STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

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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 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) liable for the due fulfilment of this contract. 1.4
- 1.5
- 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.

 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.
- anns pin in order for the institution of a valuation that accomplished seales of the applied.

 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.
- thereof by the purchaser.

 If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in If the supplier task to deliver any or all of the goods or to periorism on services within the periodicy specified 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 delayed goods or unperformed 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
- productionary, may reministe the contract falls to perform any other obligation(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 which in all excepts works or personner. such similar goods, works or services.
- Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a

- Personance persons on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

 1.22 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.
- 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 rodranded, Photocopies of the 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. 2.7
- 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 dosing 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 todged 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
- other than that arrown on the elevelue, it has provision as compared as the envelopes are kept unopened in safe ouslody 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,
- open, it shall be sealed. If it is received without a quotaction number of me envelope, it and se 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 dosing 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 stopulated 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
- as being invalid.

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.

2.1.	Full Name of bidder/representative	.4. Company Registration Number:	
2.2.	Identity Number:	.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, the employee / persal numbers must be indicated in paragraph 3 below	r individual identity numbers, tax reference no	umbers and, if applicable, ITICK APPLICABLE
2.8.	Are you or any person connected with the bidder presently employe		YES NO
	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:	
	Position occupied in the state institution:	Any other particulars:	
2.8.	2. If you are presently employed by the state, did you obtain the app	ropriate authority to undertake remunerative	work outside employment
	in the public sector?		YES NO
	If yes, did you attach proof of such authority to the quote docum		
(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	3 / shareholders / members or their spouses of	
2.0	state in the previous twelve months?		YES NO
2.9.	1. If so, furnish particulars:	ship (family friend ather) with a constant	
2.10	 Do you, or any person connected with the bidder, have any relations may be involved with the evaluation and or adjudication of this quote 	anip (ramily, mend, other) with a person empto	A THE RESIDENCE OF THE PROPERTY OF THE PROPERT
2 10	.1. If so, furnish particulars:		YES NO
2.11	. Are you, or any person connected with the bidder, aware of any rela	tionship (family friend other) between any oth	ner hidder and any nerson
	employed by the state who may be involved with the evaluation 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 / members of	the company have any interest in any other re	elated 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.		
	The Department Of Health will validate details of directors / truste	as I mambars I sharahaldare on CSD. It is th	ao cuppliore' rocponcibility
110.	to ensure that their details are up-to-date and verified on CSD. If the	e Denartment cannot validate the information	on an CSD the quote will
	not be considered and passed over as non-compliant according to N	Vational Treasury Instruction Note 4 (a) 2016/	17
		taliana reactif mentalian riola (a) 2010/	•••
4	DECLARATION		
I, T	HE UNDERSIGNED (NAME)	CERTIFY THAT	THE INFORMATION
FUI	RNISHED IN PARAGRAPHS 2.		
LA	CCEPT THAT THE STATE MAY REJECT THE QUOTE OR	ACT AGAINST ME SHOULD THIS D	ECLADATION
PRO	OVE TO BE FALSE.	ACT AGAINST ME SHOOLD THIS D	LCLARATION
	on of hidder Cinnature	DW	
IVali	ne of bidder Signature	Position	Date
**Sta	e" 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	d) national Assembly or the national Council of proving	ces; or
b)	Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity:	e) Parliament.	

^{2&}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.



Specifications Template

Prepared by:

Initial and Surname	Designation	Signature	Date	
H. A SIMAMANE	ADMIC CLERK	1	17.03.2020	
		A		

Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
S PILLAY	ОРМ	\$10000	17.03.2020

Item details	Specification
Item description	FORGARTY CATHETER SIZE 3
Size	40CM
Colour	
Material	
Packaging (unit/box)	UNIT
Functionality/performance	
Purpose	WE REQUIRE SIZE 3 FORGARTY CATHETER 40CM IS USED FOR RENAL TRANSPLANTS AND AV- FISTULA CREATION
Other:	
	х

Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date

Darens