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- SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
- 1.1. The Department is under no obligation to accept the lowest or any quote.
 1.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactority. been made, to investigate the vendor's standing and ability to complete the supply/service satisfactor

 1.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS
- QUOTATION.
- The price quoted must include VAT (if VAT vendor). However, it must be noted that 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 the quotation:
 (i) 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
- (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions.
- devolving on under this agreement, as the Principal (s) lable for the due fulfilment of this contract.

 1.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted
- Offers must comply strictly with the specification.
 Only offers that meet or are greater than the specification will be considered.
 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
- 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
- 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
- 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.

- 2.1 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
- Under no circumstances whatsoever 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
- The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated
- Quotations submitted must be complete in all respects; however, where it is identified that information in a bidder's response is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, the Department reserves the right to request the bidder to complete/submit such
- Any alteration made by the bidder must be initialled. Failure to do so may render the response invalid.
- Use of correction fluid is prohibited and may render the response invalid.

 Quotations 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.
- 2.10 The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation
- SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS
- Quotations shall be lodged at the address indicated no later than the closing time specified for their receipt and in accordance with the directives in the quotation documents. 3.1
- 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 complied with, such quotations/ bids may be rejected as being invalid.

 3.3 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 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.

Prepared by:

Initial and Surname	Designation	Signature	Date	
SP Mdluli	HR Clerk	3	24/01	12022

Reviewed by Supervisor/Operational Manager:

Initial and Surname	Designation	Signature	Date					
GL Dix	Assistant DD	turx	24/01/2022					

Item description	BROWN ENVELOPS
Size	C3 (458X324mm)
Colour	Brown
Material	
Packaging (unit/box)	Box (4)
Functionality/performance	
Purpose	Posting of staff files to other institutions 8 posting of pillar and pension documents
Other:	

Approved by specifications committee chairperson:

Initial and Surname	Portfolio	Signature	Date
N.P. Mthembu	SCMP	(DAKKELL)	27.01.2022

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. Ir	order to give effect to t	he above	e, the follow	ing ques	stionnaire must l	be co	mpleted :	and submitte	ed with the quot	e.			
2.1.	Full name of bidder/re	presenta	tive										
	Identity Number:					2.4.			on Number:				
2.3.	Position occupied	in the	Compar	ny (dire									
	shareholder2):					2.6.	VAT Re	gistration No	ımber:				
2.7.	The names of all direct employee / persal num APPLICABLE						dividual i	dentity numl	oers, tax referen	nce num	bers and		licable,
2.8.	Are you or any person	connect	ed with the	bidder p	resently employ	ed b	the stat	e?			YE	S	NO
	1. If so, furnish the follow	ing parti	culars:										
	Name of person / direc												
	Name of state		40000000000000000000000000000000000000		hich you	or	the	person	connected	to	the	bidder	r is
	employed:										72		
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201	particulars:									-ti			
2.8.4	2. If you are presently		d by the sta	ate, ala y	ou obtain the ap	pprop	riate autr	iority to und	ertake remuner	ative wor	_		
201	in the public sector? 2.1. If yes, did you atta		of cuch out	thority to	the quete decu	mont)				YE	:S	NO
	Failure to submit proof of							alification of	the quote l				
28	2.2. If no, furnish reason	one for n	n-cubmice	ion of su	ch proof:	JIL III I	rie disqu	annication or	trie quote.)				
2.0.4	Did you or your spous	o or any	of the com	nonvie c	firectore / trueto	00/0	harobold	ore / mombe	are or thoir enou	icoc con	duct bus	inose u	with the
2.5.	state in the previous to			ipariy 5 C	mediois / truste	63/3	Harenou	ers / membe	ers or their spor	1562 (011	YE		NO
29	If so, furnish particul										[16	.5	NO
	. Do you, or any perso									on amal	oved by	the sta	to and
2.10	who may be involved							y, mena, ou	icij witi a pois	on empi			
2.10	.1. If so, furnish particul										TE	S	NO
	. Are you, or any person person employed by ti	on conne	cted with t	the bidde	er, aware of an	y rela	tionship	(family, frie	nd, other) betw	een any	other b		nd any
2.11	.1. If so, furnish particul										11	.5	NO
	. Do you or any of the									n any oth	her relat	ed com	panies
	whether or not they ar								•	i.	YE		NO
2.12	.1. If so, furnish particul	lars:											
3. NB:	Full details of directo The Department Of responsibility to ensur the quote will not be c	Health we that the	vill validate eir details a	details are up-to	of directors -date and verifie	ed on	CSD. If	the Departn	nent cannot val	idate the	informa	ation or	
4	DECLARATION												
	HE UNDERSIGNED RNISHED IN PARAG								CERTIFY TI	HAT TH	IE INFO	ORMA	TION
IAG	CCEPT THAT THE S			ECT TE	HE QUOTE O	R A	CT AGA	AINST ME	SHOULD TH	IIS DEC	CLARA	TION	
PRO	OVE TO BE FALSE.												
Nam	ne of bidder		Signatu				Positio	n		Da	te		
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	ite* means –					5920		***********					
a) b)	any national or provincial constitutional Institution with Act, 1999 (Act No. 1 of 1999 any municipality or mu	hin the me 9);				c) d) e)			national Council of	provinces;	, or		

[&]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.