STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 2.23	19	20
EBY INVITED TO QUOTE FOR REQUIREMENTS AT: Inkosi Albert Luthuli Central Hospital		<b>D</b> ā

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[By signing this document I hereby agree to all terms and conditions]  UNIQUE REGISTRATION REFERENCE: 1								Т	П	Г	Τ	Т	Т	T	П	20021	Г	Т	T	Т		Г		
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- 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.
- vendors.

  The bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference qu cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
- The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) lable 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.

- 1.9 A large not registered 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 to search delivery.
- for each delivery point. 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due

- 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.
- The supplier shall indemnify the KZN Department of Health (ask 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
- The supplier shall indemnify the KZN Department of Health (axa the purchaser) against all third-party claims of infringement of patient, trademark, or industrial design rights arising from use of the 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, 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
- services using the current prime interest rate calculated for each day of the detay until actual delivery or performance. 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 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. 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.

  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 1.22
- SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS 2. QUOTATION
- 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 quotaton/bit forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- original bid documentation may be used, but an original signature must appear on such photocopies. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated. Quotation submitted must be complete in all respects. Any alteration made by the bidder must be initialled. Use of correcting fluid is prohibited. Quotation will be opened in public as soon as practicable after the closing time of quotation.

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

  If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in 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 quotations/bids may be rejected 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 unoppered in safe custody until the obsing him 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. 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.
- No quotation/bid sent through the post will be considered if it is received after the closing date and time
- stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery. Quotation documents must not be included in packages containing samples. Such quotations may be rejected. 3.6

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

Date:	Renic .		000945		
Date:	466 & call com .			7	3
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INKOSI ALBERT LUTHULI CENTRAL HOSPITAL

0 1 OCT 2019

**HUMAN RESOURCES** 



# Specifications Template

### Prepared by:

Initial and Surname	Designation	Signature/)	Date
S. Governous	PHRO	1	29/01/2020

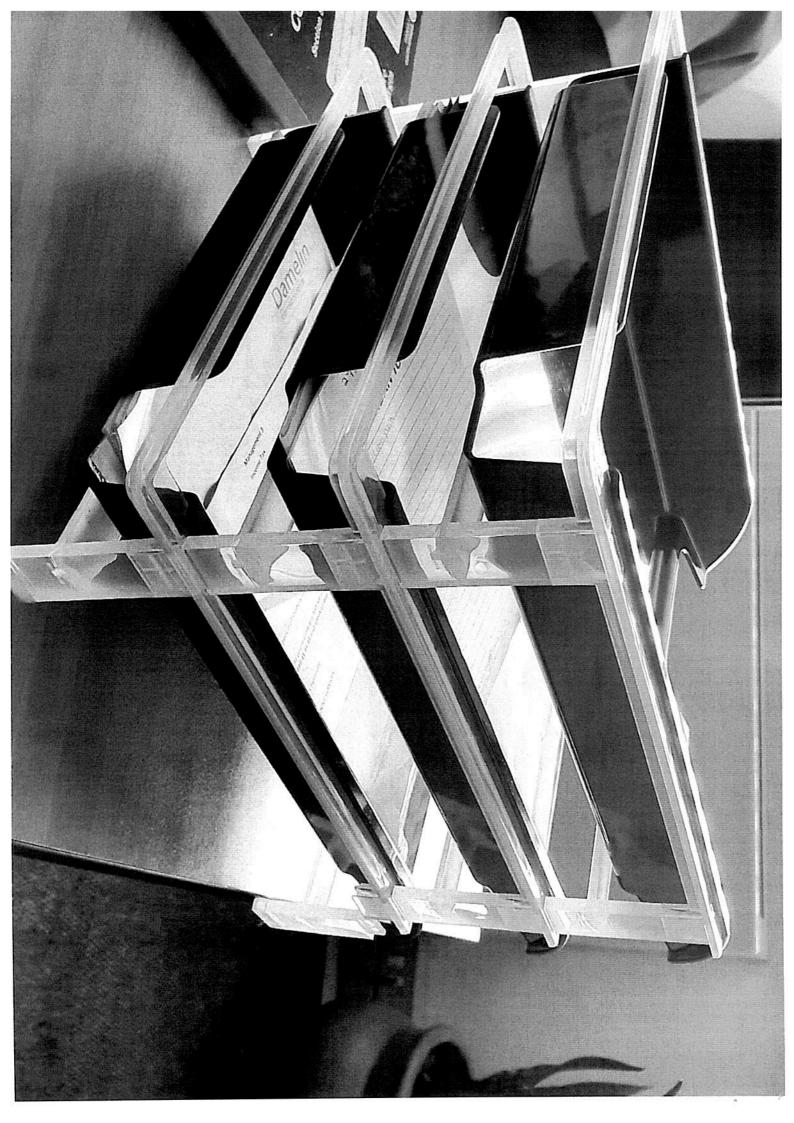
## Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
5. Navdy	Heo Superise	S	29/01/2020

Item details	Specification
Item description	IN TRAY
Size	STANDARD
Colour	RED /NAVY
Material	PLASTIC
Packaging (unit/box)	EACH TRAY
Functionality/performance	Horo Documents
Purpose	INCOMMING / OUT GOING DOCUMENTS
Other:	IN COMMING / ONT GOING DOCUMENTS SATIRED PHOTO ATTACKED

#### Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date	
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#### **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.

. In order to give effect to the above, the following questionnaire n	nust be completed and submitted with the quote.	
2.1. Full Name of bidder/representative	. 2.4. Company Registration Number:	
2.2. Identity Number:	2.5. Tax Reference Number:	
2.3. Position occupied in the Company (director, trustee, sharehold		
2.7. The names of all directors / trustees / shareholders / membe	rs, their individual identity numbers, tax reference	
employee / persal numbers must be indicated in paragraph 3 2.8. Are you or any person connected with the bidder presently er		[TICK APPLICABLE]
2.8.1.If so, furnish the following particulars:     Name of person / director / trustee / shareholder/ member:	#6	YES   NO
Name of state institution at which you or the person connected	to the hidder is employed:	
Position occupied in the state institution:		
2.8.2. If you are presently employed by the state, did you obtain t	the appropriate authority to undertake remuneration	ve work outside employment
in the public sector?	13AA 34	YES NO
2.8.2.1. If yes, did you attach proof of such authority to the quote	document?	
lote: Failure to submit proof of such authority, where applicable, may	y result in the disqualification of the quote.)	
2.8.2.2. If no, furnish reasons for non-submission of such proof:		
2.9. Did you or your spouse, or any of the company's directors / t	rustees / shareholders / members or their spouse	
state in the previous twelve months?		YES NO
2.9.1. If so, furnish particulars:	alationable Manufly fallend other A of the	
2.10. Do you, or any person connected with the bidder, have any re	elationship (family, friend, other) with a person em	
may be involved with the evaluation and or adjudication of thi 2.10.1. If so, furnish particulars:	s quote?	YES NO
2.11. Are you, or any person connected with the bidder, aware of an	ny relationship (family friend, other) between any	other hidder and any name
employed by the state who may be involved with the evaluation	on and or adjudication of this quote?	
2.11.1. If so, furnish particulars:		YES   NO
2.12. Do you or any of the directors / trustees / shareholders / memb	hers of the company have any interest in any other	er related companies whether
or not they are bidding for this contract?	out of the company have any interest in any other	YES NO
2.12.1. If so, furnish particulars:		TES   NO
<ol> <li>Full details of directors / trustees / members / shareholder</li> <li>The Department Of Health will validate details of directors / to ensure that their details are up-to-date and verified on CS not be considered and passed over as non-compliant according</li> </ol>	trustees / members / shareholders on CSD. It is D. If the Department cannot validate the information	ation on CSD, the quote will
4 DECLARATION		
I, THE UNDERSIGNED (NAME) FURNISHED IN PARAGRAPHS 2.	CERTIFY THA	AT THE INFORMATION
I ACCEPT THAT THE STATE MAY REJECT THE QUOT PROVE TO BE FALSE.	TE OR ACT AGAINST ME SHOULD THIS	DECLARATION
Name of bidder Signature	Position	Date
3		2010
"State" means –		
any national or provincial department, national or provincial public entity constitutional institution within the meaning of the Public Finance Managem Act, 1999 (Act No. 1 of 1999);     b) any municipality or municipal entity.		ovinces; or

<sup>\*</sup>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.