



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

Private Bag X9152, PIETERMARITZBURG, 3200

270 Jabu Ndlovu Street, Pietermaritzburg, 3200

Tel: 033 264 2500 Fax: 033 264 2864

F005

# INVITATION TO QUOTE

**TECHNICAL ENQUIRIES:** Samukelisiwe Zuma-033 2642657 /076 9435828

**QUOTATION NO:** 2022101005

**SERVICE/ITEM DESCRIPTION:** Supply and Delivery of Cleaning Material

TO	
ATTENTION	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
NO OF PAGES (INCLUDING THIS ONE)	
DATE	23/11/2022

**CLOSING DATE:** 30/11/2022

**TIME:** 11:00

Quotations may be emailed at [scmquotations11@kznedtea.gov.za](mailto:scmquotations11@kznedtea.gov.za) or be deposited into the quotation box situated at main foyer at 270 Jabu Ndlovu Street, Pietermaritzburg on or before closing date and time.

Regards

Nomusa Mkhize

033 264 2611

## INSTRUCTIONS TO POTENTIAL SERVICE PROVIDERS

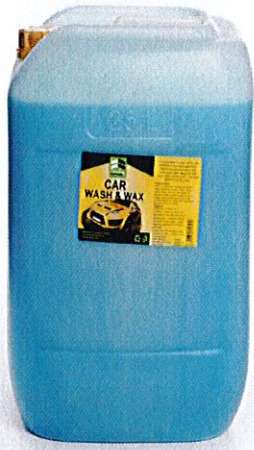
1. The bidder must be registered with National Treasury's Central Suppliers Database. (Proof to be furnished herewith}
2. The bidder's quotation should clearly indicate the validity period.
3. Quotations must be fully completed in all respects.
4. If you are a VAT vendor, please indicate your VAT number.
5. Please confirm that your banking details are still the same. If these have changed, please contact the Department for a new Bas Entity Registration form.
6. The attached disclosure form must be fully completed and returned. Failure to submit fully completed disclosure form will result in disqualification.
7. **The attached ownership demographic schedule MUST be completed.**
8. Tenderers are required to submit proof of B-BBEE Status Level of contributor. Proof includes valid B-BBEE Status Level Verification Certificates together with their tender or price quotation, to substantiate their B-BBEE rating claims/ Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths/ B-BBEE certificate issued by the Companies and Intellectual Commission.
9. Quotations received after the closing date and time will not be accepted.
10. Use of correction fluid is prohibited. Any alteration made by the bidder must be initialled.
11. Proof of authority to sign quotation documents must be attached (Resolution Letter).



QUOTATION NUMBERS: **2022101005**

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIAL	QUANTITY	UNIT PRICE	TOTAL PRICE
A service provider is required to supply and deliver cleaning material at <b>Edtea District offices</b>			
<b>MKUZE EDTEA DISTRICT OFFICES:</b>			
500 sheets of 2 ply quality toilet paper (48 rolls per pack)	30 packs		
Sunlight liquid 25L or equivalent <ul style="list-style-type: none"> <li>• Sunlight Lemon 100 Original dishwashing liquid with real lemon juice and Triple Action power cuts through grease fast</li> <li>• Removes tough dirt and shines and leaves no residue.</li> </ul>	10		
Domestos Multipurpose Thick Bleach Original 25 litres or equivalent	10		
<b>Features:</b>			

<ul style="list-style-type: none"> <li>• Multipurpose Thick Bleach</li> <li>• Will give your home a mean clean wherever it is needed.</li> <li>• A few well-aimed squirts leave surfaces brilliantly clean and germ-free.</li> <li>• safe to use on most surfaces, adds extra sparkle and kills all known germs</li> </ul> <p>This bleach can be used inside and outside the home, including kitchen and bathroom surfaces, other washable surfaces and tiles and painted wood surfaces throughout the home including outdoor patio floors</p>			
<p>Blue kleen 25Litre</p> <ul style="list-style-type: none"> <li>• All-purpose cleaner, blue thick liquid</li> <li>• Perfumed leaving a lingering subtle fragrance after use</li> <li>• Safe on all surfaces, may make floors slippery when wet</li> <li>• Non-hazardous formulation</li> <li>• Eco-friendly cleaning detergent</li> <li>• SABS approved</li> </ul>	10		
<p>Handy Andy cream 25 litres or equivalent</p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li>• Cream that is powerful, packed with millions of microparticles it removes 100% of dirt - earning its place as the market leader in cleaning creams.</li> </ul>	10		
Floor Sheen liquid Polymer Floor Polish 25L	10		
<p>Pine gel 5L</p> <ul style="list-style-type: none"> <li>• Ultra's All-Purpose Cleaner is the universal solution for the entire home.</li> <li>• Suitable to use on all surfaces with 99.9% germ killing efficiency.</li> </ul>	10		
<p>Reosan 25L</p> <ul style="list-style-type: none"> <li>• Multi-purpose cleaner</li> <li>• Perfumed, leaving a lingering subtle fragrance</li> <li>• safe on all water-resistant surfaces</li> <li>• May make floors slippery</li> <li>• Non-hazardous formulation after use</li> </ul>	10		
Deoblocks 5kg	06		
<p>Refusal bags 550 x 660 (100 per pack) 30micron</p> <ul style="list-style-type: none"> <li>• Colour: Black</li> </ul>	5		
Air fresheners 300ml cans	40		






<b>10L Clear bin bags (100 per pack)</b>  <b>Features:</b> <ul style="list-style-type: none"> <li>• 10 L clear bin bags</li> <li>• 100 bags Leak proof</li> <li>• No smell Great size, great durability, nice and sturdy</li> <li>• Suitable for multiple uses around the house</li> <li>• It can be stretched over a regular caddy bin without tearing</li> <li>• Technical Details Item Weight699 g</li> <li>• Package Dimensions12 x 10.8 x 9.8 cm</li> <li>• Material Plastic</li> </ul>	03		
<b>House hold cleaning Rubber Gloves</b>  <ul style="list-style-type: none"> <li>• Re-usable</li> <li>• Colour: Green</li> </ul> <b>Sizes:</b>			
Extra Large(per pair)	02		
Large (per pair)	02		
Medium (per pair)	02		
Small (per pair)	02		
<b>Wash &amp; Wax 25Litre or equivalent</b>  <b>Features:</b> <ul style="list-style-type: none"> <li>• Product Code: WW25</li> <li>• Cleans, shines &amp; waxes in one easy step.</li> <li>• Rich foaming formula, for all paint colours that leaves vehicles with protective shine.</li> </ul> 	05		
<b>Silicone crystal 25Litre</b>  <ul style="list-style-type: none"> <li>• Silicone Crystal is a high gloss ready to use solvent base silicone solution formulated for</li> </ul>	04		

the cleaning and protecting of vinyl dashboards, door panels and vinyl seats fitted to cars, busses, trucks, boats and basically any vehicle which contains vinyl and plastic.			
Shammy towel or equivalent  <b>Features:</b> <ul style="list-style-type: none"> <li>• Colour: Yellow</li> <li>• Excellent absorbency</li> <li>• High-quality car wash towels</li> <li>• Perfect size (26"x17")</li> <li>• Easy-to-use</li> <li>• Re -usable</li> </ul> 	06		
Scrubbing brushes  <b>Features:</b> <ul style="list-style-type: none"> <li>• Colour: Red</li> <li>• Size: 190mm Wooden Back 's' Shaped Scrubbing Brush</li> </ul> 	04		
Mr min multi surface cleaner polish cans 300ml or equivalent  <b>Features:</b> <ul style="list-style-type: none"> <li>• protect surfaces from dust, stains, water, shine and scratches.</li> <li>• Can be used on a range of surfaces around the home, including glass, tiles, wood, stainless steel, vinyl and more.</li> </ul>	30		
<b>To be delivered at:</b>			
<b>Mkuze ERF 60 Mzolozolo Avenue</b>			
<b>SUB - TOTAL PRICE FOR MKUZE DISTRICT OFFICE</b>			
<b>MTUBATUBA DISTRICT OFFICE:</b>			
500 sheets of 2 ply quality toilet paper (48 rolls per pack)	30 packs		
Sunlight liquid 25L or equivalent	10		

<ul style="list-style-type: none"> <li>• Sunlight Lemon 100 Original dishwashing liquid with real lemon juice and Triple Action power cuts through grease fast</li> <li>• Removes tough dirt and shines and leaves no residue.</li> </ul>			
<p>Domestos Multipurpose Thick Bleach Original 25 litres or equivalent</p> <p>Features:</p> <ul style="list-style-type: none"> <li>• Multipurpose Thick Bleach</li> <li>• Will give your home a mean clean wherever it is needed.</li> <li>• A few well-aimed squirts leave surfaces brilliantly clean and germ-free.</li> <li>• safe to use on most surfaces, adds extra sparkle and kills all known germs</li> </ul> <p>This bleach can be used inside and outside the home, including kitchen and bathroom surfaces, other washable surfaces and tiles and painted wood surfaces throughout the home including outdoor patio floors</p>	10		
<p>Blue kleen 25Litre</p> <ul style="list-style-type: none"> <li>• All-purpose cleaner, blue thick liquid</li> <li>• Perfumed leaving a lingering subtle fragrance after use</li> <li>• Safe on all surfaces, may make floors slippery when wet</li> <li>• Non-hazardous formulation</li> <li>• Eco-friendly cleaning detergent</li> <li>• SABS approved</li> </ul>	10		
<p>Handy Andy cream 25 litres or equivalent</p> <p>Features:</p> <ul style="list-style-type: none"> <li>• Cream that is powerful, packed with millions of microparticles it removes 100% of dirt - earning its place as the market leader in cleaning creams.</li> </ul>	10		
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<p>Pine gel 5L</p> <ul style="list-style-type: none"> <li>• Ultra's All-Purpose Cleaner is the universal solution for the entire home.</li> <li>• Suitable to use on all surfaces with 99.9% germ killing efficiency.</li> </ul>	10		
<p>Reosan 25L</p> <ul style="list-style-type: none"> <li>• Multi-purpose cleaner</li> <li>• Perfumed, leaving a lingering subtle fragrance</li> </ul>	10		



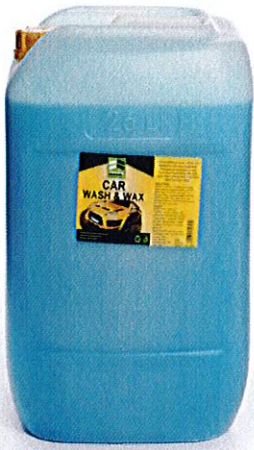

<ul style="list-style-type: none"> <li>• safe on all water-resistant surfaces</li> <li>• May make floors slippery</li> <li>• Non-hazardous formulation after use</li> </ul>			
Deoblocks 5kg	06		
Refusal bags 550 x 660 (100 per pack) 30micron	5		
Colour: Black			
Air fresheners 300ml cans	40		
10L Clear bin bags (100 per pack) Features: <ul style="list-style-type: none"> <li>• 10 L clear bin bags</li> <li>• 100 bags Leak proof</li> <li>• No smell Great size, great durability, nice and sturdy</li> <li>• Suitable for multiple uses around the house</li> <li>• It can be stretched over a regular caddy bin without tearing</li> <li>• Technical Details Item Weight699 g</li> <li>• Package Dimensions12 x 10.8 x 9.8 cm</li> <li>• Material Plastic</li> </ul>	03		
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<p>Silicone crystal 25Litre</p> <ul style="list-style-type: none"> <li>• Silicone Crystal is a high gloss ready to use solvent base silicone solution formulated for the cleaning and protecting of vinyl dashboards, door panels and vinyl seats fitted to cars, busses, trucks, boats and basically any vehicle which contains vinyl and plastic.</li> </ul>	04		
<p>Shammy towel or equivalent</p> <p>Features:</p> <ul style="list-style-type: none"> <li>• Colour: Yellow</li> <li>• Excellent absorbency</li> <li>• High-quality car wash towels</li> <li>• Perfect size (26"x17")</li> <li>• Easy-to-use</li> <li>• Re -usable</li> </ul> 	06		
<p>Scrubbing brushes</p> <p>Features:</p> <ul style="list-style-type: none"> <li>• Colour: Red</li> <li>• Size: 190mm Wooden Back 's' Shaped Scrubbing Brush</li> </ul> 	04		




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<b>To be delivered at:</b>			
<b>Mtubatuba behind Public works</b>			
<b>SUB - TOTAL PRICE FOR MTUBATUBA DISTRICT OFFICE</b>			
<b>ILEMBE DISTRICT OFFICE:</b>			
500 sheets of 2 ply quality toilet paper (48 rolls per pack)	30 packs		
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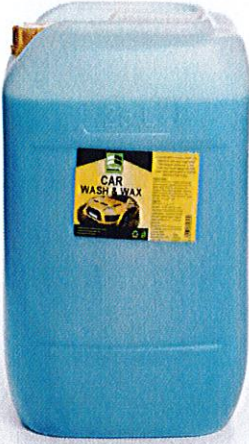
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Large (per pair)	02		
Medium (per pair)	02		
Small (per pair)	02		

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<p><b>To be delivered at:</b> iLembe, Corner of R102 and link road, Stanger</p>			
<p><b>SUB - TOTAL PRICE FOR ILEMBE DISTRICT OFFICE</b></p>			
<p><b>RICHARDS BAY DISTRICT OFFICE:</b></p>			
<p>500 sheets of 2 ply quality toilet paper (48 rolls per pack)</p>	30 packs		
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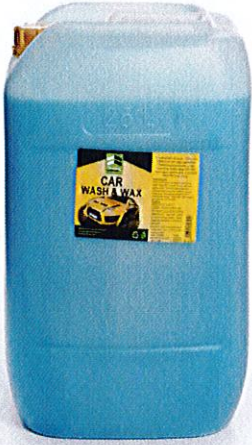
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<p>Pine gel 5L</p> <ul style="list-style-type: none"> <li>• Ultra's All-Purpose Cleaner is the universal solution for the entire home.</li> <li>• Suitable to use on all surfaces with 99.9% germ killing efficiency.</li> </ul>	10		
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<ul style="list-style-type: none"> <li>• Re-usable</li> <li>• Colour: Green</li> </ul>			
<b>Sizes:</b>			
Extra Large (per pair)	02		
Large (per pair)	02		
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Small (per pair)	02		
Wash & Wax 25Litre or equivalent  <b>Features:</b> <ul style="list-style-type: none"> <li>• Product Code: WW25</li> <li>• Cleans, shines &amp; waxes in one easy step.</li> <li>• Rich foaming formula, for all paint colours that leaves vehicles with protective shine.</li> </ul> 	05		
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<p><b>To be delivered at:</b> Richards bay, LOT 11637 Vled n vlel</p>			
<p><b>SUB - TOTAL PRICE FOR RICHARDS BAY DISTRICT OFFICE</b></p>			
<p><b>RICHARDS BAY (ENVIRO) DISTRICT OFFICE:</b></p>			
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Small (per pair)	02		
Wash & Wax 25Litre or equivalent <b>Features:</b> <ul style="list-style-type: none"> <li>• Product Code: WW25</li> <li>• Cleans, shines &amp; waxes in one easy step.</li> <li>• Rich foaming formula, for all paint colours that leaves vehicles with protective shine.</li> </ul> 	05		
Silicone crystal 25Litre <ul style="list-style-type: none"> <li>• Silicone Crystal is a high gloss ready to use solvent base silicone solution formulated for the cleaning and protecting of vinyl dashboards, door panels and vinyl seats fitted to cars, busses, trucks, boats and basically any vehicle which contains vinyl and plastic.</li> </ul>	04		
Shammy towel or equivalent <b>Features:</b> <ul style="list-style-type: none"> <li>• Colour: Yellow</li> </ul>	06		



<ul style="list-style-type: none"> <li>• Excellent absorbency</li> <li>• High-quality car wash towels</li> <li>• Perfect size (26"x17")</li> <li>• Easy-to-use</li> <li>• Re -usable</li> </ul> 			
<b>Scrubbing brushes</b>  <b>Features:</b> <ul style="list-style-type: none"> <li>• Colour: Red</li> <li>• Size: 190mm Wooden Back 's' Shaped Scrubbing Brush</li> </ul> 	04		
<b>Mr min multi surface cleaner polish cans 300ml or equivalent</b>  <b>Features:</b> <ul style="list-style-type: none"> <li>• protect surfaces from dust, stains, water, shine and scratches.</li> <li>• Can be used on a range of surfaces around the home, including glass, tiles, wood, stainless steel, vinyl and more.</li> </ul>	30		
<b>To be delivered at:</b> <b>Richards bay Enviro, Lot 11637 Velde n vlei</b>			
<b>NB: The supplier must provide sample of each item prior delivery</b>			
<b>SUB - TOTAL PRICE FOR RICHARDS BAY (ENVIRO)</b>			
<b>SUB - TOTAL PRICE FOR ALL DISTRICT OFFICES</b>			
<b>VAT (only include if VAT registered)</b>			
<b>GRAND-TOTAL PRICE FOR ALL DISTRICTS OFFICES</b>			

Name of Company.....

Name of  
Representative.....Designation.....

Authorized Signature.....

Date.....

Validity period: 60 Days after the closing date

VAT Vendor Number.....(if applicable)

Banking details same? Yes..... No.....( please indicate with a tick)

COMPANY STAMP

## PART A INVITATION TO QUOTE

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
REQUISITION NUMBER:	2022101005	CLOSING DATE:	30/11/2022	CLOSING TIME:	11:00
DESCRIPTION	Supply and Delivery of Cleaning Material				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
270 Jabu Ndlovu Street, Pietermaritzburg, 3200 at the Box or <a href="mailto:scmquotations11@kznedtea.gov.za">scmquotations11@kznedtea.gov.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nomusa Mkhize		CONTACT PERSON	Samukelisiwe Zuma	
TELEPHONE NUMBER	033 264 2611		TELEPHONE NUMBER	033 2642657 /076 9435828	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	<a href="mailto:Nomusa.Mkhize@kznedtea.gov.za">Nomusa.Mkhize@kznedtea.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Samukelisiwe.Zuma@kznedtea.gov.za">Samukelisiwe.Zuma@kznedtea.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. QUOTATION SUBMISSION:

- 1.1. QUOTATION MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS QUOTATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

# AUTHORITY TO SIGN A QUOTATION (ATTACH RESOLUTION LETTER)

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....  
 hereby authorise Mr/Mrs/Ms .....  
 acting in the capacity of .....  
 whose signature is .....  
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

## Note:

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

Co-operative:	Resolution letter from the directors
Close Corporation:	Resolution letter from the directors
Company:	Resolution letter from the director/s
Sole Proprietor:	Resolution letter from the director
Partnership:	Resolution letter from the director
Joint Venture / Consortium:	Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises

**Note:** Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



.....  
 .....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

- 2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following statements  
 that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;  
 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;  
 3.3 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>2</sup> will not be construed as collusive bidding.  
 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.  
 3.4 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.  
 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.  
 3.6 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

<sup>2</sup> 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.

**SBD4**

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

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**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

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I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"



3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, by **ticking the applicable box**.

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Stamp

\_\_\_\_\_  
Signature of Commissioner of Oaths

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Ownership Demographic Schedule

- ✓ Kindly provide the percentage ownership for each owner according to the following demographic categories; African Male, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative and Other.
- ✎ please ensure you provide a total per category by adding up each owner's percentage for each applicable category.

[illegible]