

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

29/03/20

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: Inkosi Albert Luthuli Central Hospital
 DATE ADVERTISED: 29 January 2020 FACSIMILE NUMBER: 031 240 1162 EMAIL: Nolwazi.mthembu@ialch.co.za
 ENQUIRIES MAY BE DIRECTED TO: Nolwazi Mthembu CONTACT NUMBER: 031 240 1254
 PHYSICAL ADDRESS: Inkosi Albert Luthuli Central Hospital, 800 Vusi Mzimela road, Mayville, 4091

ZNQ NUMBER: 393/19/20 CLOSING DATE: 03 February 2020 CLOSING TIME: 11:00

DESCRIPTION: 06 Units, Date stamps, 30 Units, Letter trays, 01 Unit, Certifying stamp

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

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: ↓
UNIQUE REGISTRATION REFERENCE: ↓	

Does this offer comply with the specification?	State delivery period e.g. <i>E.g. 1day, 1week</i>
Is the price firm?	All delivery costs must be included in the quote price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
01	06 Units	Date stamps				
02	30 Units	Letter trays				
03	01 Unit	Certifying stamp				

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

TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
 - 1.1 The institution is under no obligation to accept the lowest or any quote.
 - 1.2 The price quoted must include VAT (if VAT vendor).
 - 1.3 The department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
 - 1.4 The bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk.
 - 1.5 The bidder must accept full responsibility for the proper execution & fulfillment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfillment of this contract.
 - 1.6 This quotation will be evaluated specification & correctness of information.
 - 1.7 Only offers that comply with or greater than specification will be considered.
 - 1.8 Late quotes will not be considered.
 - 1.9 All products supplied must be valid for a minimum period of six months.
 - 1.10 A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
 - 1.11 All delivery costs must be included in the quote price, for delivery at the prescribed destination.
 - 1.12 Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
 - 1.13 In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
 - 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
 - 1.15 The supplier shall furnish any information, when requested.
 - 1.16 In the event that the tax compliance status has 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.
 - 1.17 The supplier shall indemnify the KZN Department of Health (aka the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
 - 1.18 If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.
 - 1.19 The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract, or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
 - 1.20 The purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
 - 1.21 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
2. SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS QUOTATION.
 - 2.1 Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
 - 2.2 Under no circumstances whatsoever may the quotation/bid forms be retyped or 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 Quotation submitted must be complete in all respects.
 - 2.5 Any alteration made by the bidder must be initialed.
 - 2.6 Use of correcting fluid is prohibited.
 - 2.7 Quotation will be opened in public as soon as practicable after the closing time of quotation.
 - 2.8 Where practical, prices are made public at the time of opening quotations.
 - 2.9 If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
3. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
 - 3.1 Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
 - 3.2 Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
 - 3.3 All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
 - 3.4 A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
 - 3.5 No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
 - 3.6 Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

Certified correct and that there is no indication
that the original document has been altered in
any way by an unauthorized person.

Date: Rank:

Signature:

INKOSI ALBERT LUTHULI
CENTRAL HOSPITAL
01 OCT 2019
HUMAN RESOURCES



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

Specifications Template

Prepared by:

Initial and Surname	Designation	Signature	Date
S. Gouws	PHRO		29/01/2020

Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
S. Naidu	HRO Supervisor		29/01/2020

Item details	Specification
Item description	IN TRAY
Size	STANDARD
Colour	RED / NAVY
Material	PLASTIC
Packaging (unit/box)	EACH TRAY
Functionality/performance	HOLD DOCUMENTS
Purpose	INCOMING / OUT GOING DOCUMENTS
Other:	SAMPLE PHOTO ATTACHED

Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date



