

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl VAT

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: Inkosi Albert Luthuli Central Hospital
 DATE ADVERTISED: 25/11/2022 FACSIMILE NUMBER: N/A EMAIL: Quotations@ialch.co.za
 ENQUIRIES REGARDING THE QUOTE: Ntuthuko Zulu CONTACT NUMBER: 031 240 1254
 ENQUIRIES REGARDING TECHNICAL INFORMATION: Nolwazi Mthembu CONTACT NUMBER: 031 240 1254
 PHYSICAL ADDRESS: 800 Vusi Mzimela Road, Mayville 4091

QUOTE NUMBER: ZNQ / IAL / 1290 / 22 - 23 CLOSING DATE: 29/11/2022 CLOSING TIME: 11:00

DESCRIPTION: 100 Units, Books Register of Psychotropic Medicines Size: 297mm x 420mm

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR OFFER BEING DISQUALIFIED)

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
[By signing this document, I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: ↓
UNIQUE REGISTRATION REFERENCE: ↓	M A A A

Does this offer comply with the specification?	State delivery period, e.g. <u>1day, 1week</u>
Is the price firm?	All delivery costs must be included in the quoted price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
M 01	100 units	Books Register of Psychotropic Medicines Size: 297mm x 420mm				
		Please see attached specification				
		Email Quotation Document: Quotations@ialch.co.za or drop off at the Tender Box situated at IALCH, Outside Management Building				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

- SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**
 - The Department is under no obligation to accept the lowest or any quote.
 - 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 satisfactorily.
 - ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
 - The price quoted must include VAT (if VAT vendor).
 - Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
 - The bidder must ensure the correctness & validity of the quotation:
 - 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
 - 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) liable for the due fulfilment of this contract.
 - 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.
 - Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
 - Used/second-hand products will not be accepted.
 - A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
 - All delivery costs must be included in the quoted price for delivery at the prescribed destination.
 - 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 submitted for each delivery point.
 - In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
 - Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
 - 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 neuter.
 - 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 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, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
 - Any alteration made by the bidder must be initialed. 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.
 - The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfill 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.
 - 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.
 - 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.
 - 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 rejected as being invalid.
- THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**

	ITEM NO.	DESCRIPTION E2305001
65	23 05001	<p>BOOKS, REGISTER OF PSYCHOTROPIC MEDICINES</p> <p>50 leaves printed both sides in black ink. Size: 297mm x 420mm</p> <p>Paper: White 70 GSM</p> <p>Pages numbered from 1 to 100 each book</p> <p>Covers: 1225 microns chipboard. Hinge reinforced with Tokal 200 GSM. Inside cover: wire stapled 4 spine covered with 75mm wide blue book cloth.</p> <p>Front cover: instructions printed in black ink and pasted onto inside front cover. Label: size 260mm x 190mm, white 70 GSM paper printed in black ink pasted onto front cover. Front cover: labelled/printed to show contents and Item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 books per box</p>
	ITEM NO.	



COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T

1. Supplier Submits Written Complaint / Objection

- Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- Complaints lodged two (2) or more days after the award will not be entertained.
- Complaints must be directed to the Responsibility Manager of the institution (Hospital or CHC) and District Finance Manager for District Offices.
- **It must be noted that this is not an appeals process and as such will not halt the procurement process.**

2. Institution Prepares Written Response to Complaint

- The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- The complaint must be resolved within **60 days**.
- Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

Complaints or objections should be directed to:

Responsibility Manager:

Mr. T.E Mposula

Email Address:

Themba.Mposula@ialch.co.za