



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 **VALID TAX COMPLIANCE STATUS PIN AND VALID BBBEE VERIFICATION CERTIFICATE/AFFIDAVIT**

QUOTATION NUMBER: R/S/1920/1405	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: 10/12/2019	CLOSING TIME: 11H00
DESCRIPTION (SPECIFICATION/S) OF ITEMS/SERVICE REQUIRED: COMPULSORY SITE BRIEFING: To repair the ceiling board, internal drain, lights, gully traps silos cage guard, galvanized ladder rail at the student dairy building- cedara Head Office- Umkungundlovu District TECHNICAL ENQUIRIES: MR WEZA ZONDI DATE : 28/11/2019 VENUE : 01 CEDARA, ROAD CEDARA TIME : 10h00 SPECIFICATION ATTACHED	COMPANY NAME: TEL NO: FAX NO: CONTACT PERSON: CSD REG NUMBER MAAA.....
	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 (COMPULSORY) SIGNATURE OF BIDDER DATE
NUMBER OF PAGES DELIVERD BACK TO THE DEPARTMENT BY THE SUPPLIER(Supplier to complete)

NB: HAND DELIVER QUOTATION FOR THE ATTENTION OF: **NELI SHANGE/ NTUTHUKO HLENGWA TEL: (033) 343 8376/67**

DOCUMENTS TO BE DEPOSITED AT SCM BOX-4 PIN OAK AVENUE –HILTON QUARRY CENTRE. NO FAXED QUOTATIONS WILL BE ACCEPTED.

NB:

THE ATTACHED SBD4 & SBD9 FORMS MUST BE COMPLETED IN FULL.

THIS REQUEST FOR QUOTATION (RFQ) MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

COMPANY NAME :
 ADDRESS :
 CONTACT PERSON :
 CONTACT NUMBER :
 FAX NUMBER :

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1.	To remove the old, dilapidated falling ceiling board and fluorescent lights fittings, Supply, deliver, set and install the asbestos ceiling board to the existing timbers roof size: 10m X 18 m, supply ceiling board acrylic paint and paint the newly fitted ceiling boards and cove cornice. <ul style="list-style-type: none"> • Supply and replace the waterproof fluorescent light fittings and tubes with the butterfly screws. • Supply and replace the waterproof industrial type double lever switch. • Supply and replace single socket outlet 	3 15 2 3				
2.	To remove the floor concrete water channeling concrete blocks, Supply building materials and replace the channel with waterproofing materials underneath, DPM, half round concrete blocks with water channel and the gully trap with grid, To have a slight flow to the outlet pipe.	200m ²				
3.	To disconnect the silos ladder rack from its position, Supply and install the galvanize ladder rack with built-in round cage and the bottom base grid with locked.	20 Rungs				
4.	To supply and replace the faulty 2 X 58 fluorescent light fittings and 1 box of fluorescent tubes	5				
5.	To supply and replace the broken window glass pane 4mm X 600 mm X 250 mm X2, 300mm X 450mm X 3mm X 5, Frosted glass 3mm X 450mm X 600mm X 2 at the male toilets.	9				
6.	To supply the pressure machine and clean the shower doors, shower walls and floors to male and female toilets. Also, remove the weeds growing inside the aluminum gutters, wash and clean the 28 m of aluminum gutters, 8 PVC down pipes and fascia board.	120m				
7.	To supply and install the white commercial heavy duty aluminum gutters with 8 down pipes fitted with the pole shoe at the bottom	90m				
8.	Supply glow sheen paint and paint 28m of fascia board, 28 m of bargeboards. 24m ² of verandah close eave ceiling to match the existing coulor	60m				
9.	To supply and replace 6-rusted heavy-duty coulor coded corrugated sheets, valley guard, knock down the move and shifted steel nails, cover with waterproof cloth, membrane and seal all the leaks on the roof.	120m ²				
10.	Supply glypsium sheet remove the broken ceiling board and replace it with the new ceiling board supply white PVA ceiling board paints and apply 2 coats of paints and the varnish paint and paint the wooden door.	26m ²				
11.	To Supply cleaning materials, chemicals, water pressure cleaning machine and clean the showers, shower doors, wall and floor tiles, hand basin, clean the toilets pan seat, mirrors. <ul style="list-style-type: none"> • Supply building materials, common bricks, and build the two course of bricks above the showers and toilets walls to reach the same height as the shower frames. back wash the newly fitted it with cement sludge. 	4 6				

	<ul style="list-style-type: none"> To remove the metal urinal, break and remove the concrete plinth, replace it with porcelain urinal pants connected onto the chrome bottle trap, junior flush master, and the porcelain screen fitted in between also replace the leaking stopcock, new copper pipes to supply the urinals . To supply and replace the broken porcelain white betta hand basin, hang it to the existing brackets, the independent water taps. To supply and Install the bathroom small hasp and staple locks to all the toilets doors, three lever mortice lock to the main door and the change room. To supply and install the soap dispenser and toilet paper holder/sanitary container with lock on top, chrome bathroom soap stand. To supply and install 15 X 30 cm Johnstone wall tiles to reach the ceiling board height to male and females toilets. To supply and install the non-slippery floor tiles 30cm X 30cm to match the existing to male change room, break the plinth toilets. To upgrade the rusted galvanized water pipes to two full lengths of copper pipes and to supply toilets, and water basin. To supply and install built in double door cupboard 0.6m X 1m X 2.2 m high, have shelves/drawer fitted inside and hanging rod, white/ cream melamine boards and super wrap doors with air vents to the males change rooms. To supply and replace the rusted steel galvanize sink stand size 0.6m X 1m high X 3m long and also replace 40mmX 0.5 m long outlet galvanized pipes. To supply and replace the broken toilet seat covers to male and females toilets. To supply and replace the faulty existing water heat pump size 1.5 KW, new 250L geyser , galvanized steel stand and to be mounted on the wall. Geyser to be connected below the heat pump to server as the water storage, Installation must be done by the competent person to conform to SANS10254, materials used must be SABS approved. 	<p>2</p> <p>3</p> <p>4</p> <p>4</p> <p>120m²</p> <p>30m</p> <p>2</p> <p>10</p> <p>1</p> <p>4</p> <p>1</p>			
NB SITE BRIEFING COMPULSORY @ Cedara Dairy Office					
* LABOUR (IF APPLICABLE)					
*DELIVERY (IF APPLICABLE)					
TOTAL					
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT					
TOTAL PRICE					

***VAT Registration No. (Supplier) -----**

When Required (Requester): 29 October 2019

Where Required (Requester): Cedara Head Office

Contact details of requester: Weza Zondi / Nathi Mgobhozi

TEL : 033 3559 558/ 082 443 5707/ 076 937 4141

COMPANY STAMP

Mark one Box (X)

30 x

60

90

PRICES ARE VALID FOR DAYS

SIGNATURE

DATE

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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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, member):

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

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.

Please clearly indicate, with an 'X' only one box that is applicable to your business or firm

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

YES	NO
-----	----

the appropriate authority to undertake remunerative work outside employment in the public sector?

If yes, did you attach 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.)

2.7.2.1 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**

2.9.1 If so, furnish particulars.

.....
.....

2.10 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 bid?

YES **NO**

2.10.1 If so, furnish particulars.

.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES **NO**

2.11.1 If so, furnish particulars:

.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

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 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name of bidder

.....
Position

.....
Signature

.....
Date

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 *per 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.
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

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved:
.....

Bid No:

Service:

THIS IS TO CERTIFY THAT (NAME):

ON BEHALF OF:

VISITED AND INSPECTED THE SITE ON..... (DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

.....
DEPARTMENTAL STAMP:
(OPTIONAL)

DATE: