## STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl vat

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SIGNAT	URE OF BIDDER	₹:			-4-7								SARS PIN:  CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:																		
[By signi	ing this document	t, I hereby	agree to	all ter	ns ar	nd co	ndition	ns]			300		CENT	FRAL	. SUP	PLIEF	R DA	TAB	ASE	REC	SIST	RA:	TION	I (C	SD) N	10.	1				
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Description  KETS PERIOPERATIVE ANAESTHETIC RECORD FORM SIZE 210 X 420MM (A4)	Brand & model	manufacture	R	С
KETS PERIOPERATIVE ANAESTHETIC RECORD FORM SIZE 210 X 420MM (A4)				
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(PACKETS OF 250)				
Please see attached specification	1 to			
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X @ 15% (Only if VAT Vendor)		•		
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- SPECIAL CONTRACT CONDITIONS OF QUOTATIONS The Department is under no obligation to accept the lowest or any quote
- The Department is under no obligation to accept the bows or any quote.

  The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscuribes regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, it ansier or unite trota been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.
- 1.4. The price quoted must include VAT (if VAT vendor). However, it must be noted that the Department 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/frem (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. 1.5.

- (iii) It is an exponentially of the business of the proper execution & fulfilment of all obligations conditions devoking on under this agreement, as the Principal (s) Bable for the due fulfilment of this contract. This quotation will be evaluated based on the 80/20 points system, specification, correctness of nation and/or functionality criteria. All required documentation must be completed in full and
- 1.8. Offers must comply strictly with the specification.
  1.9. Only offers that meet or are greater than the specification will be considered.
  1.10. 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 3.4
- 1.19. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.
- SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS 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
- Under no circumstances whatsoever may the quotation/ bid forms be retyped or redrafted. Photocopies 2.2 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.

  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.
- 2.9 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
- SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS
- 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.

  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
- number and closing date indicated on the envelope. If this provision is not complied with, such 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 sale 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
- 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. Quotation documents must not be included in packages containing samples. Such quotations may be
- 3.6

777	ITEM NO.	DESCRIPTION E 2339203	-
139.	23-39203	PERIOPERATIVE ANAESTHETIC RECORD  Printed Both Sides in Black Ink Size: 210mm X 420mm (A4) Paper: Yellow ( RGB - 255, 255, 102 ), 60 GSM (Mill Tinted)	
(		Packaging: Packets of 250  All Items to be Boxed As Per Sample Layout Available	
	ITEM NO.	DESCRIPTION	

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## **DECLARATION OF INTEREST**

- 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 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 follo	wing qu	uestionna	ire must t	oe co	mpleted a	and submitte	ed with the quo	te.			
22	Full name of Identity Num Position of Shareholder	nber: occupied in		52970			trustee	2.5.	Compan Tax Refe	y Registrati erence Num	on Number: ber:	******			****
2.7.		of all directo persal numb	ors / trus ers mus	stees / sh st be indi	areholo cated ir	ders / me n paragra	mbers, th ph 3 belo	eir in w.	dividual id	dentity numb	oers, tax refere	ence numb	ers and, [TICK	, if app	licable,
281	Are you or a	any person on the following	o partic	ulars:									YE		NO
		f state	instit	tution	at	which	you	or		person	connected	to	the	bidde	r is
	Position particulars:	occupie	d	in	the	st	ate								other
2.8.2	If you are in the pub	presently en lic sector? lid you attac	mployed h proof	I by the so	state, di	d you ob to the q	uote docu	ment	?		ertake remune	erative wor	k outside YE		NO NO
(Note: F	ailure to sub	mit proof of	such au	thority, v	vhere a	pplicable	, may res	ult in	the disqu	alification of	fthe quote.)				
2.8.2 2.9.	2.2. If no, fu Did you or	rnish reasor your spouse previous two	ns for no , or any elve mo	on-submist of the conthis of the conthis?	ssion of ompany	f such pro	oof:ors / truste	es / :	sharehold	lers / memb	ers or their spo	ouses con	duct bus	siness v	with the
2.10	. Do you, or	any person e involved w	connectith the e	ted with evaluation	the bid and o	der, have r adjudica	e any rela ation of th	itions is quo	hip (famil ote?	y, friend, ot	her) with a pe	rson empl	oyed by YE		NO NO
2.11	. Are you, or	any person	n conne e state v	cted with who may	the bi	idder, aw lved with	are of ar the evalu	ny rela Lation	ationship and or a	(family, frie djudication	end, other) bet of this quote?	ween any	other b	idder a	NO NO
2.12	. Do you or	any of the o	directors bidding	for this	es / sh contrac	areholde t?	rs / mem	bers	of the co	mpany hav	e any interest	in any oth	her relat YE	ed con	npanies NO
<b>3.</b> NB:	responsibili	tment Of H	lealth w	vill valida eir details	ate det	ails of o	directors and verif	ied or	CSD. If	the Departi	I shareholder ment cannot vareasury Instruc	alidate the	informa	ation o	uppliers' on CSD,
4	DECLAR	ATION													
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	ne of bidder		11	Signa					Positi			_	ate		
1 *Sta a) b)	constitutional Act, 1999 (Ac	or provincial of Institution with t No. 1 of 1999 lity or municipal	in the me );					c) d) e)			e national Council	of provinces	; or		

<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