#### 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.
- The bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference quoted cover all for the work/frem (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. 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.

- 1.8 Law quotes wal 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.
  In cases where different delivery points influence the pricing, a separate pricing schedule must be subn
- for each delivery point.

  1,14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due

- ourse.

  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 (alsa 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
- 1.18 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 performance. The purchaser may also consider leministion 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 contract in the purchaser.
- 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 traudulent 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 service
- 1.21 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a

- 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
- 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
- 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/bil forms be retyped or redrafted. 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. 22

- 2.6

- 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,
- Quotation shall be logged at the address inclused not later fram the costing time speciated for their recept, 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 bibder, the quotation number and closing date indicated on the envelope. The nevelope shall not ontain 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.
- rejected as being invalid.

  3.3 All quotation 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 mumber 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.

- as being invalid,

#### **DECLARATION OF INTEREST**

1.	Any legal person, including persons emplorelationship, may make an offer or offers quote or proposal). In view of possible all by the state, or to persons connected with position in relation to the evaluating/adjudthe bidder is employed by the state; and the legal person on whose behalf the evaluation and or adjudication of the questions whose behalf the declarant acts and person to the person of the questions are the person of the questions and person or whose behalf the declarant acts and the decla	in terms of this invitation to quot legations of favouritism, should to n or related to them, it is required licating authority where- id/or bidding document is signed, houte(s), or where it is known that ersons who are involved with the	te (includes a price quotation, he resulting quote, or part there d that the bidder or his/her auth as a relationship with persons t such a relationship exists beh evaluation and or adjudication	advertised competitive quote, limited eof, be awarded to persons employed iorised representative declare his/her /a person who are/is involved in the ween the person or persons for or on of the quote.
2.	In order to give effect to the above, the following	llowing questionnaire must be co	mpleted and submitted with the	e quote.
2.	Full Name of bidder/representative     Identity Number:		Company Registration Number Tax Reference Number: VAT Registration Number:	
2.	<ol> <li>The names of all directors / trustees / semployee / persal numbers must be into a few person connected with the so, furnish the following particulars:         Name of person / director / trustee / sha     </li> </ol>	shareholders / members, their in dicated in paragraph 3 below. the bidder presently employed b	y the state?	[TICK APPLICABLE] [YES   NO
2.	Name of state institution at which you or Position occupied in the state institution 8.2. If you are presently employed by the in the public sector? 8.2.1. If yes, did you attach proof of such e: Failure to submit proof of such authority,	r the person connected to the bid :	Ider is employed:Any other particulars: riate authority to undertake ren	nunerative work outside employment  YES NO
2.	If no, furnish reasons for non-subm     Did you or your spouse, or any of the ostate in the previous twelve months?     If so, furnish particulars:	company's directors / trustees /	shareholders / members or thei	
2.	10. Do you, or any person connected with may be involved with the evaluation an 10.1. If so, furnish particulars:	the bidder, have any relationship d or adjudication of this quote?	(family, friend, other) with a pe	rson employed by the state and who YES NO
2.	Are you, or any person connected with employed by the state who may be invented.     If so, furnish particulars:	the bidder, aware of any relation olved with the evaluation and or	ship (family, friend, other) betwood adjudication of this quote?	een any other bidder and any person           YES         NO
2.	<ol> <li>Do you or any of the directors / trustees or not they are bidding for this contract</li> <li>If so, furnish particulars:</li> </ol>	/ shareholders / members of the ?	company have any interest in a	any other related companies whether YES NO
3.		embers / shareholders. details of directors / trustees / ate and verified on CSD. If the D	members / shareholders on Gepartment cannot validate the	information on CSD, the quote will
4	DECLARATION			
I,	THE UNDERSIGNED (NAME) JRNISHED IN PARAGRAPHS 2.		CERTIF	Y THAT THE INFORMATION
	ACCEPT THAT THE STATE MAY R ROVE TO BE FALSE.	EJECT THE QUOTE OR A	CT AGAINST ME SHOULI	D THIS DECLARATION
 Na		ature	Position	

- c) provincial legislature;
  d) national Assembly or the national Council of provinces; or
  e) Parliament.

<sup>&</sup>quot;State" means —

a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

any municipality or municipal entity;

<sup>&</sup>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
L.Kakana	Ward Clerk	0	12.02.2021

## Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
N.E Mapphekula	Operational Manager	M	12.02.2021

Item details	Specification
Item description	FINE DIAMOND BUR 1MM 75MM L ROUND FINE DIAMOND BUR 2MM 75MM L ROUND FINE DIAMOND BUR 2.5MM 75MM L ROUND
Size	1MM,2MM & 2.5MM
Colour	SILVER
Material	TITANIUM & STAINLES STEEL
Packaging (unit/box)	UNIT
Functionality/performance	TO PERFOM LATERAL SKULLBASE SURGERY- GOOD
Purpose	TO PERFOM LATERAL SKULLBASE SURGERY-
Other:	

## Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date
N.P. Mthenby	Scrip	tho	

