

# KZN Health Intranet

health KZN HEALTH

Department: Health PROVINCE OF KWAZULU-NATAL HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTHFA

Health > Components > Supply Chain Management

Quote



## Quotation Advert

Opening Date: 15 / 10 / 2021

Closing Date: 22 / 10 / 2021

Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: UNTunjambili Hospital

Province:

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: UNTunjambili Hospital

Date Submitted

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ 258 2020/21

Date submitted: 14 / 10 / 2021

Item Category:

Item Description: GOODS

SECURITY UNIFORM

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: N/A

Date: N/A

Time: Venue: N/A

Untunjambili Hospital Supply Chain Office



OFFICIAL PRICE PAGE FOR QUOTATIONS

ZNQ NUMBER: 258 2021/22

DESCRIPTION: SECURITY UNIFORM

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

CITY UNDER WHICH THIS QUOTE IS SIGNED .....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price R
		SUPPLY AND DELIVER			
	01 PAIR	BLACK SHOES ORIGINAL PARABELLUM (SIZE 08)			
	01 UNIT	NAVY PATROLLER JACKET (SIZE L)			
	03 UNITS	SECURITY FORMAL NAVY TROUSER (SIZE 38)			
	03 UNITS	MAZEL BLUE SHIRT LONG SLEEVES WITH APPALETTE HOOKS IN THE SHOULDER			
	03 UNITS	MAZEL BLUE SHIRT SHORT SLEEVES WITH APPALETTE HOOKS IN THE SHOULDER			
	01 UNIT	FORMAL LEATHER BELT BLACK			
	01 PAIR	POLICE CANVAS BOOTS BLACK			
	01 UNIT	NAVY JERSERY WITH APPALETTE HOOKS ON THE SHOULDER			
	02 UNITS	COMBAT NAVY TROUSER WITH POCKET ON THE LEG (SIZE 36)			
	01 PAIR	PAIRS OF EPAULETS NAVY WITH GOLD 3 STRIPS			
		YOU KINDLY REQUESTED TO SUBMITT SAMPLES TOGETHER WITH A TENDER DOCUMENT FAILER TO SUBMITT SAMPLE YOUR TENDER DOCUMENT WILL BE NOT CONSIDERED			
		SPECIFICATION IS ATTACHED			

VALUE ADDED TAX @ 15% (Only if VAT Vendor)

TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)



## DECLARATION OF INTEREST

Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, in blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to 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 on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

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

Full Name of bidder/representative..... 2.4. Company Registration Number: .....  
 Identity Number: ..... 2.5. Tax Reference Number: .....  
 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):..... 2.6. VAT Registration Number: .....

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

Are you or any person connected with the bidder presently employed by the state?  YES

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. 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

2.1. If yes, did you attach proof of such authority to the quote document?  
Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.

2.2. If no, furnish reasons for non-submission of such proof: .....  
 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business in the state in the previous twelve months?  YES

1. If so, furnish particulars:.....  
 1. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state who may be involved with the evaluation and or adjudication of this quote?  YES

1.1. If so, furnish particulars:.....  
 1. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and a person employed by the state who may be involved with the evaluation and or adjudication of this quote?  YES

1.1. If so, furnish particulars:.....  
 2. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies or not they are bidding for this contract?  YES

2.1. If so, furnish particulars:.....

**Full details of directors / trustees / members / shareholders.**  
 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 information will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**DECLARATION**  
 I, THE UNDERSIGNED (NAME) ..... CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### AMENDMENT OF CONTRACT

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.

### CHANGE OF ADDRESS

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

### GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

The institution is under no obligation to accept the lowest or any quote.

The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate quotations excluding VAT as some bidders may not be VAT vendors.

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*

The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under the agreement, as the Principal (s) liable for the due fulfilment of this contract.

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.

Offers must comply strictly with the specification.

Only offers that meet or are greater than the specification will be considered.

Late quotes will not be considered.

Expired product/s will not be accepted. 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.

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 the cheapest bid according to specification will be considered.

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and the neuter.

Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documents may be used, but an original signature must appear on such photocopies.

The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

Quotation submitted must be complete in all respects.

Any alteration made by the bidder must be initialled.

Use of correcting fluid is prohibited.

Quotation will be opened in public as soon as practicable after the closing time of quotation.

Where practical, prices are made public at the time of opening quotations.

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

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. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**SAMPLES**

In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when sample 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. If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such. If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.

**Samples must be made available when requested in writing or if stipulated on the document.** If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their bid will be rejected. All testing will be for the account of the bidder.

**COMPULSORY SITE INSPECTION / BRIEFING SESSION**

Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

The institution has determined that a compulsory site meeting  take place  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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**STATEMENT OF SUPPLIES AND SERVICES**

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.

**SUBMISSION AND COMPLETION OF SBD 6.1**

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.

**TAX COMPLIANCE REQUIREMENTS**

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



## **PENALTIES**

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.

In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of 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.

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 institution'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.

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 institution shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated as a percentage of the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of delay until actual delivery or performance.

## **TERMINATION FOR DEFAULT**

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:

if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,

if the supplier fails to perform any other obligation(s) under the contract; or

if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such quantities as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for 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.

**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 based on Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

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

### GENERAL CONDITIONS

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

The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference system shall be applicable.

Points for this quote shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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 as a claim that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to submit any claim in regard to preferences, in any manner required by the purchaser.

### 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;



**POINTS AWARDED FOR PRICE**

**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

**POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder 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

**BID DECLARATION**

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**

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 evidence of B-BBEE status level of contributor.

**SUB-CONTRACTING**

(Tick applicable box)

Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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.....

**DECLARATION WITH REGARD TO COMPANY/FIRM**

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

**TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

**DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

**COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

Total number of years the company/firm has been in business:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company 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 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 c) 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