



## agriculture & rural development

Department:  
agriculture  
& rural development  
**PROVINCE OF KWAZULU-NATAL**

### INVITATION OF QUOTATION BELOW R30,000.00

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY A **VALID TAX COMPLIANCE STATUS PIN AND VALID BBEE VERIFICATION CERTIFICATE/AFFIDAVIT**

QUOTATION NUMBER: <b>R/S/1920/890</b>	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: <b>18/07/2019</b>	CLOSING TIME: <b>11H00</b>
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: <b>Supply, delivery and offload garden tools to Dannhauser local municipality for 8 community gardens and 30 household as follows: rake, fork and hand-hoe, hand-hoe and wooden handle.</b>	COMPANY NAME:  TEL NO: FAX NO:  CONTACT PERSON:  <b>CSD REG NUMBER MAAA.....</b>
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 (COMPULSORY)	..... SIGNATURE OF BIDDER  ..... DATE
NUMBER OF PAGES SUBMITTED BACK TO THE DEPARTMENT BY THE SUPPLIER	.....( Supplier to complete)

**NB: QUOTATION FOR THE ATTENTION OF: N. Mlaba/ M. T. Chonco/S. Zitha/M. Zimu**

**TELEPHONE NUMBER: 033 343 8186/8188/8104/8178**

**DOCUMENTS TO BE DEPOSITED IN THE BID BOX AT SUPPLY CHAIN MANAGEMENT, CEDARA:  
DEPART OF AGRICULTURE AND RURAL DEVELOPMENT**

**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 <small>(Please be very specific and clear)</small>	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
2	Long handle Steel garden rake	38				
3	4 tine garden fork 20cm X 5cm X 102 cm	38				
4	Hoe head sunken eye (900gr) with dimensions of 14cm X 5cm X 26cm	38				
5	Hoe handle-wooden-length 110cm – 120cm, and minimum weight of 1 kg and 35 – 40 mm diameter.	38				
* LABOUR (IF APPLICABLE)						
*DELIVERY (IF APPLICABLE)						
<b>TOTAL</b>						
<b>*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT</b>						
<b>TOTAL PRICE</b>						

\*VAT Registration No. (Supplier) \_\_\_\_\_

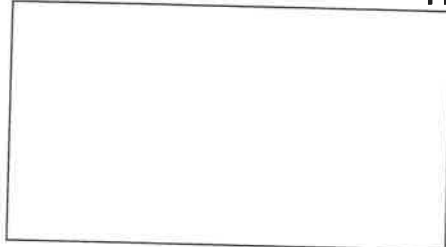
When Required (Requester): 1 September 2019

Where Required (Requester): Local Office- 12 Church street Dannhauser

Contact details of requester: N.D Mkhize

TEL : 076 821 8855

**(COMPULSORY)**  
 COMPANY STAMP



Mark one Box (X)  
 PRICES ARE VALID FOR  30  60  90 DAYS

SIGNATURE .....

DATE .....

**SECTION D**

**DECLARATION OF INTEREST**

1. 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 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, shareholder<sup>2</sup>, 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.

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<sup>1</sup>"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.

<sup>2</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 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
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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



## SECTION H

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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 consortium<sup>3</sup> 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: \_\_\_\_\_

## **SPECIAL TERMS AND CONDITIONS**

### **SUPPLY, DELIVER AND OFFLOAD AGRICULTURAL INPUTS: SEEDS, SEEDLINGS, AND FRUIT TREES**

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#### **1. AWARD OF QUOTATIONS**

- 1.1. In sourcing and awarding quotations from the panel the Department will apply a preferential procurement mechanism that will ensure the promotion of the following:
  - 1.1.1. An EME or QSE which is at least 51% owned by black people;
  - 1.1.2. An EME or QSE which is at least 51% owned by black people who are youth;
  - 1.1.3. An EME or QSE which is at least 51% owned by black people who women;
  - 1.1.4. An EME or QSE which is at least 51% owned by black people who are with disabilities;
  - 1.1.5. An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
  - 1.1.6. A Cooperative which is at least 51% owned by black people;
  - 1.1.7. An EME or QSE which is at least 51% owned by black people who are Military Veterans.
- 1.2. In order to promote equitable distribution of opportunities, the Department may apply a limit on the number and value of quotations a service provider may be awarded. The limit will be based on all quotations invited to which the service provider has responded, and will be applied in the form of an objective criteria by passing over a bidder who may have scored the highest preference points.

#### **2. CERTIFICATE OF COMPLIANCE**

- 2.1. Only certified commodities (seeds, seedlings and fruit trees) shall be accepted where applicable. Proof of certification must be submitted with the quotations on the closing date.

#### **3. CONFIRMATION OF SUPPLY**

- 3.1. In the event of the panellist/contractor not being the actual manufacturer of the agricultural inputs and will be sourcing from a manufacturer, the panellist / contractor must submit the quotation together with a letter from that manufacturer confirming firm supply arrangements including lead times and all certificates as stipulated in Clause 2 of these Special Terms and Conditions.

#### **4. CORRECTNESS OF INFORMATION**

- 4.1. All information required in the quotation document must be accurate and duly completed including all the appropriate signatures.
- 4.2. The Department of Agriculture and Rural Development reserves the right to verify all information submitted.
- 4.3. Non-compliance with the above shall result in elimination from further processes.

## **5. DELIVERY AND PACKAGING**

- 5.1. Delivery must be made within 7 days from date of order.
- 5.2. Basis of delivery: Delivery of goods shall be made as directed by the Department.
- 5.3. All deliveries must take place from Monday to Friday between 08h00 and 15h00.
- 5.4. In emergency cases, the Department of Agriculture and Rural Development reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.
- 5.5. The delivery performance of a contractor will be closely monitored and any subsequent orders will only be issued to the contractor that has proved to be competent with their delivery performance.
- 5.6. Random inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.
- 5.7. It is the contractor's responsibility to offload the delivery vehicle.
- 5.8. Every order shall be accompanied by a delivery note.
- 5.9. The following information must appear on the outer packaging of the agricultural inputs:
  - (a) Name of the manufacturer/supplier
  - (b) Description of item
  - (c) Lot Number and Expiry date
  - (d) Unit of measure

## **6. DELIVERY CONDITIONS**

- 6.1. Delivery of products must be made in accordance with the instructions appearing on the official purchase order.
- 6.2. All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against the delivery that has been affected.
- 6.3. In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.
- 6.4. The instructions appearing on the official purchase order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 6.5. All invoices submitted must be original.
- 6.6. Deliveries not complying with the order form will be returned to the contractor at the contractor's expense.

- 6.7. No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of the Bid Adjudication Committee, Department of Agriculture and Rural Development.

## **7. ENTERING OF DEPARTMENTAL OFFICES**

- 7.1. No representative from a company shall be permitted to enter Departmental premises, buildings or containers where stores are kept unless he/ she is accompanied by the responsible official in charge of stores.

## **8. INVOICES**

- 8.1. All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.

- 8.2. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) The name and address of the recipient;
- (c) An individual serialized number and the date upon which the tax invoice is issued;
- (d) A description of the goods or services supplied;
- (e) The quantity or volume of the goods or services supplied
- (f) The value of the supply, the amount of tax charged and the consideration for the supply; or
- (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

## **9. LATE QUOTATIONS**

- 9.1. Quotations are late if they are received at the address indicated in the bid documents after the closing date and time.

- 9.2. A late quotation shall not be considered and, where practical, shall be returned unopened to the Bidder, accompanied by an explanation.

## **10. PAYMENT FOR SUPPLIES AND SERVICES**

- 10.1. A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.

- 10.2. Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.

10.3. Any query concerning the non-payment of accounts must be directed to the Department. The following protocol will apply if accounts are queried:

- (i) Contact must be made with the officer-in-charge of the District Office;
- (ii) If there is no response from the District Office, the Director: Finance must be contacted;

10.4. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements will affect payment.

## **11. QUALITY CONTROL/ TESTING OF PRODUCTS**

11.1. The Department reserves the right to have the agricultural inputs offered by the panellist/contractor tested during the quotation process as part of the evaluation process. If any of the agricultural inputs is found unsuitable, the quotation will be disqualified.

11.2. For the duration of the contract, if it is discovered that the agricultural input supplied is not in accordance with the specification, the following will occur:

- (i) Testing charges will be for the account of the contractor;
- (ii) Possible cancellation of the contract with the contractor;
- (iii) Reporting such negligence by the contractor to the provincial and national treasury for listing on the restricted suppliers' database.

## **12. TAX COMPLIANCE PIN**

12.1. The bidder must submit a valid Tax Compliance Pin with the bid. Bidders should note that their tax compliance status will be verified through the Central Supplier Database and SARS.

12.2. Where a Tax Compliance Pin is not submitted with the bid, the Department will use the Central Supplier Database to verify the tax matters of the bidder.

## **13. VALUE ADDED TAX (VAT)**

13.1. Bid prices must be inclusive of 15% VAT.

13.2. Bidders who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of 1 March 2010) has been exceeded in the past 12-month period. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.

13.3. For the purposes of calculating preference points, VAT will not be considered during quotation process.