



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

INVITATION OF QUOTATION UP TO R30 000.00

QUOTATION NUMBER: R/S/2122/478	VALIDITY PERIOD OF QUOTATION.....Days (To be completed by the Supplier)
CLOSING DATE: 25/06/2021	CLOSING TIME: 11:00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: DEPARTMENT STAMPS FOR ALL OFFICES WITHIN ILEMBE DISTRICT SEE SPECIFICATION ATTACHED:	COMPANY NAME: _____ Tel NO:- _____ FAX NO: _____ CONTACT PERSON: _____ CSD REGISTRATION NO. :MAAA _____ (To be completed by the supplier)
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 FAXED BACK TO THE DEPARTMENT BY THE SUPPLIER(Supplier to complete)

NB: TELEPHONE NO QUOTATION FOR THE ATTENTION TO: **Sibongiseni Sithebe @ 033 343 8306**

EMAIL ADDRESS:

sibongiseni.sithebe@kzndard.gov.za

NB:

THE ATTACHED SBD FORMS MUST BE COMPLETED IN FULL QUOTATIONS.

THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

ANNEXURE A

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.	Department Stamp – ILembe District Office without date – Dimension 60mm x 30mm	03				
2	Department Stamp – Mandeni Local Office without date - Dimension 60mm x 30mm	02				
3	Department Stamp – KwaDukuza Local Office without date - Dimension 60mm x 30mm	02				
	Department Stamp – Ndwedwe Local Office without date - Dimension 60mm x 30mm	02				
	Department Stamp – Maphumulo Local Office without date - Dimension 60mm x 30mm	02				
	Department Stamp – Msunduzi Training Centre without date - Dimension 60mm x 30mm	01				
	Registry with date – District Office Dimension 50mm x 30mm	02				
	Registry with date- Mandeni Local Office Dimension 50mm x 30mm	01				
	Registry with date - KwaDukuza Local Office Dimension 50mm x 30mm	01				
	Registry with date- Ndwedwe Local Office Dimension 50mm x 30mm	01				
	Registry with date – Maphumulo Local Office Dimension 50mm x 30mm	01				
	Registry with date – Msunduzi Training Centre Dimension 50mm	01				

	x 30mm				
	Department Stamp with Address and Date Stamp – District Office Dimension 60mm x 40mm	02			
	Department Stamp with Address and Date Stamp – Mandeni Local Office Dimension 60mm x 40mm	02			
	Department Stamp with Address and Date Stamp – KwaDukuza Local Office Dimension 60mm x 40mm	02			
	Department Stamp with Address and Date Stamp – Ndwedwe Local Office Dimension 60mm x 40mm	02			
	Department Stamp with Address and Date Stamp Maphumulo Local Office Dimension 60mm x 40mm	02			
	Department Stamp with Address and Date Stamp – Msunduzi Training Centre Dimension 60mm x 40mm	02			
	Certified stamp Dimension 47mm x 18 mm	06			
	Department Stamp with Address Transport Section – Ilembé District Office 60mm x 40mm	01			
	Department Stamp with Address Transport Section – KwaDukuza Local Office 60mm x 40mm	02			
	Department Stamp with Address Transport Section – Mandeni Office 60mm x 40mm	01			
	Department Stamp with Address Transport Section – Maphumulo Local Office 60mm x 40mm	01			
	Department Stamp with Address Transport Section – Ndwedwe Local Office 60mm x 40mm	01			
	Department Stamp with Address Transport Section – Msunduzi	01			

	Training Centre 60mm x 40mm				
	Please see attached samples of information to be on the stamps				
* LABOUR (IF APPLICABLE)					
*DELIVERY (IF APPLICABLE)					
TOTAL					
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT					
TOTAL PRICE					

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

When Required (Requester) : 01st July 2021

Where Required (Requester): Cnr Link Road & R102 – 2nd Floor – Albert House, KwaDukuza

Contact details of requester: Ms. M.P. Parhalad

TEL : 032 4377500

COMPANY STAMP

PRICES ARE VALID FOR 30 60 90 **DAYS**

Mark one Box (X)

SIGNATURE

DATE

**DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE**

**ILEMBE DISTRICT OFFICE
Private Bag X10691, KWADUKUZA. 4450**

X3

**DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE**

**KWADUKUZA LOCAL OFFICE
ILEMBE DISTRICT
Private Bag X10691, KWADUKUZA. 4450**

X2

**DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE**

**MANDENI LOCAL OFFICE
ILEMBE DISTRICT
Private Bag X10691, KWADUKUZA. 4450**

X2

**DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE**

**MAPHUMULO LOCAL OFFICE
ILEMBE DISTRICT
Private Bag X9226, MAPHUMULO, 4470**

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

NDWEDWE LOCAL OFFICE
ILEMBE DISTRICT
Private Bag X511, NDWEDWE, 4342

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

MSUNDUZI TRAINING CENTRE
ILEMBE DISTRICT
Private Bag X523, NDWEDWE, 4342

X2

RECEIVED

REGISTRY

DATE STAMP

ILEMBE DISTRICT OFFICE

X2

RECEIVED

REGISTRY

DATE STAMP

MAPHUMULO LOCAL OFFICE

X1

RECEIVED

REGISTRY

DATE STAMP

NDWEDWE LOCAL OFFICE

X1

RECEIVED
REGISTRY
DATE STAMP
MSUNDUZI TRAINING CENTRE

X1

RECEIVED
REGISTRY
DATE STAMP
MANDENI LOCAL OFFICE

X1

RECEIVED
REGISTRY
DATE STAMP
KWADUKUZA LOCAL OFFICE

X1

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE
DATE STAMP
ILEMBE DISTRICT OFFICE
Private Bag X10691, KWADUKUZA. 4450

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

KWAZULU-NATAL PROVINCE

DATE STAMP

KWADUKUZA LOCAL OFFICE

ILEMBE DISTRICT

Private Bag X10691, KWADUKUZA. 4450

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

KWAZULU-NATAL PROVINCE

DATE STAMP

MANDENI LOCAL OFFICE

ILEMBE DISTRICT

Private Bag X10691, KWADUKUZA. 4450

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

KWAZULU-NATAL PROVINCE

DATE STAMP

MAPHUMULO LOCAL OFFICE

ILEMBE DISTRICT

Private Bag X9226, MAPHUMULO, 4470

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

KWAZULU-NATAL PROVINCE

DATE STAMP

NDWEDWE LOCAL OFFICE

ILEMBE DISTRICT

Private Bag X511, NDWEDWE, 4342

X 2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

KWAZULU-NATAL PROVINCE

DATE STAMP

MSUNDUZI TRAINING CENTRE

ILEMBE DISTRICT

Private Bag X523, NDWEDWE, 4342

X 2

CERTIFIED A TRUE COPY OF THE ORIGINAL

**KWAZULU-NATAL DEPT OF AGRICULTURE
AND RURAL DEVELOPMENT**

X 6

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

DATE STAMP

TRANSPORT SECTION

ILEMBE DISTRICT OFFICE

032 4377500

X2

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

DATE STAMP

TRANSPORT SECTION

KWADUKUZA LOCAL OFFICE

ILEMBE DISTRICT

032 - 4377500

X1

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

DATE STAMP

TRANSPORT SECTION

MANDENI LOCAL OFFICE

ILEMBE DISTRICT

032 4377500

X1

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

DATE STAMP

TRANSPORT SECTION

MAPHUMULO LOCAL OFFICE
ILEMBE DISTRICT
032 – 4812008

X1

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

DATE STAMP

TRANSPORT SECTION

NDWEDWE LOCAL OFFICE
ILEMBE DISTRICT
032 - 5320000

X1

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT
KWAZULU-NATAL PROVINCE

DATE STAMP

TRANSPORT SECTION

MSUNDUZI TRAINING CENTRE
ILEMBE DISTRICT
032 5321450

X1

SBD 4

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:
.....

• Identity Number:.....

• Position occupied in the Company (director, trustee, shareholder², member):
.....

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

• Tax Reference Number:
.....

• 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**

- 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:

.....

.....

.....

• 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**

• 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.

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

.....

.....

.....

• 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**

- If so, furnish particulars:

.....

.....

.....

• Do you, or any person connected with the bidder, have **YES / NO**

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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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
 FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

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