

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl VAT

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: AMAJUBA DISTRICT OFFICE

DATE ADVERTISED: 25/04/2022 FACSIMILE NUMBER: 034 312 3122 EMAIL: khaya.mhethwa@kznhealth.gov.za

ENQUIRIES REGARDING THE QUOTE: KHAYA OR NELLY CONTACT NUMBER: 034 328 7030/7054

ENQUIRIES REGARDING TECHNICAL INFORMATION: BONGINKOSI HLATSHWAYO CONTACT NUMBER: 034 328 7089

PHYSICAL ADDRESS: 38 VOORTREKKER STREET, NEWCASTLE, 2940

QUOTE NUMBER: EMA001/22/23 CLOSING DATE: 04/05/2022 CLOSING TIME: 11:00

DESCRIPTION: CUTTING OF GRASS

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY 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. 1day, 1week
Is the price firm?	All delivery costs must be included in the quoted price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
	ONCE OFF	CUTTING OF GRASS AND CLEANING OF GROIND AT				
		EMS AMAJUBA DISTRICT, EMS UTRECHT, EMS MADADENI AND				
		EMS CHARLESTOWN(SPECIFICATION ATTACHED)				
		NB : As per SPECIAL CONTRACT CONDITIONS OF QUOTATIONS below.				
		NB : PRIOR TO AN AWARD BEING MADE, THE RECOMMENDED SUPPLIER'S				
		REGISTRATION ON CSD AND TAX COMPLIANCE WILL BE CHECKED.				
		Faxed, e-mailed and/or hand delivered quotations will be accepted.				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
 - 1.1. The Department is under no obligation to accept the lowest or any quote
 - 1.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
 - 1.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.
 - 1.4. 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.
 - 1.5. The bidder must ensure the correctness & validity of the quotation:
 - (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
 - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
 - 1.6. 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.
 - 1.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
 - 1.8. Offers must comply strictly with the specification.
 - 1.9. Only offers that meet or are greater than the specification will be considered.
 - 1.10. Late offers will not be considered.
 - 1.11. Expired products will not be accepted. All products supplied must be valid for a minimum period of six months.
 - 1.12. Used/ second-hand products will not be accepted.
 - 1.13. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
 - 1.14. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
 - 1.15. 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.
 - 1.16. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
 - 1.17. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
 - 1.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
 - 1.19. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.
2. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS 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 redrafted. 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. Quotations submitted must be complete in all respects; however, where it is identified that information in a bidder's response is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, the Department reserves the right to request the bidder to complete/submit such information.
 - 2.5. Any alteration made by the bidder must be initialed. Failure to do so may render the response invalid.
 - 2.6. Use of correction fluid is prohibited and may render the response invalid.
 - 2.7. Quotations 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.
 - 2.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation
 3. SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS
 - 3.1. Quotations shall be lodged at the address indicated no 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 documents. Quotations received by post will be considered as not delivered.
 - 3.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

EZEMPILO

25 APR 2022

DEPARTMENT OF HEALTH
PROVINCE OF KWAZULU-NATAL

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Table with 3 columns: Full Name, Identity Number, Name of State Institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1. If so, furnish particulars:

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1. If so, furnish particulars:

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of Bidder Signature Position Date

1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.
2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

EVALUATION CRITERIA under R30 000.

Proposals received shall be evaluated on the following.

1. Specification

Only offers that meet the specification in all aspects as stipulated in the bid document shall be considered. Offers better than specification are considered to be compliant with the specification.

2. Correctness of information

All information required in the bid document must be accurate and dully completion including all the appropriate signatures. The institution reserves the right to verify all information submitted. Able to adhere to time frame (delivery/service period must be clearly indicated)

3. Specific Goals

3.1 Over and above the following activities will be considered in the evaluation/ adjudication process.

- (i) The promotion of South African owned enterprises
- (ii) The department request S.A products unless specified
- (iii) S.A.B.S approved products
- (iv) As per specification
- (v) All warranties/guaranties must be provided with the purchase of the unit/equipment
- (vi) Whether the quotation offers value for money
- (vii) Representivity in the composition of the vendor and the possibility of fronting
- (viii) Tax Clearance Certificate issued by the South African Revenue Services
- (ix) Compulsory registration of the Provincial Suppliers Database
- (x) Verification the recommended bidder is not on the Register for tender defaulters
- (xi) Verification of the identity numbers of the directors/trustees/shareholders of the preferred bidder(s) against the institution's staff establishment in order to determine whether or not any of the directors/trustees/shareholders are in the service of the State or officials employed by specific institution
- (xiii) (xiv) Delivery period shall adhere to time frame as specified on quotation document.
- (xv) End user/SCM official to approve product sample before final delivery

This evaluation criteria is designed in such a way that responses would be required from the bidders, NB: Failure to submit the required documents(s) may invalidate the entire bid.

PLEASE SIGN AND RETURN THE EVALUATION CRITERIA WITH THE QUOTATION FORM AND RELEVANT DOCUMENTS

NAME & SURNAME

SIGNATURE

**CUTTING OF GRASS AND CLEANING OF GROUNDS AROUND HEALTH FACILITY
ONCE OFF, EMS AMAJUBA DISTRICT, UTRECHT, MADADENI AND
CHARLESTOWN EMS BASES**

ama-2022

SCOPE OF WORK

The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings.

FACILITY GROUNDS:

1. This contract calls for:

Site Works:

- 1/ Cutting long grass around all buildings and grounds, inside the fenced area as well as 1m around the fenced area as well as all of the pavement in front .
Note: the contractor must look out for all plastic pipes and electrical cables that are not Visible beneath the long grass as to damage it.
- 2/ All grass must be cut short 50mm high, racked up and bag all grass & remove of site & disposed in accordance of the local municipality garden & Refuse receptacle
- 3/ All plastic bags, bottles and domestic waste dump in site fenced area must be picked up and place in a bag and removed from site.
- 4/ Remove and pieces of building rubble, bricks, wire, etc, that may lay around.
- 5/ All grass both sides of fencing need to be cleaned right to the bottom on the ground.
- 6/ Note: Contractor must supply own cutting machinery and equipment spades and racks, plastic bags, etc
- 7/ Contractor must provide transport as to remove bags of grass from the Facility, only then will payment be done.
- 8/ Contractor to clean all gullies, drains and storm water channels.
- 9/ Contractor must allow for sweeping the paving area, stoop, and veranda area.
- 10/ Contractor need to remove all shrubs and grass growing through the paving.
- 11/ Contractor need to clean all flower beds from all grass and scrubs.
- 12/ Contractor need to cut all grass on the entire front pavement

Working hours:

All work to be performed must be done during normal working hours: Monday – Friday, 07h30 – 16h00.

Occupational Health and Safety:

- a/ The contractor shall comply with the Occupational Health and Safety Act 85 of 1993, and shall ensure that all the necessary PPE is utilized as per the risk assessment to be done prior to commencement of the project.
- b/ The contractor shall be required to complete a Contractors Declaration form with the Health and Safety Manager of Amajuba Health District before commencement of any work.

GENERAL NOTES:

Note: The contractor must provide a safety plan in conjunction with the Safety and Health Officer Mr. Raj Maharaj, if this project is more than one month, if less the contractor need only to sign a letter of acknowledgement letter of the safe working on a facility site.

Note: The contractor need to make sure that all material is kept safe and it will be his responsibility to ensure that all material is transported and locked after till all work is competed.

Note: The contractor will not be allowed to use a park home to store any material or a office.

Note: The contractor will be given 5 working days to arrange his work before actual Starting the work. Failing to start after this time will lead to a warning then cancellation of the project. There will be no further warning as our Head Office has put in place deadline for work to be completed.

Note: the contractor needs to wait for the order number and letter of appointment before he starts with the project.

Completion of Project:

- a/ The contractor shall make good the working area on completion of the work to the satisfaction of the District manager or her representative.
- b/ Contractor to receive a facility stamp on their job card when completed the work, to be attached to their invoice.
- c/ The contractor must provide a list of all the work force that was working in his care as per EPWP regulations.

NOTE: PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR (2) TWO WEEKS. CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE THIS CONTRACT WITHIN THE STATED PERIOD.

NOTE: ALL WORK MUST BE OF A HIGH STANDARD NEAT AND CLEAN, AND CORRECT.

SPECIFICATION: GARDEN AND GROUNDS

1. LAWNS:

- (i) Lawns to be kept free of weeds, grass and litter
- (ii) Lawns/grass patches to be cut once a week in the summer months
- (iii) Lawns to be kept at a length as stipulated by the clients
- (iv) All edges of lawns to be kept trimmed and uniform

2. FLOWER BEDS AND SHRUBS

- (i) These are to be kept free of weeds, grass and litter
- (ii) Borders to be trimmed and kept neat
- (iii) Flower/shrub beds to be turned once a month

3. TREE:

- (i) All dead branches to be removed that are two meters from ground level
- (ii) All areas surrounding the trees to be kept free of leaves
- (iii) Branches where they constitute a danger to the public/department staff must be kept above eye level

4. HEDGES:

- (i) To be kept cut at a uniform height

5. CONCRETE, TARRED, PAVED AREAS: (ROAD, PARKING AREAS)

- (i) To be kept clean
- (ii) To be kept free of weeds and grass by means of spraying with suitable weed killer

NON-SCHEDULED RATES

ITEM	DESCRIPTION	QTY	SUPPLY RATE	TOTAL
	Cutting of long grass inside and outside the facility grounds at EMS Amajuba District, Utrecht, Madadeni and Dannhauser EMS Bases Note: Once Off Only as per scope of works			
	EMS Amajuba District : ama:2022			
1	Cutting of very long grass inside the facility in fenced area as well as All around the outside Perimeter Fence in front of the EMS District Offices, pavements, the grass must be cut down to a 50mm thickness and lower, all grass must be placed in bags and removed from site, as per Municipality garden & refuse receptacle. Note: contractor must be aware of electrical cables and PVC waste water pipes, not to be damaged. Note: Contractor must price for work as per scope of works attached Note: Area to be cut is ± 1000m²	m ²	±1000	
2	All plastic bags, bottles and debris to be picked up around the grounds of the facility only and placed in plastic black bags and be removed from site as per local municipal garden & refuse receptacle.	Item	Item	
3	Remove any loose building rubble pieces of bricks , Concrete pieces, concrete blocks, bottles, timber, etc. that may lie inside the grounds area to be cart away	Ton	0,1	
4	All rain water gutters/downpipes to be cleaned/unblocked , ground and growing shrubs to be removed (Quart Yard)	Item	Item	
5	All flower beds to be cleaned from brush and shrubs, etc. all flower beds to be trimmed neatly.	item	Item	
6	Remove all grass/weed growing through the concrete aprons, and paving drive way, and stoned service drive ways. Note: treat with round-up poison, spraying with suitable weed killer/control	item	Item	
7	Clean all sewer gully's, and sewer manhole covers, sewer rodding eyes from all over grown grass, trim neatly to ensure these service points are visible.	item	Item	
8	Sweep all aprons and drive ways.	Item	Item	
9	Clean all window sills with cloth on the outside.	Item	Item	
	Utrecht EMS Base:ama:2022			
1	Cutting of very long grass inside and outside the facility in fenced area as well as All around the outside Area to cut by 1m away from Perimeter Fence, pavements, the grass must be cut down to a 50mm thickness and lower, all grass must be placed in bags and removed from site, as per Municipality garden & refuse receptacle. Note: contractor must be aware of electrical cables and PVC waste water pipes, not to be damaged. Note: Contractor must price for work as per scope of works attached Note: Area to be cut is ± 2000m²	m ²	±2000	
2	All plastic bags, bottles and debris to be picked up around the grounds of the facility only and placed in plastic black bags and be removed from site as per local municipal garden & refuse receptacle.	Item	Item	

3	Remove any loose building rubble pieces of bricks , Concrete pieces, concrete blocks, bottles, timber, etc. that may lie inside the grounds area to be cart away	Ton	0,1	
4	All rain water gutters/downpipes to be cleaned/unblocked , ground and growing shrubs to be removed (Quart Yard)	Item	Item	
5	All flower beds to be cleaned from brush and shrubs, etc. all flower beds to be trimmed neatly.	item	Item	
6	Remove all grass/weed growing through the concrete aprons, and paving drive way, and stoned service drive ways. Note: treat with round-up poison, spraying with suitable weed killer/control	item	Item	
7	Clean all sewer gully's, and sewer manhole covers, sewer rodding eyes from all over grown grass, trim neatly to ensure these service points are visible.	item	Item	
8	Sweep all aprons and drive ways.	Item	Item	
9	Clean all window sills with cloth on the outside.	Item	Item	
10	Cut the grass on top and around septic tank concrete slab by 3m and cut all the grown trees on top and around septic tank concrete slab	Item	Item	
11	Cut grass about 1m from outside Perimeter fence	Item	Item	
	Madadeni EMS Base:ama:2022			
1	Cutting of very long grass inside and outside the facility in fenced area as well as <u>All</u> around the outside Area to cut by 1m away from Perimeter Fence in front of the EMS Base, pavements, the grass must be cut down to a 50mm thickness and lower, all grass must be placed in bags and removed from site, as per Municipality garden & refuse receptacle. Note: contractor must be aware of electrical cables and PVC waste water pipes, not to be damaged. Note: Contractor must price for work as per scope of works attached Note: Area to be cut is ± 1000m²	m ²	±1000	
2	All plastic bags, bottles and debris to be picked up around the grounds of the facility only and placed in plastic black bags and be removed from site as per local municipal garden & refuse receptacle.	Item	Item	
3	Remove any loose building rubble pieces of bricks , Concrete pieces, concrete blocks, bottles, timber, etc. that may lie inside the grounds area to be cart away	Ton	0,1	
4	All rain water gutters/downpipes to be cleaned/unblocked , ground and growing shrubs to be removed (Quart Yard)	Item	Item	
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7	Clean all sewer gully's, and sewer manhole covers, sewer rodding eyes from all over grown grass, trim neatly to ensure these service points are visible.	item	Item	
8	Sweep all aprons and drive ways.	Item	Item	
9	Clean all window sills with cloth on the outside.	Item	Item	
	Charlestown EMS Base:ama-2022			

