STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl vat

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- Only offers that meet or are greate
   Late offers will not be considered.
- 1.11. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.

  1.12. Used/second-hand products will not be accepted.
- 1.13. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.

  1.14. All delivery costs must be included in the quoted price for delivery at the prescribed destination.

  1.15. 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.

  1.16. In cases where different delivery points influence the pricing, a separate pricing schedule must be
- submitted for each delivery point.

  1.17. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 1.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this
- 1.19. In such instances, the Department reserves the right to immediately disqualify such bidders as coverquoting is an offence that represents both corruption and acquisition fraud.
- SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 3. SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS
  3.1 Quotations shall be bidged at the address indicated no later than the closing time specified for their receipt and in accordance with the directives in the quotation documents.
  3.2 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 compiled with, such any provision is not compiled by the provision is not compiled with, such
- to any 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. 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.

  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.

### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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. 2.1. Full name of bidder/representative..... 2.3. Position occupied in the Company (director, trustee, 2.5. Tax Reference Number: ..... 2.6. VAT Registration Number: ..... shareholder2): 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. APPLICABLE) 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: ..... of state institution at which you or the person connected to the bidder Name employed:.... other occupied in the state institution: Position particulars:..... 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 YES NO whether 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 I, THE UNDERSIGNED (NAME)......CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2. I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE. ..... Date Name of bidder Signature Position

- 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;
- provincial legislature;
- national Assembly or the national Council of provinces; or
- Parliament.

<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.



# E4107526

## Prepared by:

Initial and Surname	Designation	Signature	Date
K Draper	Dietitian	They-	11.08.2021

Specifications remplate:

### Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date
A Wichmann	Chief Dietitian	AA .	11.08.2021

Item description	EXTENSIVELY HYDROLYZED
nem desempnon	FORMULA FOR INFANTS: WHEY
	DOMINANT
Size	400g -500g container
Colour	Cream
Material	powder
Packaging (unit/box)	Re-sealable container
Functionality/performance	Formula scientifically designed to meet th specific nutritional needs of an infant (0-1 months). Indicated for severe / chroni diarrhoea, malabsorption, sensitivity to cow's milk or soya protein. Protein source extensively hydrolyzed whey (100% whey protein (>70 degree of hydrolysis an peptides ≤3kD) and carbohydrate source must include glucose polymers and fa source must not include MCT. Formul should be Lactose free.
Purpose	Infant formula for the dietary management of allergies and /or malabsorption.
Other:	

# Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date