#### STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

|              | 353/19/20            | 9 0 1             |        |         |         |             |               | 10.0    | atabas 2      | 010       |              |               | 100.00   |           |           | 22     |         |              |           |         |           |
|--------------|----------------------|-------------------|--------|---------|---------|-------------|---------------|---------|---------------|-----------|--------------|---------------|----------|-----------|-----------|--------|---------|--------------|-----------|---------|-----------|
|              | IBER: 353/19/20      |                   |        |         |         | LOSING      | G DATE:       | .10.0   | Clober 2      | 019       |              |               | CLC      | DSING 1   | IME: 11   | :00    |         |              |           |         |           |
| ESCRIP       |                      |                   |        |         |         |             |               |         |               |           |              |               |          |           |           | •••••  |         |              |           |         |           |
|              | IHEF                 | OLLOWING PA       | ARTICU | LARS    | MUSTE   | E FUR       | NISHED        | (FAIL   | URE TO        | DOSOV     | MILL R       | ESUL          | I IN YO  | UR OF     | ER BEI    | NG DIS | QUAL    | IFIE         | D)        |         |           |
|              |                      |                   |        |         |         | N           | IAME &        | ADDR    | ESS OF        | BIDDER    | (FIRM        | )             |          | HEVILLIAG |           |        |         |              | C. Server |         | 2012/4/12 |
|              | F BIDDER:            |                   |        |         |         | 27-seldinin | Ti kti seemin |         | 0             | ATE:      |              |               |          |           |           |        |         |              |           |         |           |
|              | AL ADDRESS:          |                   |        |         |         |             |               |         |               | MAIL AE   |              |               |          |           |           |        |         |              |           |         |           |
|              | CT NUMBER:           |                   |        |         |         |             |               |         |               | ACSIMIL   | Service year | MBER:         |          |           |           |        |         |              |           |         |           |
| 200 March 14 | URE OF BIDDER        | £                 | -      |         |         |             |               |         |               | ARS PIN   | Š            |               |          | esarac    |           |        |         |              |           |         |           |
|              | ing this document    |                   |        | erms ar | nd cond | tions]      |               | -30.156 | 0             | ENTRAL    | . SUPF       | LIER          | DATAB    | ASE RE    | GISTRA    | TION ( | CSD) I  | NO.          | 1         |         |           |
| UNIQUE       | REGISTRATION         | REFERENCE         | : [    |         |         |             |               |         |               |           |              |               |          |           |           |        | L       | L,           |           | _       | L         |
| Ш            |                      |                   |        | Ш       |         |             |               |         |               |           | Ш            |               |          |           |           |        |         |              |           | $\perp$ |           |
| oes this     | offer comply with    | the specification | n?     |         |         |             |               |         | State o       | elivery p | eriod e      | .g. E.g       | . 1day.  | 1week     |           |        | H12     | Т            |           |         |           |
| the pric     | e firm?              |                   |        |         |         |             |               |         | All deli      | very cost | s must       | be inc        | luded in | the que   | ote price |        |         |              |           |         |           |
| ltem         | Quantity Description |                   |        |         |         |             |               | T       | Brand & model |           |              | Country of    | Price    |           |           |        |         |              |           |         |           |
| No           |                      |                   |        |         |         |             |               |         |               |           |              |               |          |           | mar       | ufactu | re      | T            | R         |         | c         |
| 01           | 01 units             |                   |        | RAB     | NOV S   | IALOG       | RAPHY         | SET     |               |           |              |               |          |           |           |        |         |              |           |         |           |
|              |                      |                   |        |         |         |             |               |         |               |           |              |               |          |           | _         |        |         | L            |           |         |           |
| _            |                      | -                 |        |         |         |             |               |         |               |           | -            |               |          |           | -         |        |         | 1            |           |         | _         |
| -            |                      |                   | -      |         | _       |             |               |         |               | -         | -            | po presidente |          |           | +         |        |         | +            | -2.55     |         | +         |
|              |                      |                   |        |         |         |             | -             |         |               |           | +            |               |          |           | +-        |        |         | ╀            |           |         | +         |
|              |                      |                   |        |         |         |             |               |         |               |           | +            |               |          |           | 1         |        | V miles | +            |           |         | +         |
|              |                      |                   |        |         |         |             |               | 70-20   | -             |           |              |               |          |           | 1         |        |         | $^{\dagger}$ | -         |         |           |
|              |                      |                   |        |         |         |             |               |         |               |           |              |               |          |           |           |        |         | T            |           |         | 77        |
|              | ADDED TAX @ 1        |                   |        | -       |         |             |               |         |               |           |              |               |          |           |           |        |         | T            |           |         |           |

- SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

  The institution is under no obligation to accept the lowest or any quote.
  The price quoted must include VAT (if VAT vendor).
- The department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT
- The bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference quoted cover all for the work/frem (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.
- The dissermust accept full responsibility for the proper execution is fulliment of all obligations con devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract. This quotation will be evaluated specification & correctness of information.

  Only offers that comply with or greater than specification will be considered.

  Late quotes will not be considered.

  All products supplied must be valid for a minimum period of six months.

- 1.10 A bidder of uppression and evaluate a minimum period of six months.
  1.11 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 prioring schedule must be submitted tensions delivery and the processing of the pricing of the pricing
- for each delivery point.
- 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due

- course.

  The supplier shall furnish any information, when requested.

  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.

  The supplier shall indemnify the KZN Department of Health (ake 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
- of infringement of patent, trademark, or industrial design rights arising from use or tine goods or any part, thereof by the purchaser.

  If the supplier falls to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, whosu prejudice to its other remedies under the contract, from contract, from a sum calculated on the delivered prince of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or accomment. The method requires the remainder of the performance.
- performance. The purchaser may also consider termination of the contract.

  The purchaser may also consider termination of the contract.

  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 talls 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.

  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.

  2.2 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
- SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS
- 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. Under no circumstances whatsoever may the quotation bid forms be retyped or redrafted. Photocopies of the
- order to circumsations whatover may the quotaconductories be recyped or redrained. Photocopies of the original bild documentation may be used, but an original singlature 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 question. Clear indication thereof must be stated on the schedules attached.
- SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
- 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.
- 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 quotationshids may be ejected as being invalid.
- All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe oustody 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 scaled and the quotation number written on the envelope. 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/bit 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 wild.





# Specifications Template

## Prepared by:

| Initial and Surname | Designation        | Signature | Date      |
|---------------------|--------------------|-----------|-----------|
| U.Y. Coro           | Chief Radicsrapher | pean      | 3/10/2019 |

## Reviewed by Supervisor/Operational Manager:

| Initial and Surname | Designation | Signature    | Date         |  |  |  |
|---------------------|-------------|--------------|--------------|--|--|--|
| K. Amod             | TALCH RO    | didosy 1(ama | d 07/10/2019 |  |  |  |

| Item details              | Specification   |  |  |  |  |
|---------------------------|---|--|--|--|--|
| Item description          | Sialography Procedure Set   |  |  |  |  |
| Size                      | Sialography Catheter tip diameter 0.81mm<br>Sialography Catheter tube length 32cm<br>Salivary Duct Dilator 15cm |  |  |  |  |
| Colour                    | Sialography Cather is a clear tubing<br>Sialography Duct Dilator is stainless steel                             |  |  |  |  |
| Material                  | Sialography Catheter is polyvinylchloride tubing Sialogaphy Duct Dilator is stainless steel                     |  |  |  |  |
| Packaging (unit/box)      | 2 Units   |  |  |  |  |
| Functionality/performance | Perform Sialogram to visualize salivary gland ducts   |  |  |  |  |
| Purpose                   | To perform salivary gland procedures  |  |  |  |  |
| Other:                    | Sialography catheter must be compatible with the sialography duct dilator                                       |  |  |  |  |
|                           | Salivary Catheter has a tapered cannula with a rounded tip. Single sideport for unobstructed injection.         |  |  |  |  |

### Approved by specifications committee chairperson:

| Initial and Surname | Portfolio | Signature | Date     |
|---------------------|-----------|-----------|----------|
| N.P. Mthemby        | Sup       | 000       | 01_10,19 |

#### **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.   |

|          | 12.00 At The ST 10.00 V 000345300  |                 |  | - 10. <b>1</b> 0.0 0.0 0.0 0.0 0.0      |                        |
|----------|--|-----------------|--|---|------------------------|
| 2.1.     | Full Name of bidder/representative   | 2.4.            | Company Registration Numbe             | :r:                                     |                        |
| 2.2.     | Identity Number:   | 2.5.            | Tax Reference Number:                  |   |                        |
| 2.3.     | Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ):2  | 2.6.            | VAT Registration Number:               | • |                        |
| 2.7.     | The names of all directors / trustees / shareholders / members, the  | eir ind         | dividual identity numbers, tax re      | eference numbe                          | ers and if annlicable  |
|          | employee / persal numbers must be indicated in paragraph 3 below   | ı.<br>I.        | arriada idonary namboro, tax re        |   | [TICK APPLICABLE       |
|          | Are you or any person connected with the bidder presently employe  | ed 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  | e bid           | der is employed:                       |   |                        |
| 000      | Position occupied in the state institution:  |                 | Any other particulars:                 |   |                        |
| 2.8.2    | . If you are presently employed by the state, did you obtain the application and the state of th | oropi           | riate authority to undertake rem       | unerative work                          | outside employmen      |
| 200      | in the public sector?  |                 | 2                                      |   | YES NO                 |
| Z.O.Z    | .1. If yes, did you attach proof of such authority to the quote docum  | ient:           | (                                      |   |                        |
| 2.9.2    | Failure to submit proof of such authority, where applicable, may result.  2. If no, furnish reasons for non-submission of such proof:  | t in t          | ne disqualification of the quote.      | 1                                       |                        |
| 2.0.2    | Did you or your spouse, or any of the company's directors / trustee  |                 | harabaldara / mambara as their         |   |                        |
| 2.5.     | state in the previous twelve months?   | 5/5             | nareholders / members or their         | spouses condi                           |                        |
| 291      | If so, furnish particulars:  |                 |  |   | YES   NO               |
| 2.10     | Do you, or any person connected with the bidder, have any relation:  | shin            | (family friend other) with a ner       | rson amployed                           | hy the state and who   |
|          | may be involved with the evaluation and or adjudication of this quot   | e?              | (taring, mena, other) with a per       | 3011 employed                           |                        |
| 2.10.    | 1. If so, furnish particulars:   | Meta.<br>Sespon |  |   | YES NO                 |
| 2.11.    | Are you, or any person connected with the bidder, aware of any rela  | tion            | ship (family, friend, other) between   | en any other hi                         | idder and any nersor   |
|          | employed by the state who may be involved with the evaluation and  | ora             | adjudication of this quote?            | ron any outer b                         | YES   NO               |
| 2.11.    | If so, furnish particulars:  |                 |  |   |                        |
| 2.12.    | Do you or any of the directors / trustees / shareholders / members of  | the             | company have any interest in a         | iny other related                       | d 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.   |                 |  |   |                        |
| NR.      | The Department Of Health will validate details of directors / truste   | oe I            | mambare / sharabaldare on C            | 'SD It is the su                        | naliora' raspansibilib |
|          | to ensure that their details are up-to-date and verified on CSD. If the  | ne D            | enartment cannot validate the          | information or                          | ppliers responsibility |
|          | not be considered and passed over as non-compliant according to t  | Natio           | anal Treasury Instruction Note A       | 1 (2) 2016/17                           | r CSD, the quote wil   |
|          |  | valic           | mai freasury instruction Note 4        | (a) 2010/17.                            |                        |
| 4        | DECLARATION  |                 |  |   |                        |
|          | IE UNDERSIGNED (NAME)<br>NISHED IN PARAGRAPHS 2.   |                 | CERTIF                                 | Y THAT THE                              | EINFORMATION           |
| 1 40     | CEPT THAT THE STATE MAY REJECT THE QUOTE OR  |                 | CT ACAINET ME CHOUR                    | S THE BEST                              |                        |
| PRO      | VE TO BE FALSE.  | ·AC             | T AGAINST ME SHOULL                    | ) THIS DECL                             | ARATION                |
| inc      | VETO BETALSE.  |                 |  |   |                        |
|          |  |                 |  |   |                        |
|          |  |                 |  |   |                        |
| Nam      | e of bidder Signature  |                 | Position                               | Date                                    |                        |
| 1º Ctate | " means –  |                 |  |   |                        |
| a)       | any national or provincial department, national or provincial public entity or   | c)              | provincial legislature;                |   |                        |
|          | constitutional institution within the meaning of the Public Finance Management   |                 | national Assembly or the national Cour | ncil of provinces: or                   | r                      |
| b)       | Act, 1999 (Act No. 1 of 1999);<br>any municipality or municipal entity;  |                 | Parliament.                            | F - 11110001 01                         |                        |

<sup>&</sup>quot;Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.