STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

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VALUE	ADDED TAX @	15% (Only if VAT Vend	ior)																		
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- 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 quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the
- The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions
- The bioder must accept half responsibly that the principal (s) hable 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.

- 1.7 Only offers that comply wind of greater than specimens with the specimens of the speci
- for each delivery point.

 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due.

- 1.16 If samples / compulsory site inspection / binefing session are required, the supplier will be informed in due course.

 1.16 In the event that the tax compliance status has failed on CSD, it is the supplier's 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 (a/a the purchaser) against all third-party claims of intringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser and the provide of 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 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 falls to deliver any or all of the goods within the period(s) specified in the contract falls to perform any other obligation(s) under the contract, or has engaged in corrupt or traudiuch practices in competing for or in executing the contract, or has engaged in corrupt or traudiuch practices in competing for or in executing the contract, or has engaged in corrupt or traudiuch practices in competing for or in executing the contract, or has engaged in corrupt or traudiuch practices in competing for or in executing the contract, or has engaged in corrupt or traudiuch practices in competing for or in executing the contract, or has engaged in corrupt or traudiuch terms and in such manner as it deems appropriate, goods, works or services.

- 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

- period not exceeding 10 years.

 122 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 considered
- SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS QUOTATION
- 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 quotation/bit forms be retyped or redrafted. Photocopies of the original bit documentation may be used, but no riginal 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 resp

- Quotation submitted must be complete in air respects.
 Any alteration made by the bilder 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
- 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 doining date indicated 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 unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. It 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 documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.



Specifications Template

Prepared by:

Initial and Surname	Designation	Signature	Date
L.Kakana	Ward Clerk	7	01.11.2019

Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
N.E.Maphekula	Operational Manager	Neilhpelieum	01.11.2019

Item details	Specification				
Item description	CONFORMERS				
Size	SMALL;MEDIUM & LARGE				
Colour	CLEAR				
Material	PLASTIC				
Packaging (unit/box)	UNIT				
Functionality/performance	TO PREVENT SYMBLEPHARA				
Purpose	Conformers are plastic / acrylic shells used to place in the orbital or conjunctival surgery to prevent Tissue adhering to one another which will lead to failure of procedures.				
Other:					

Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date
N.P. Mthemby	Scurp	PASA	19/11/19

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 wherethe 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. 2.4. Company Registration Number: 2.1. Full Name of bidder/representative..... 2.2. Identity Number: 2.5. Tax Reference Number: 2.3. Position occupied in the Company (director, trustee, shareholder²):2.6. VAT Registration Number: 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, [TICK APPLICABLE] employee / persal numbers must be indicated in paragraph 3 below. YES NO 2.8. Are you or any person connected with the bidder presently employed by the state? 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 bidder is employed: 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? 2.8.2.1. If yes, did you attach proof of such authority to the quote document? (Note: Failure to submit proof of such authority, where applicable, may 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 / trustees / shareholders / members or their spouses conduct business with the YES NO state in the previous twelve months? 2.9.1. If so, furnish particulars: 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO 2.10.1. If so, furnish particulars:.... 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO 2.11.1. If so, furnish particulars: 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether YES NO or not they are bidding for this contract? 2.12.1. If so, furnish particulars:.... Full details of directors / trustees / members / shareholders. NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17. DECLARATION FURNISHED IN PARAGRAPHS 2. I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. Position Signature Name of bidder "State" means provincial legislature; any national or provincial department, national or provincial public entity or c)

Parliament.

constitutional institution within the meaning of the Public Finance Management

Act, 1999 (Act No. 1 of 1999);

national Assembly or the national Council of provinces; or

any municipality or municipal entity; *"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.