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KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

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AdvertQuote

KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA**Quotation Advert**

Opening Date: 2022-10-14

Closing Date: 2022-10-21

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Ladysmith hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: LADYSMITH REGIONAL HOSPITAL

Date Submitted: 2022-10-14

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
LSH1280/22/23

Item Category: Services

Item Description: PROVISION OF PORTERING SERVICE IN LADYSMITH HOSPITAL

Quantity (if supplies) X 20 PERSONNEL

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date: 2022-10-17

Time: 12H00

Venue: SUPPLY CHAIN MANAGEMENT OPEN AREA

QUOTES CAN BE COLLECTED FROM: DOWNLOAD FROM WEBSITE

QUOTES SHOULD BE DELIVERED TO: TENDE BOX,36 MALCOLM ROAD,HOSPITAL PARK,LADYSMITH,3370

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: N.P.NYEMBE

Email: ladysmith.quotation@kznhealth.gov.za

Contact Number: 036-638 0242

Finance Manager Name: X.L.NTULI

Finance Manager Signature: 

No late quotes will be considered



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

LADYSMITH REGIONAL HOSPITAL

DIRECTORATE: FINANCE

Private Bag x9928, Ladysmith, 3370

36 Malcom Rd, Ladysmith, 3370

Tel: 036 638 0135 Fax: 036 631 3156

www.kznhealth.gov.za

SCM

TERMS OF REFERENCE FOR THIS QUOTATION NUMBER LSH1280/22/23

DESCRIPTION: PROVISION OF PORTERING SERVICE FOR LADYSMITH REGIONAL HOSPITAL

Suppliers are to take note of the following:-

1. Documents are attached on this advert
2. Document must be downloaded on the website (no documents will be distributed at site briefing)
3. Suppliers must bring the document on the site briefing for it to be stamped and signed (no documents will be signed outside the meeting)
4. Suppliers to make sure they sign attendance register at the site briefing.
5. Suppliers to take note of the specification and requirement for this quotation.
- 6. Only suppliers that attended the site briefing and compliant with requirements will be considered for this quotation.**

LADYSMITH REGIONAL HOSPITAL SCM ACQUISITION
2022 -10- 14
36 MALCOLM ROAD LADYSMITH 3370



health

Department:

Health

PROVINCE OF KWAZULU-NATAL

LSH 1280/22/23

LADYSMITH REGIONAL HOSPITAL

PROVISION OF PORTERING SERVICE AT LADYSMITH REGIONAL HOSPITAL FOR THE
CONTRACT OF 04 MONTHS

Closing Date : 21 October 2022
Contract Period : 04 Months contract
Closing Time : 11h00am
Site Inspection Date : 17 October 2022
Venue & Time : 12h00 @ SCM Open Area

Contact Person : N.P.Nyembe
Technical Person : L.L.Makhaye (036-63 7211)
Contact Telephone Number : 036-6380242

DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE QUOTATION BOX SITUATED IN:

36 MALCOM ROAD
LADYSMITH
3370

THE QUOTATION BOX IS AVAILABLE ON THE
FOLLOWING DAYS AND TIMES: MONDAYS TO
FRIDAYS 07:30 - 16:00

DOCUMENTS POSTED SHALL BE ADDRESSED TO:

LADYSMITH REGIONAL HOSPITAL
PRIVATE BAG X 9928
LADYSMITH, 3370

NAME OF TENDERER: _____

CENTRAL SUPPLIER DATABASE REGISTRATION NO.: _____

CENTRAL SUPPLIER DATABASE REGISTRATION CLASSIFICATION :(Tick (✓) applicable block)

VALIDATED SUPPLIER

CENTRAL SUPPLIER
DATABASE:

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: LADYSMITH REGIONAL HOSPITAL
 DATE ADVERTISED: 14 OCTOBER 2022 CLOSING DATE: 21 OCTOBER 2022 CLOSING TIME: 11:00
 FACSIMILE NUMBER: 036-631 2136 E-MAIL ADDRESS: ladysmith.quotation@kznhealth.gov.za
 PHYSICAL ADDRESS: 36 MALCOLM ROAD, HOSPITAL PARK, LADYSMITH. 3370

QUOTE NUMBER: ZNQ / LSH / 1280 / 22 - 23
 DESCRIPTION: PROVISION OF PORTERING SERVICE AT LADYSMITH HOSPITAL
 CONTRACT PERIOD: 04 MONTHS CONTRAC VALIDITY PERIOD 60 Days SARS PIN.....
 (if applicable)

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

M	A	A	A														
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UNIQUE REGISTRATION REFERENCE

					-				-					-																			
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DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)
36 MALCOLM ROAD, HOSPITAL PARK, LADYSMITH. 3370

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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

NAME OF BIDDER
 POSTAL ADDRESS
 STREET ADDRESS
 TELEPHONE NUMBER CODE.....NUMBER..... 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
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 [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

DESCRIPTION: PROVISION OF PORTERING SERVICE AT LADYSMITH HOSPITAL

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

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1.	X 20	PROVISION OF PORTERING SERVICE AT LADYSMITH HOSPITAL FOR 4 MONTHS CONTRACT				
	PERSONNEL	Companies to quote on the following separately				
		1.SALARIES OF EMPLOYEES PER MONTH				
		2.UNIFORM ONCE-OFF (NAME TAG & PRINTED T-SHIRT:LRH PORTER)				
		3.PPE (MASK,PLASTIC APRON) PER MONTH				
		4.PROFIT PER MONTH				
		PLEASE ATTACH THE FOLLOWING				
		1.PROOF OF EXPERIENCE				
		2. PROOF OF COIDA REGISTRATION				
		3.PROOF OF RESIDENTIAL ADDRESS				
		NB:SEE SPECIFICATION ATTACHED				
		EMPLOYEES MUST BE PAID ACCORDING TO DEPARTMENT OF LABOUR RATES,MINIMUM WAGE				
		PREFERENCE WILL BE GIVEN TO COMPANIES WITHIN UTHUKELA DISTRICT				
		NB:COMPANIES WHICH DO NOT COMPLY WITH THE SPECIFICATION AND REQUIREMENT WILL NOT BE CONSIDERED				
		NB:DOCUMENT TO BE HAND DELIVERED AND RETURNED ON A SEALED ENVELOPE AND DEPOSIT IT ON A TENDER BOX AT SECURITY MAIN GATE				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

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., 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: T.SHABANE Tel: 036-63 0135 E-Mail Address: ladysmith.quotation@kznhealth.gov.za	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: L.L.MAKHAYE Tel: 036-637 2111
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Phase 3: Technical Evaluation / Functionality Criteria

No.	EVALUATION CRITERIA	WEIGHTING	SCORING (FOR OFFICIAL USE)
1.	COMPANY EXPERIENCE	10	
1.1	<ul style="list-style-type: none"> ○ 1 Years or more : 20 Points <p>Returnables: 1. Detailed company profile demonstrating proven experience. Attach letter. References to support your experience</p>		
2.	MINIMUM WAGE	60	
2.2	Price quoted for salaries		
3.	LOCALITY	30	
3.1.	<p>PROOF OF LOCAL BUSINESS ADDRESS :UTHUKELA</p> <p>Returnables: 1. Utility Bill / Lease Agreement for the company with Business Address / Letter from the Municipality LED Unit</p>		
<p>MINIMUM QUALIFYING SCORE(A Bidder that fails to obtain the 70 minimum qualifying score for functionality as indicated in the bid document is not an acceptable tender and will not proceed to the next phase 4 for Price and Preference Points System).</p>			



PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH
ZNQ NO-----: UTHUK-H- FUNDED
UTHUK-H- LADYSMITH REGIONAL L HOSP. /22
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PORTERING SERVICE FOR
LADYSMITH REGIONAL HOSPITAL FOR THE PERIOD OF _____ MONTHS

a. Main Duties of porters

- Transport patients in wheelchairs and stretchers to the respective wards and departments
- Load corpses on the stretcher and transport to the mortuary.
- Transport specimen from ward to laboratory and from laboratory to wards.
- Escort patients to the wards and diagnostic departments.
- Clean and report faulty wheelchairs and stretchers to the supervisor.
- Return wheelchairs and stretchers to respective ward or department after transportation of patient.
- Collect all wheelchairs and stretchers and return to respective wards and departments at the end shift, with proof of handing over
- Assisting receiving of patients by watching front door for arrivals, using wheelchairs or stretchers or carrying suitcases when necessary
- Assist with ambulance stretchers.
- Assist with transportation of babies in incubators only when accompanied by a nurse.
- To assist with transport of medical equipment.
- Notify and sign the register at reception when leaving porters desk.
- Responsible for patient medical documents (OPD charts, x-rays, etc.) during transit.
- Porters to collect reports daily at 17H00 and 05H00 from wards and departments.
- At all times to be neatly and appropriately dressed in uniform with ID badges.
- At all times be courteous and polite to staff, patients, visitors, doctors, patient confidentiality, etc.
- No staff to participate in any strike action within the institution.
- Collection of blood specimen from wards and department and deliver to Matrons Office.
- Deliver blood from matron's office to wards and departments.
- Assist with the movement of consumables, furniture and equipment to wards and departments.

3. Technical Proposal

a. Bid Requirements

- Bidders are required to comply with Occupational Health and Safety Regulations
- Bidders must be registered with Companies & Intellectual Property Commission (CIPC)
- Bidders must be registered with Workman's Compensation Commission.
- Bidders must be registered with Compensation of Occupational Injuries and Diseases Act –Letter of Good Standing



PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH
ZNQ NO-----: UTHUK-H- FUNDED
UTHUK-H- LADYSMITH REGIONAL L HOSP. /22
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PORTERING SERVICE FOR
LADYSMITH REGIONAL HOSPITAL FOR THE PERIOD OF _____ MONTHS.

b. Bidders must submit the following documents with their bid documents:

- Proof of registration with CIPC;
- Proof of registration with WCC;
- Letter of Good standing - COIDA

NB. : Where proof of registration could not be issued the service provider because they don't have employees, a confirmation letter from Department of labour confirming that the service provider has applied but will be registered once they have appointed employees must be attached;

: Failure to provide the above proof will render a bid as non-compliant and will be disqualified from the evaluation/adjudication processes.

c. Evaluation Criteria

Bids will be evaluated using three stages as follows:

- Evaluation in line with companies core function on CSD
- Functionality, where bidders must score a minimum of 70% (70 points) of the 100 points of the evaluation criteria.
- 80/20 preference points system, where 80 will be for price points and 20 will be for preference points (bidders must attached an original or certified BBBEE certificate issued by SANAS accredited agency or a sworn affidavit to claim the preference points).
- Preference will be given to suppliers within Uthukela.



**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH**

**ZNQ NO-----: UTHUK-H- FUNDED
UTHUK-H- LADYSMITH REGIONAL L HOSP. /22**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PORTERING SERVICE FOR
LADYSMITH REGIONAL HOSPITAL FOR THE PERIOD OF _____ MONTHS**

- D. Bidders experience**
- Bidders must have clear understanding of assignment;
 - Bidders must have been awarded at least three (3) relevant contracts within the past five (5) years.

Bidders must complete the following table to indicate experience and Proof / appointment letters from institution indicating relevant experience within the past five years must be attached.

Institution Name	Date of commencement	Expiry Date	Value of Contract	Contact Details
			R	
			R	
			R	
			R	
			R	

- d. Supervisor**
- Must have good communication skills, knowledge and understanding of assignment
 - Must be able to work alone and as a team.
 - Must have the ability to act calmly and quickly in emergencies.
 - Must be flexible to work within the stipulated time and on weekends;
 - Must be in a possession of metric senior certificate; Certified copy not longer than 3 months to be attached.
 - Must have at least 3 years relevant experience. CV to be attached.
 - Supervisor will be part of the staff compliment of staff required per shift

- e. Staff**
- Good communication skills for dealing with other hospital staff, patients and the general public in a friendly and helpful manner.
 - To be physically fit and active.
 - The ability to cope well under pressure.
 - The ability to act calmly and quickly in emergencies
 -

NB. Please note that Ladysmith Regional Hospital will categorised the Porters services under the Minimum Wage agreement and staff members must be paid inline or more with the Minimum Wage rates in terms of Department of Labour.

Bidders quoted below the minimum prescribed wage rate by Department of labour will be regarded as Non-compliant and will be disqualified.

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.

GENERAL CONDITIONS OF CONTRACT

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 Department is under no obligation to accept the lowest or any quote.
- 3.2. 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.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. 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.*
- 3.7. 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.
- 3.8. 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.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. 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.

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

- 4.1. 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.
- 4.2. 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.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. 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.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. 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.
- 6.2. **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.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date 17 / 10 / 2022 Time 12 : 00 Place SUPPLY CHAIN MANAGEMENT OPEN AREA

Institution Stamp:	Institution Site Inspection / briefing session Official
	Full Name:
	Signature:
	Date:

8. STATEMENT OF SUPPLIES AND SERVICES

8.1. 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.

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. 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.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. 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.*
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, *the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.*

11. TAX INVOICE

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- | | |
|--|--|
| (i) the name, address and registration number of the supplier; | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient; | (v) the official department order number issued to the supplier; |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (vi) the value of the supply, the amount of tax charged; |
| | (vii) the words tax invoice in a prominent place. |

12. PATENT RIGHTS

The supplier shall indemnify the KZN Department of Health (hereafter known as 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.

13. PENALTIES

- 13.1. 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.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a 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.
- 13.3. 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 service provider'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.
- 13.4. 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.

14. TERMINATION FOR DEFAULT

- 14.1. 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:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
 - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
 - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, 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.
- 14.3. 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.

15. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

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:

	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;
 - 2) 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;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = price of lowest acceptable bid

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

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. BID DECLARATION

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

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

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.

7. SUB-CONTRACTING
applicable box)

(Tick

YES		NO	
-----	--	----	--

7.1 Will any portion of the contract be sub-contracted?

7.1.1 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.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at least 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		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for 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 may 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 of contract 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
 - (e) forward the matter for criminal prosecution.

WITNESSES	
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....



Institution name:

COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T

1. Supplier Submits Written Complaint / Objection

- Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- Complaints lodged two (2) or more days after the award will not be entertained.
- Complaints must be directed to the Responsibility Manager of the Institution (Hospital or CHC) and District Finance Manager for District Offices.
- **It must be noted that this is not an appeals process and as such will not halt the procurement process.**

2. Institution Prepares Written Response to Complaint

- The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- The complaint must be resolved within **60 days**.
- Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

Complaints or objections should be directed to:

Responsibility Manager:

Email Address: