



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

**QUOTATION NUMBER: 202302210701**

**QUOTATION DESCRIPTION: SUPPLY, DELIVERY, REMOVAL, AND INSTALLATION OF NEW  
LED LIGHTS BULBS**

**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

Private Bag X9152

Pietermaritzburg

3200

**Contact:** *Nosipho Maphumulo*

**Telephone:** 033 264 2539

**Email:** [Nosipho.Maphumulo@kznedtea.gov.za](mailto:Nosipho.Maphumulo@kznedtea.gov.za)

***PLEASE NOTE THAT THIS QUOTATION IS SUBJECT TO SUPPLY CHAIN MANAGEMENT  
LEGISLATION AND THE GENERAL CONDITIONS OF CONTRACT AS PRESCRIBED BY NATIONAL  
TREASURY.***

**Briefing session / meeting is not applicable for this Quotation. However, should bidders have questions  
on this quotation, kindly forward them to Nosipho Maphumulo on email address:**

**Nosipho.Maphumulo@kznedtea.gov.za & 033 264 2539.**

**SECTION A**  
**PART A**  
**INVITATION TO QUOTE**

|                                                                                                                                                                                                                     |                                                                                          |               |                                                                          |                                                                                                      |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------|
| <b>YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                                                                  |                                                                                          |               |                                                                          |                                                                                                      |       |
| QUOTATION NUMBER:                                                                                                                                                                                                   | 202302210701                                                                             | CLOSING DATE: | 22/06/2023                                                               | CLOSING TIME:                                                                                        | 11:00 |
| DESCRIPTION                                                                                                                                                                                                         | <b>SUPPLY, DELIVERY, REMOVAL, AND INSTALLATION OF NEW LED LIGHTS BULBS</b>               |               |                                                                          |                                                                                                      |       |
| <b>QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                    |                                                                                          |               |                                                                          |                                                                                                      |       |
| <b>GROUND FLOOR FOYER</b>                                                                                                                                                                                           |                                                                                          |               |                                                                          |                                                                                                      |       |
| <b>270 JABU NDLOVU STREET</b>                                                                                                                                                                                       |                                                                                          |               |                                                                          |                                                                                                      |       |
| <b>PEITERMARITZBURG</b>                                                                                                                                                                                             |                                                                                          |               |                                                                          |                                                                                                      |       |
| <b>QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                             |                                                                                          |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                                                      |       |
| CONTACT PERSON                                                                                                                                                                                                      | Nosipho Maphumulo                                                                        |               | CONTACT PERSON                                                           | Samukelisiwe Zuma                                                                                    |       |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 033 264 2539                                                                             |               | TELEPHONE NUMBER                                                         | 033 264 2657/2703                                                                                    |       |
| FACSIMILE NUMBER                                                                                                                                                                                                    | -                                                                                        |               | FACSIMILE NUMBER                                                         |                                                                                                      |       |
| E-MAIL ADDRESS                                                                                                                                                                                                      | <a href="mailto:Nosipho.Maphumulo@kznedtea.gov.za">Nosipho.Maphumulo@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]<br><input type="checkbox"/> Yes <input type="checkbox"/> No         |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | [TICK APPLICABLE BOX]<br><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<br>[IF YES ENCLOSE PROOF]       |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[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 QUOTING

|                                       |                                                                                                                                                                                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. QUOTATION SUBMISSION:</b>       |                                                                                                                                                                                                                                                 |
| 1.1.                                  | QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE QUOTATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |
| 1.2.                                  | <b>ALL QUOTATION MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE QUOTATIONS DOCUMENT.</b>                                                                                              |
| 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.                                  | <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                               |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                                                 |
| 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .                                                                                        |
| 2.4                                   | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE QUOTATION.                                                                                                                                                                  |
| 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 QUOTATION INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTATION INVALID.**

**SECTION B**  
**NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS**

PLEASE NOTE THAT THIS QUOTATIONS IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the quotation forms be retyped or redrafted. Photocopies of the original quotation documentation may be used, but an original signature must appear on such photocopies.
3. The Bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Quotations submitted must be complete in all respects.
5. Quotations shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
6. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the Bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations may be rejected as being invalid.
7. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotations. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
8. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
9. No quotation sent through the post will be considered if it is received after the closing date and time stipulated in the documentation, and proof of posting will not be accepted as proof of delivery.
10. No quotation submitted by telefax, telegraphic or other electronic means will be considered.
11. Quotations documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
12. Any alteration made by the Bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Use of erasable pen is prohibited.
15. Quotations will be opened in public as soon as practicable after the closing time of quotation.
16. Where practical, prices are made public at the time of opening quotation.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. The bidder must initial each and every page of the quotation document

## SECTION C

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
2. If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to [www.csd.gov.za](http://www.csd.gov.za) to register or call 033 897 4223/4676/4509 for assistance.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a quotation or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to updates its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

### DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS QUOTATION.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS QUOTATION FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS QUOTATION.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....

**SECTION D****SBD 4****BIDDER'S DISCLOSURE**

• **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.

• **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:

.....  
 .....

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**

i. If so, furnish particulars:

.....  
 .....

19. **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.
- a. 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.

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

**SECTION E**  
**QUOTATION OFFER**  
(To be completed by Bidder)

**QUOTATION NUMBER:**

1. QUOTATION PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:  
.....  
.....  
.
3. TIME FOR COMPLETION/ DELIVERY: .....calendar months

|                                 |                           |                       |
|---------------------------------|---------------------------|-----------------------|
| <b>NAME OF BIDDER:</b><br>..... | <b>SIGNATURE</b><br>..... | <b>DATE:</b><br>..... |
|---------------------------------|---------------------------|-----------------------|

**FOR OFFICE PURPOSES ONLY**

|                                 |
|---------------------------------|
| <b>IMPORTANT</b>                |
| Mark appropriate block with "X" |

- |                                                                                                           |     |    |  |
|-----------------------------------------------------------------------------------------------------------|-----|----|--|
| 1. HAVE ANY ALTERATIONS BEEN MADE?                                                                        | YES | NO |  |
| 1. HAS AN ALTERNATIVE QUOTATION BEEN SUBMITTED?                                                           | YES | NO |  |
| 3. <b>IF APPLICABLE:</b> DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION? | YES | NO |  |

## **SECTION F**

### **SPECIAL CONDITIONS OF CONTRACT**

#### **SECTION 1 – DEFINITIONS**

##### **1. DEFINITIONS**

- 1.1 “Department” means the Department of Economic Development, Tourism and Environmental Affairs in the KwaZulu-Natal Provincial Administration.
- 1.2 “Head” means the officer appointed to the post of Head of the Department, who has signed this contract and shall include any person acting in that capacity.
- 1.3 “Service Provider” means the person or persons, partnership, firm or company or close corporation, etc. whose QUOTATION for this work has been accepted, and who has, or have, signed this Contract, and shall include his or her heirs, executors, administrators, successors, and any representative, duly appointed, with the consent in writing of the Employer.
- 1.4 “Team” means person or persons representing or acting on behalf of the Service Provider in the execution of this Contract.
- 1.5 “Written instructions” means any printed, typed or written documents or letter signed by or on behalf of the Head and addressed to the Service provider for the purpose of his guidance, direction or instruction.

#### **SECTION 2 – SUPPLY CHAIN MANAGEMENT PROCEDURES**

##### **2. SUPPLY CHAIN MANAGEMENT PROCEDURES**

###### **2.1 PROCEDURES FOR SUBMISSION**

- 2.1.1 It is the responsibility of the service providers to ensure that their proposals are in the bid Box by deadline date and time.
- 2.1.2 Bids/quotations are late if they are received at the address indicated in the BID/quotation documents after the closing date and time.
- 2.1.3 A late bid/quotation shall not be considered and, where practicable, shall be returned unopened to the Bidder.
- 2.1.4 No late quotations are accepted.
- 2.1.5 Bidders must please ensure that in all instances, the quotation reference number as well as the name of the project or quotation is clearly written in bold on the envelope.

###### **2.2 VERIFICATION OF NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE**

- 2.2.1 The Department will verify the following information of the National Treasury Central Suppliers Database.
  - a) Business registration, including details of directorship and membership;
  - b) Bank account holder information;

- c) In the service of the state status;
- d) Tax compliance status;
- e) Identity number;
- f) Tender defaulting and restriction status; and
- g) Any additional and supplementary verification information communicated by the National Treasury.

2.2.2 Suppliers / service providers to ensure that the above information are updated and correct on the National Treasury Central Suppliers Database.

### **3.3 GENERAL EVALUATION CRITERIA**

3.3.1 The Quotation Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a) The 80/20 preference point system is applicable to quotations\* with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included)
- b) The 90/10 preference point system is applicable to bids with a Rand value above R50 million (all applicable taxes included).
- c) Whether all the required information called for in the quotation document has been submitted by the bidder.
- d) Bids/quotations that fail to achieve the minimum qualifying score (60%) for functionality must be disqualified.
- e) Did the Bidder attend the site inspection if compulsory?
- f) Will the Bidder be in a position to successfully execute the contract?
- g) In terms of the Preferential Procurement Regulations, 2017 Pertaining to the Preferential Procurement Policy Framework ACT, No 5 of 2000, Cancellation and Re – Invitation of quotations can only happen if the following is not met.
  - Due to changed circumstances, there is no longer a need for the services, works or goods requested. [AOs / AAs must ensure that only goods, services or works that are required to fulfil the needs of the institution are procured]; or
  - Funds are no longer available to cover the total envisaged expenditure. [AOs / AAs must ensure that the budgetary provisions exist]; or
  - No acceptable quotations are received. [If all quotations received are rejected, the institution must review the reasons justifying the rejection and consider making revisions to the specific conditions of contract, design and specifications, scope of the contract, or a combination of these, before inviting new quotations]; or
- h) There is a material irregularity in the tender process.

### **3.4 JOINT VENTURES**

- 3.4.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.
- 3.4.2 Should this quotation be submitted by a joint venture, a certified copy of the joint venture agreement must accompany the quotation document before the closing date and time of quotation? The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 3.4.3 A trust, consortium or joint-venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate. The non-submission of a consolidated BBEE Certificate by a company will result in preference points not being allocated to such company.
- 3.4.4 Failure to submit the joint venture Agreement will result in a company being disqualified.

### **3.5 EQUAL BIDS/QUOTATIONS**

In the event that two or more bids/quotations have equal total points, the successful quotations will be the one scoring the highest number of B-BBEE points. Should functionality be a part of the evaluation process and two or more Bidders score equal total points and equal B-BBEE points; the contract must be awarded to the tenderer that scored the highest points for functionality. Should two or more bids/quotations be equal in all respects, the Adjudication shall be decided by the drawing of lots.

## **SECTION 3 - SPECIAL CONDITIONS OF CONTRACT**

### **4. SPECIAL CONDITIONS OF CONTRACT**

#### **4.1 LIABILITY**

The contractor shall be liable for the acts and omissions of its personnel and /or employees in the execution of their duties against:

- a) any damage to the Department's property, whether movable or immovable;
- b) loss of property belonging to the Department
- c) liability in respect of any damage to property, whether movable or
- d) immovable from third parties;
- e) liability in respect of loss property belonging to third parties; and
- f) liability in respect of the death of, unlawful arrest, injury, illness or disease to any person.

#### **4.2 INDEMNITY CLAUSE**

The Department will not be held responsible for any injuries incurred by the Contractor while rendering the service.

#### **4.3 PENALTIES**

Should at any time during the contract period be determined that the Contractor's personnel failed to perform in one or other facet of their duties without a reasonable motivation the contract will be terminated.

#### **4.4 CONTRACT NOT TO BE CEDED OR ASSIGNED WITHOUT APPROVAL**

The Contractor will not be allowed to cede or assign his rights and / or obligations under the contract or to sublet the contract work or any part thereof, without the consent of the Department.

#### **4.5 EXECUTION OF WORK**

The service rendered shall be carried out by the Contractor in a thorough and workman manner and to the satisfaction of the Department.

#### **4.6 INSPECTION OF SITE**

The Contractor shall have inspected the site and to have satisfied himself / herself before submitting his quotation, as to the nature of the work amount of personnel required and material necessary to render the service as required in the quotation document.

#### **4.7 CARE OF THE WORKS**

The obligation to take care of and provide custody for the contract work and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to prevent injury to persons or damage to property and to protect adjoining properties from trespass or damage to progress of the contract.

#### **4.8 REMUNERATION**

- 4.8.1 The Department shall remunerate the Service Provider in respect of its services in accordance with the appropriate conditions as set forth.
- 4.8.2 The Service Provider agrees hereto that responsibility of payment for services rendered to the Department shall vest in the Service Provider, who shall on monthly basis submit an invoice to the Department.
- 4.8.3 The service Provider shall submit to the Department a tax invoice for each month, and the Department shall pay to the Service Provider the amount of invoice within 30 (thirty days) of receipt of an agreed invoice. All supporting documents must be attached to all invoices submitted.
- 4.8.4 In the event that the Department is not satisfied with the performance of the Service Provider, the Department shall give written notice to this effect to the Service Provider providing sufficient detail and a reasonable time frame to enable the service provider to rectify such performance.
- 4.8.5 In the event of the entire amount or a portion of the invoice being disputed by the Department, only a portion in the dispute shall be held for payment, until the dispute is resolved. The undisputed portion shall be paid to the Service Provider within the stipulated time frames.
- 4.8.6 International and Domestic Travel to be undertaken by the service provider shall be as per the Travel Policy of the Department.
- 4.8.7 Disbursements shall be claimed as per the Subsistence and Travel policy of the Department.
- 4.8.8 The Service Provider shall immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.

#### **4.9 TERMINATION OF SERVICES**

- 4.9.1 Should the Contractor fail to meet the conditions of the contract, or continue rendering unsatisfactory service, the Department reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Department may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.
- 4.9.2 The Department reserves the right to terminate the agreement, should the Institution, for any reason, be permanently closed or transferred to another location.
- 4.9.3 KZNEDTEA reserves the right to terminate the contract of any assignment to any party if there are reasonable grounds for considering that there is non-performance by the contracted service provider.
- 4.9.4 KZNEDTEA also reserves the right to curtail the scope of the assignment awarded or to curtail any aspect of the assignment by mutual agreement. In the event of any such cancellation or curtailment, the service provider shall have no claim or recourse against KZNEDTEA, of whatever nature, save the recoupment of the service provider's actual and reasonable costs already expended on the project.

#### **4.10 UNSATISFACTORY PERFORMANCE**

- 4.10.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- 4.10.2 Before any action is taken, the KZNEDTEA shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (14 days minimum). If the contractor does not perform satisfactorily despite the warning the KZNEDTEA will:
- a) take action in terms of its delegated powers;
  - b) make a recommendation for cancellation of the contract concerned.

#### **4.11. VAT**

- i. Quotation prices must be inclusive of VAT.
- ii. 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 serialised 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. either –
    - iii. the value of the supply, the amount of tax charged and the consideration for the supply; or
    - iv. 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.

#### **4.12 REMUNERATION WORK OUTSIDE THE PUBLIC SERVICE**

- 4.12.1 An employee cannot, without approval, undertake remunerative work outside his or her official duty. Written permission must be granted by the Executive Authority or an official authorised by the Executive Authority.
- 4.12.2 An employee is prohibited from serving on the Board of Directors of private sector organizations without the written permission granted by the Executive Authority or an official authorized by the Executive Authority.

#### **4.13 RESTRICTION OF SUPPLIERS, SHAREHOLDERS AND DIRECTORS**

- 4.13.1 AOs / AAs may act against Suppliers, Shareholders and Directors, upon detecting that false information regarding any matter which will affect or has affected the evaluation of a tender, in accordance with the Department's SCM Policy and Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.

**SECTION G****CONDITIONS OF QUOTATION**

1. I/We hereby quote to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the Quote documents (and which shall be taken as part of and be incorporated into this Quote) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
  2. I/we agree that:
    - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the quote;
    - (b) this quote and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Quotation Documents, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal Conditions of Contract, with which I/we are fully acquainted;
    - (c) if I/we withdraw my quote within the period for which I/we have agreed that the quote shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my quote or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable quote or, if fresh quotations have to be invited, the additional expenditure incurred by the invitation of fresh quotations and by the subsequent acceptance of any less favourable quotations. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other quotations or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other quotations or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
    - (d) if my quotation is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
    - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my quotation and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :
- .....
- .....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my quotation: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this quotation or any related quotations by completion of the Declaration of Interest Section.

## 7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
- (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS ..... DAY OF ..... 20 ..... AT .....

.....  
SIGNATURE OF BIDDER OR DULY  
AUTHORISED REPRESENTATIVE

.....  
NAME IN BLOCK LETTERS

ON BEHALF OF (BIDDER'S NAME) .....

CAPACITY OF SIGNATORY .....

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE) .....

POSTAL ADDRESS .....

TELEPHONE NUMBER: .....

FAX NUMBER: .....

CELLULAR PHONE NUMBER: .....

E-MAIL ADDRESS: .....

**ANNEXURE A****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 initialed.
11. Bidders are to be evaluated on functionality: Provide 3 signed reference letters, purchased orders, award letters from clients detailing the actual work completed in installation of LED light bulbs. The letter must include the company name, and contact numbers, duration of the contract and value of the contract. Failure to submit the above mentioned will result in disqualification.

QUOTATION NUMBER: **202302210701**

| <b>DESCRIPTION: SUPPLY, DELIVERY, REMOVAL, AND INSTALLATION OF NEW LED LIGHTS BULBS</b>                                                                                                                                                                                                                                                                                                                       | <b>QUANTITY</b> | <b>UNIT PRICE</b> | <b>TOTAL PRICE</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|--------------------|
| A service provider is required to supply, delivery, removal of old light bulbs and install new LED light bulbs tubes for a <b>period of 01 year</b>                                                                                                                                                                                                                                                           |                 |                   |                    |
| <b>Two - LED foot light bulb</b><br><br><b>Features:</b><br>LED Tube - T8 600mm (2 Foot)<br>LED Chip : Epistar<br>LED Quantity :SMD2835 x 53 pcs<br>Lumens900<br>Material :Glass<br>Voltage 220V<br>Power factor : 0.9<br>CRI :Ra 80<br>Power Consumption :9W<br>Life Span :25,000 Hours<br>Size :600mm x 26mm<br>Colour Temperature :Cool White (6000K)<br>Ambient Temperature -25 to +45°C<br>Dimmable : No | 01              |                   |                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                         |    |  |  |
| <b>Four - LED foot light bulb</b><br><br><b>Features:</b><br>ED Tube - T8 1200mm (4 Foot)<br>LED Chip :Epistar<br>LED Quantit: SMD2835 x 106 pcs<br>Lumens1800<br>Materia: Glass<br>Voltage 220Vac<br>Power factor: 0.9<br>CRI: Ra 80<br>Power Consumption: 18W<br>Life Span: 25,000 Hours<br>Size:1200mm x 26mm<br>Colour Temperature :Cool White (6000K)<br>Ambient Temperature: 25 to +45°C<br>Dimmable: No<br><br> | 01 |  |  |
| <b>Five - LED foot light bulb</b><br><br><b>Features:</b><br>LED Chip : Epistar<br>LED Quantity : SMD2835 x 106 pcs<br>Lumens2300<br>Material :Glass<br>Voltage 220Vac<br>Power factor :0.9<br>CRI : Ra 80<br>Power Consumption :24W<br>Life Span :25,000 Hours<br>Size: 1500mm x 26mm<br>Colour Temperature Cool White (6000K)<br>Ambient Temperature -25 to +45°C<br>Dimmable No<br><br>                            | 01 |  |  |
| <b>Eurolux Normal globe / Energy saver or equivalent</b><br><b>Features:</b><br><br>Item no. 318666-EA<br>Model COOL WHITE<br>3U Shape                                                                                                                                                                                                                                                                                                                                                                   | 01 |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|--|
| <p>1155 Lumens<br/>Energy Saving<br/>20 Watts Output</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |  |  |
| <p><b>Dustproof 1.2m double led tube</b></p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li>- Application of LED tri-proof light:</li> <li>- For supermarket, shops, exhibition hall, parking place, gas station, library, tunnel, metro station</li> <li>- Dimension 1265 x 125 x 105mm</li> </ul> <p>Does not include LED TUBE</p> <p><b>What's in the box</b><br/>2 x Dustproof 1,2m Double LED Tube Fittings</p>                                                                                                           | 01 |  |  |
| <p><b>50W LED flood light</b></p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li>- Colour: Black</li> <li>- Material: Die-cast aluminium</li> <li>- Shade: Clear tempered glass</li> <li>- IP rating: 65</li> <li>- Power: 50W Full Power</li> <li>- Luminous flux: 4000lm</li> <li>- Colour temp: Cool white</li> <li>- Lifetime: 25000hrs</li> <li>- Class 1</li> <li>- Lamp type: 1 x 50W max SMD LED</li> <li>- Voltage: 220V -:240V (50/60Hz)</li> </ul> <p><b>What's in the box</b><br/>1 x 50watts Led Floodlight</p>  | 01 |  |  |

|                                                                                                                                                                                                                                                                                                                                                         |    |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|--|
| <b>Fluorescent lamp with metal covers</b><br><br><b>Features:</b><br>Colour: White Aluminium<br>Size : 16 Watt<br>Description<br>– 16W LED ( Included )<br>1 x LED Driver ( Included )<br>4000K<br>1100 Lumen<br>Length: 692mm<br>Width: 163mm<br>Height: 52mm<br><br> | 01 |  |  |
| <b>Labour Fee Per Hour</b>                                                                                                                                                                                                                                                                                                                              |    |  |  |
| <b>Call out Fee</b>                                                                                                                                                                                                                                                                                                                                     |    |  |  |
| <b>NB: A service provider will be required to change light bulbs as in when required</b>                                                                                                                                                                                                                                                                |    |  |  |
| <b>For enquiries please contact Nonhlanhla Dlamini on 076 943 5828 / Samukelisiwe Zuma on 033 264 2657</b>                                                                                                                                                                                                                                              |    |  |  |
| <b>To be delivered at the following addresses:</b><br>1. <b>Ulundi-</b> Unit A block B Old Legislature building, wombe street.                                                                                                                                                                                                                          |    |  |  |
| <b>SUB – TOTAL PRICE</b>                                                                                                                                                                                                                                                                                                                                |    |  |  |
| <b>VAT (only include if VAT registered)</b>                                                                                                                                                                                                                                                                                                             |    |  |  |
| <b>GRAND TOTAL PRICE</b>                                                                                                                                                                                                                                                                                                                                |    |  |  |

**TRANSFERRED TO SECTION E OF THE QUOTATION DOCUMENT**

**Name of Company**.....

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

**Authorized Signature**.....

**Date**.....

Validity period: .....

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

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

**ANNEXURE B: EVALUATION GRID**

To be completed for tender by each evaluator.

| Name of project                                                                                                                                                                                                                                                                                                                                                                                                          | Maximum | Initial assessment |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------|
| <b>Name of the project:</b><br><b>SUPPLY, DELIVERY, REMOVAL, AND INSTALLATION OF LED LIGHTS BULBS</b>                                                                                                                                                                                                                                                                                                                    |         |                    |
| <b>COMPANY EXPERIENCE</b><br><b>References provided from Clients:</b><br>Provide 3 signed reference letters, purchased orders, award letters from clients detailing the actual work completed installation of LED light bulbs. The letter must include the company name, and contact numbers, duration of the contract and value of the contract. Failure to submit the above mentioned will result in disqualification. | (15)    |                    |
| More than 3 project = 15 Points                                                                                                                                                                                                                                                                                                                                                                                          |         |                    |
| 3 Projects = 10 Points                                                                                                                                                                                                                                                                                                                                                                                                   |         |                    |
| Less than 3 Projects = 0                                                                                                                                                                                                                                                                                                                                                                                                 |         |                    |
| Total Evaluation Score                                                                                                                                                                                                                                                                                                                                                                                                   | 15      |                    |
| Minimum passing score                                                                                                                                                                                                                                                                                                                                                                                                    | 60%     |                    |

The minimum pass mark for this project is 60%

|           |  |
|-----------|--|
| Name      |  |
| Signature |  |
| Date      |  |