



**agriculture
& rural development**

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

INVITATION OF QUOTATION ABOVE R30,000.00

**THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY A TAX PIN
AND BBBEE VERIFICATION CERTIFICATE (OPTIONAL)**

QUOTATION NUMBER: R/S/1920/1019	VALIDITY PERIOD OF QUOTATION.....Days (To be completed by the Supplier)
CLOSING DATE : 13 September 2019	CLOSING TIME: 11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: GENOMIC MOLECULAR SERVICES AND CONSUMABLES FOR ANALYTICAL SERVICES	COMPANY NAME: Tel NO:- FAX NO: CONTACT PERSON:
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R _____
COMPANY OFFICIAL STAMP : <i>(Not Compulsory)</i> SIGNATURE OF BIDDER DATE
NUMBER OF PAGES FAXED BACK TO THE DEPARTMENT BY THE SUPPLIER(Supplier to complete)

CSD NO: MAAA.....

NB: THE RECOMMENDED SERVICE PROVIDER WILL BE REQUIRED TO SUBMIT A PIN STATUS . THE ATTACHED **SBD4 & SBD9** FORMS MUST BE COMPLETED IN FULL.
THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

COMPANY NAME:
ADDRESS:

Annexure A1

CONTACT PERSON:
CONTACT NUMBER:
FAX NUMBER:

LINE NO.	DESCRIPTION OR SPECIFICATION OF SERVICE LEVEL AGREEMENT (Refer detailed specifications & definitions)	REQUIRED DURATION	BUDGET INCL. VAT		TOTAL BUDGET	
			R	C	R	C
1	Service Level Agreement July 2019 to July 2020 for ' <u>minimum required genomic molecular services</u> ' and ' <u>minimum required genomic consumables</u> '	12 months	un-disclosed per month	00	un-disclosed	00
2	Service Level Agreement July 2020 to July 2021 for ' <u>minimum required genomic molecular services</u> ' and ' <u>minimum required genomic consumables</u> '	12 months	un-disclosed per month	00	un-disclosed	00
TOTAL SLA BUDGET PRICE (INCL. VAT)					--	00

OUR DETAILED SPECIFICATIONS AND DEFINITIONS RELEVANT TO THIS SLA:

'our location': Analytical Services Building, KZN Department of Agriculture and Rural Development at Cedara in KZN

'our agricultural samples': Agricultural samples inclusive of plants, water and soil, OR organisms that we isolated from such samples inclusive of fungi, bacteria, viruses, nematodes, and insects.

'by the service provider': Services are performed at ONE geographical location of a commercial service located in South Africa that can be directly contacted (by phone and email) regarding the status of receipt of all samples and the progress with services requested. Excluded are service providers that subcontract any other service providers to perform any of the 'minimum required genomic services' and which involves the re-direction of any samples received to a different service provider at a different geographical location.

'minimum required genomic services':

- Economical sample collection service from 'our location' within 2-business days of request.
- Synthesis 'by the service provider' and delivery to 'our location' of user-defined sequence oligonucleotide primers and probes normally dispatch-able within 2 business days after receipt of an emailed request.
- DNA extraction service 'by the service provider' from 'our agricultural samples' received
- Sanger DNA sequencing service 'by the service provider' on supplied DNA extracts or from DNA extracted from 'our agricultural samples' with sequence data emailed to us.
- Next Generation DNA sequencing service 'by the service provider' on supplied DNA extracts or from DNA extracted from 'our agricultural samples' with sequence data emailed to us.
- Bioinformatic analysis and interpretation (e.g. species with closely matching DNA sequences) from sequence data obtained using the Sanger DNA sequencing service or Next Generation DNA sequencing service from our samples and sent to us via email

'minimum required genomic consumables':

- Supply and delivery to 'our location' of a range of specialist polymerase enzymes for use in Polymerase Chain Reaction (PCR) analysis
- Supply and delivery to 'our location' of a range of PCR buffers (with or without polymerase or dNTPs) for use in PCR analysis
- Supply and delivery to 'our location' of a range of DNA restriction enzymes
- Supply and delivery to 'our location' of a range of fluorescent DNA dyes for quantification of DNA in qPCR or gel electrophoresis.

When Required (Requester): 2019-06-15

Where Required (Requester): Analytical Services, KZN Dept. of Agriculture, Cedara

Requester: Michael Relihan michael.relihan@kzndard.gov.za TEL: 033-3559248

(COMPULSORY)

COMPANY STAMP

PRICES ARE VALID FOR:

30

60

90

 DAYS
Mark one Box (X)

Bidder's name:

Bidder's signature:

DATE: 2019 - -

COMPANY NAME:
 ADDRESS:

Annexure A2

CONTACT PERSON:
 CONTACT NUMBER:
 FAX NUMBER:

LINE NO.	SAMPLE QUOTATIONS FOR GENOMIC SERVICES AND CONSUMEABLES RELEVANT TO SERVICE LEVEL AGREEMENT (Refer SLA definitions on Annex A1:)	QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
MINIMUM REQUIRED GENOMIC SERVICES						
1	Economical sample collection service from 'our location' within 2-business days of request.	1				
2	Synthesis 'by the service provider' and delivery to 'our location' of user-defined sequence oligonucleotides normally couriered within 2 business days after receipt of an emailed request.	1				
3	DNA extraction service 'by the service provider' from 'our agricultural samples' received	1				
4	Sanger DNA sequencing service 'by the service provider' on supplied DNA extracts or from DNA extracted from 'our agricultural samples' with sequence data emailed to us	1				
5	Next Generation DNA sequencing service 'by the service provider' on supplied DNA extracts or from DNA extracted from 'our agricultural samples' with sequence data emailed to us	1				
6	Bioinformatic analysis and interpretation from sequence data obtained using Sanger DNA sequencing or Next Generation DNA sequencing from our samples and sent to us by email	1				
MINIMUM REQUIRED GENOMIC CONSUMABLES						
7	Specialist polymerase enzyme for use in PCR analysis	1				
8	PCR buffer (with/without polymerase or dNTPs)	1				
9	A DNA restriction enzyme	1				
10	A fluorescent DNA dye for quantification of DNA in qPCR	1				
			SUBTOTAL			
			* LABOUR (IF APPLICABLE)			
			*DELIVERY (IF APPLICABLE)			
			TOTAL			
			*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT			

When Required (Requester): 2019-06-15

Where Required (Requester): Analytical Services, KZN Dept. of Agriculture, Cedara

Requester: Michael Relihan michael.relihan@kzndard.gov.za TEL: 033-3559248

(COMPULSORY)

COMPANY STAMP

PRICES ARE VALID FOR:

30

60

90

 DAYS
 Mark one Box (X)

Bidder's name:

Bidder's signature:

DATE: 2019 - -



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

EVALUATION CRITERIA

PREFERENCE POINT SYSTEM AND EVALUATION OF QOUTATION

Compliance:

1. **DISQUALIFYING FACTORS:**

- 1.1. The quotation requires that all prices quoted are firm. If a non-firm price is quoted, the offer will be disqualified.
- 1.2. The following requirements have to be met, failing which will lead to immediate **Disqualification**.
- 1.3. The Quotation document must be properly received on the quotation **closing date** and **time** specified on the invitation, fully completed, dated and signed in ink.
- 1.4. All applicants must be registered on the **Central Supplier Database (CSD)**
- 1.5. All applicants must have BBEE Certificate level 1 – 4 must be submitted with the quotation.
- 1.6. Service Provider should deliver within two (2) working days after the receipts of an Order. Failure to comply, will results in Order cancellation by the Department.
- 1.7. Should the awarded Service Provider fail to deliver for what so ever reason, the Department reserve a right Not to use the same service provider for a period of three (3) consecutive years.

RETURN YOUR ORIGINAL QUOTATION TO THIS EMAIL ADDRESS:

Nonjabulo.zondi2@kzndard.gov.za and Copy : vusi.mkhonza@kzndard.gov.za

CLOSING DATE: 13 September 2019 TIME: 11h00

DECLARATION OF INTEREST

1. 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 bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, 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 bid(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 bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 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.

¹"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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"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.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 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 bid? **YES / NO**

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2