# STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

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NAMEO	F BIDDER:	ı,	AMIE & ADDRESS	DATE:	(i iixii)								
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	T NUMBER:			FACSIMIL	E NUMBER:				Lil recent		7		
	JRE OF BIDDER:			SARS PIN	l:								
		hereby agree to all terms and conditions]		CENTRAI	SUPPLIER	DATAE	BASE RE	GISTRAT	TION (	CSD) N	10.: 1		
100000000000000000000000000000000000000	REGISTRATION			$\vdash$	T			T				T	
П				111	111	1		ТΤ	П		Τ'n	1	ΪТ
	\$2750000 B1275000000000 B 5000000000 B 5000000000000			All delivery costs must be included in the que  Brand & model  D ML			Country of manufacture		Price R		c		
TOTAL	QUOTATION PRI	5% (Only if VAT Vendor) CE (VALIDITY PERIOD 60 Days)  NOTIONS OF QUOTATIONS Cligation to accept the lowest or any quote.			ction penalty on ti		er by prohibit	ing such su	pplier fro	m doing t	ousiness wit	h the put	olic sector fo

- 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.

  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 with or greater train specification will be consistency.
  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 deleyer 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

- 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 (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
- or immement or pasent, indemnals, or industrial designing in a using monitor or in goods or sey per-thereof by the purchaser.

  If the supplier fails to deliver any or all of the goods or to perform the services within the pending'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
- contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or upperformed 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.

  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 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.

  Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a

- QUOTATION.
- Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural
- Oness inconsistent win or expressly inducted orientials by the currient, the singular shall include the plant and vice versa and with words importing the masculine gender shall include the feminine and the neuter. Under no circumstances whatseever 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.
- originat brd 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 seaded 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
- omer man that shown on the envelope, it this provision is not complied with, such quotations dust 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. 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.

- 3.5 No quotation bid sent through the post will be considered if it is received after the closing date and time stpulated 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.

### **DECLARATION OF INTEREST**

- 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. 2.4. Company Registration Number: ..... 2.1. Full Name of bidder/representative..... 2.5. Tax Reference Number: ..... 2.2. Identity 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, ITICK APPLICABLE employee / persal numbers must be indicated in paragraph 3 below. 2.8. Are you or any person connected with the bidder presently employed 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 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? YES NO 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 Name of bidder Signature

c) provincial legislature;

Parliament.

national Assembly or the national Council of provinces; or

"State" means -

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

any national or provincial department, national or provincial public entity or

constitutional institution within the meaning of the Public Finance Management

b) 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.



## **Specifications Template**

## Prepared by:

Initial and Surname	Designation	Signature	Date
Z.MAPHUMULO	CLERK	(91)	01/06/2020
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## Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
A.M. MNCUBE	ОРМ	Ql mi	01/06/2020

Item details	Specification	
Item description	TRACHEAL TUBE CLEANING LIQUID	
Size	250 ML	
Colour	BLUE	
Material	LIQUID	
Packaging (unit/box)	UNITS	
Functionality/performance	IT USED TO CLEAN TRACHEAL TUBES	
Purpose		
Other:		

## Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date
	KY		
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