY PRECAUTIONS NO QUOTATIONS WILL BE AVAILABLE TO COLLECT ON SITE DUE TO COVID-19

QUOTES SHOULD BE DELIVERED TO: ST MARY'S HOSPITAL MARIANHILL - TENDER OR EMAIL/FAX

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mr. S Kweyama
 Email: Sanele.Kweyama@kznhealth.gov.za
 Contact Number: 031 717 1111
 Finance Manager Name: Mr. S Mtshethwa

Finance Manager Signature: 

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: **ST MARY'S DISTRICT HOSPITAL**
 DATE ADVERTISED: **31/07/2020** FACSIMILE NUMBER: **031 717 1155** EMAIL: **Sanele.Kweyama@kznhealth.gov.za**
 ENQUIRIES MAY BE DIRECTED TO: **Mr. S Kweyama** CONTACT NUMBER: **031 717 1111**
 PHYSICAL ADDRESS: **No.1 Hospital Road, Abbot Francis Monastery, Marianhill, 3610**

ZNQ NUMBER: **99/2020** CLOSING DATE: **07/09/2020** CLOSING TIME: **11:00**

DESCRIPTION: **SUPPLY OF VARIOUS BOOKS**

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:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
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: ↓	

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	C
		SUPPLY OF :				
	X 03 UNITS	SOUTH AFRICAN MEDICINE FORMULARY (SAMF) 13th EDITION				
	X 18 UNITS	OCCUPATIONAL HEALTH AND SAFETY act No.85 of 1993 A1 SUMMARY				
	X 01 UNIT	OCCUPATIONAL HEALTH AND SAFETY act AND REGULATIONS LATEST EDITION BOOK				
		REFER TO ATTACHED SPECIFICATION				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
 - 1.1 The institution is under no obligation to accept the lowest or any quote.
 - 1.2 The price quoted must include VAT (if VAT vendor).
 - 1.3 The department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
 - 1.4 The bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference quoted cover all for the workitem (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk.
 - 1.5 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.
 - 1.6 This quotation will be evaluated specification & correctness of information.
 - 1.7 Only offers that comply with or greater than specification will be considered.
 - 1.8 Late quotes will not be considered.
 - 1.9 All products supplied must be valid for a minimum period of six months.
 - 1.10 A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
 - 1.11 All delivery costs must be included in the quote price, for delivery at the prescribed destination.
 - 1.12 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.
 - 1.13 In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
 - 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
 - 1.15 The supplier shall furnish any information, when requested.
 - 1.16 In the event that the tax compliance status has lapsed 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.
 - 1.17 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.
 - 1.18 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.
 - 1.19 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.
 - 1.20 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.
 - 1.21 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.

- 1.22 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 having multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered
2. SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS QUOTATION.
 - 2.1 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.
 - 2.2 Under no circumstances whatsoever may the quotation/bid forms be retyped or rerafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
 - 2.3 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
 - 2.4 Quotation submitted must be complete in all respects.
 - 2.5 Any alteration made by the bidder must be initialed.
 - 2.6 Use of correcting fluid is prohibited
 - 2.7 Quotation will be opened in public as soon as practicable after the closing time of quotation.
 - 2.8 Where practical, prices are made public at the time of opening quotations.
 - 2.9 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.
3. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
 - 3.1 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.
 - 3.2 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.
 - 3.3 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.
 - 3.4 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.
 - 3.5 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.
 - 3.6 Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

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
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- | | |
|---|---|
| 2.1. Full Name of bidder/representative..... | 2.4. Company Registration Number: |
| 2.2. Identity Number: | 2.5. Tax Reference Number: |
| 2.3. Position occupied in the Company (director, trustee, shareholder ²): | 2.6. VAT Registration Number: |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. (TICK APPLICABLE)

2.8. Are you or any person connected with the bidder presently employed by the state? YES NO

2.8.1. If so, furnish the following particulars:
 Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or the person connected to the bidder is employed:.....
 Position occupied in the state institution: Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)

2.8.2.2. If no, furnish reasons for non-submission of such proof:

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

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

3. Full details of directors / trustees / members / shareholders.

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder Signature Position Date
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¹"State" means –

- | | |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature; |
| b) any municipality or municipal entity; | d) national Assembly or the national Council of provinces; or |
| | e) Parliament. |

²"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.

END-USER SPECIFICATION FORM

Quote Number: 99/2020

Item Description: **X 18 Units of Occupational Health and Safety act No 85 of 1993 A1 Summary**
x 1 Unit of Occupational Health and Safety act and Regulations latest edition Book Full version
Department/Section: **Human Resource** Purpose of Item: **Safety Requirements**

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? No:

Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? **No**

if Yes, specify: Date _____ / _____ / _____ Time _____ Place _____

1.3. Is local production and content part of the quote? **No**

if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No

if Yes, specify: SCM Delegation

1.5. Liability Cover insurance? Yes **No**

if Yes, specify: _____

2. What is the specification of the required item?

List specifications to be advertised	Comment
1. Must be 18 units of Health and Safety Act Summary	
2. Must contain the latest amendments	
3. Must be 2x A1 size Sheet and be laminated.	
4. Must be 1 unit of Occupational Health and safety act No 85 of 1993 and Regulations Book	
5. Must be by Lexis Nexis and Latest edition.	

3. Does a sample need to be submitted? **No** (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date 11/07/2020 Time 10:00 Place _____

or



3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

4.1. 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.

5. What is the evaluation criteria / special terms and conditions to be advertised?

List evaluation criteria / special terms and conditions to be advertised (if applicable)	
1. Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2. Administrative	Does the offer comply to stipulated administrative requirements?
3. Conformance:	Was the product made or service performed to specifications?
4. Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	<u>Sanketa Mahonyo</u>	Name of SCM Rep (in full)	<u>R. Rajpal</u>
Designation / Rank (in full)	<u>Safety Officer</u>	Designation/ Rank (in full)	<u>SCM Manager</u>
Signature		Signature	
Date	<u>09/07/2020</u>	Date	<u>30/07/2020</u>

END-USER SPECIFICATION FORM

Quote Number: 99/2020

Item Description: X-3 South African Medicine Formulary (SAMF) 13th edition

Department/Section: Health Purpose of Item: Reference Book

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:

Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes / **No**

if Yes, specify: Date —/—/— Time — Place —

1.3. Is local production and content part of the quote? **Yes** / No

if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No

if Yes, specify: SCM Delegation v.2 2018

1.5. Liability Cover insurance? Yes **No**

if Yes, specify: _____

2. What is the specification of the required item?

List specifications to be advertised	Comment
1. South African Medicine Formulary (SAMF) 13th edition	
2.	
3.	
4.	
5.	

3. Does a sample need to be submitted? Yes **No** (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date —/—/— Time —:— Place —

or

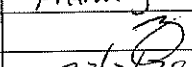
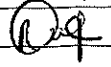
3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

4.1. 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.

5. What is the evaluation criteria / special terms and conditions to be advertised?

List evaluation criteria / special terms and conditions to be advertised (if applicable)	
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5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	<u>Mahomed Soosub</u>	Name of SCM Rep (in full)	<u>R. Rajpal</u>
Designation / Rank (in full)	<u>Pharmacy Manager</u>	Designation/ Rank (in full)	<u>QA</u>
Signature		Signature	
Date	<u>23/7/2020</u>	Date	<u>30/07/2020</u>