


KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Request for quotation

Requisition Number		2024082801/02	
Description		Consumer Awareness and Education Campaign on 20/09/2024 uMziwabantu Municipality, Ward 5 Chibini Harding and on 25/09/2024 Newcastle, Ward 31 Emarabini Kwa R	
Invitation date		06/09/2024	
Closing date	13/09/2024	Closing Time	11:00 AM
Method of submission	Email: scmquotations11@kznedtea.gov.za	Quotation box	Quotation Box At 270 Jabu Ndlovu Street, EDTEA Head Office, at Foyer.
Validity period		60 days after closing	

Instructions and Notices

1. The Bidder Must Be Registered with National Treasury's Central Suppliers Database (CSD Number Must Be Provided).
2. Quotation Must Be Fully Completed in All Respects.
3. If you are a vat vendor, please indicate your vat number.
4. All quotations must be submitted on the official forms provided– (not to be re-typed) or in the manner prescribed in the quotation document.
5. This quotation is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
6. 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 in the service of the state.
7. Quotation must be delivered by the stipulated time to the correct email address/quotation box number. Late quotations will not be accepted for consideration.
8. Documents indicated in the SBD 6.1(e.g. **Completed ownership demographic form, CIPC Certificate, etc**) which are required to determine specific goals must be submitted. Failure to submit will result in non-awarding of points.
9. A B-BBEE status verification certificate or sworn affidavit must be submitted. This will not be used for evaluation purposes.

Returnable Documents

Type of document	Comment	Will non-submission/completion invalidate quotation
Invitation to quote	To be completed	No- if incomplete
SBD 4-Bidder's Disclosure Form	To be completed in full and truthfully	Yes

SBD1

Authority to sign quotation	To be completed in full with a specimen signature of the signatory.	Yes
SBD 61-Preference Points Claim Form	To be completed by bidder to claim preference points	No -however preference points will not be allocated

PART A INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (EDTEA)

REQUISITION NUMBER:	2024082801/02	CLOSING DATE:	13/09/2024	CLOSING TIME:	11:00 AM
DESCRIPTION	CONSUMER AWARENESS AND EDUCATION CAMPAIGN ON 20/09/2024 UMZIWABANTU MUNICIPALITY, WARD 5 CHIBINI HARDING AND ON 25/09/2024 NEWCASTLE, WARD 31 EMARABINI KWA R				
QUOTATION RESPONSE DOCUMENTS MAY BE SUBMITTED AS INDICATED BELOW:					
EMAIL ADDRESS: scmquotations11@kznedtea.gov.za or be deposited into the quotation box situated at main foyer at 270 Jabu Ndlovu Street, Pietermaritzburg 3200					

QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	SCM Provisioning			CONTACT PERSON	Tshepiso Selepe		
TELEPHONE NUMBER	033 264 2539			TELEPHONE NUMBER	079 505 2402		
E-MAIL ADDRESS	SCM.Provisioning@kznedtea.gov.za			E-MAIL ADDRESS	Tshepiso.Selepe@kznedtea.gov.za		
SUPPLIER INFORMATION							
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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	

A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED TOGETHER WITH THIS QUOTATION.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS 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 BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS 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 BIDS 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:

.....



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SPECIFICATION FOR THE CONSUMER AWARENESS AND EDUCATION CAMPAIGN

DATE: 20 SEPTEMBER 2024

VENUE: UMZIWABANTU MUNICIPALITY, WARD 5 CHIBINI HARDING

NO.	NEED	QUANTITY	UNIT PRICE	TOTAL PRICE
1	CATERING FOR COMMUNITY			
	Community catering: Lunch to be served at 12:00 • Rice • Chicken curry (to accommodate 250 people) • Beef curry (to accommodate 250 people) • 2 Salads (Coleslaw and Beetroot) • 330ml 100% fruit juice (assorted flavours) NB: Food is to be served in an environmentally friendly disposable container, the list of service providers will be provided by Dept, a plan for how to feed the community	500	R180.00	R90 000.00

COMPANY STAMP

2	GENERATOR/POWER SUPPLY				
	100 KVA 63amp power distributor Industrial Generator	01			
3	SOUND & PUBLIC ADDRESS SYSTEM				
	Sound system, PA system to accommodate 500 people NB: • must be tested before event starts • sound system with adequate wattage with (company must provide technician to set up and operate the system) • electrician to be available on site (cables and extension cord to be available) • Provide certificate of compliance on site that is signed and approved by the Engineer • Plug points	01			
	Standing mic	01			
	Roving mics	02			
	Podium	01			
	Entertainment stage accommodate 10 people	01			
	Stage to accommodate 20 people (for people on stage and front row)	01			

COMPANY STAMP

4.	PUBLIC TRANSPORT Taxis to be provided to transport community to and from areas within uMzimkhulu Municipality and surrounding areas. • 15-Seater Taxi (Taxi routes will be provided by the Municipality)	50 Taxis		
5.	SECURITY Marshalls to assist during event Municipality to coordinate and submit list with the names of Marshals EDTEA will provide Bibs for the Marshals. Safety Officer EMRS	30	R150.00	R4 500.00
		01	R15 000.00	R15 000.00
		01		
6.	WASTE DISPOSAL Toilet for the physically challenged	01		
	Toilets for the community, 2 for females and 1 for males. 2 ply Toilet rolls 48's Refuse black Bags 20 per pack (750mmx950mm) • 80L capacity • 25 microns	03 02 05		
7.	SPEED FENCE			

COMPANY STAMP

	Speed fence to accommodate a crowd of 500 people				
8.	VIDEOGRAPHY				
	Videographer is required to capture event and production of DVD : • 1 cameras to record the whole function • 15-20 minutes DVD edited version of the event • 1 x copies of 15 minutes edited version • 1 x unedited copies for the whole event	01			
9.	ENTERTAINMENT				
	2 x Local Artist @ R5 000.00 each (Department to provide quotation)	02	R5 000.00	R10 000.00	
	Edutainment (Department to provide quotation)	01	R40 000.00	R40 000.00	
10	TABLES AND CHAIRS				
	Tables and Table clothes	8			
	Chairs and covers	500			
	Frame Community Marquee to accommodate 500 people with social distancing	01			

COMPANY STAMP

For enquiries please contact Tshepiso Selepe on 079 505 2402		
SUB-TOTAL PRICE		
VAT (only include if VAT registered)		
GRAND TOTAL PRICE		

Name of Company.....
Name of Representative.....Designation.....
Authorized Signature.....
Date.....
Validity period: 60 days after the closing days
VAT Vendor Number.....(if applicable)
Banking details same? Yes..... No.....(please indicate with a tick)

COMPANY STAMP



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SPECIFICATION FOR THE CONSUMER AWARENESS AND EDUCATION CAMPAIGN

DATE: 25 SEPTEMBER 2024

VENUE: NEWCASTLE, WARD 31 EMARABINI KWA R

NO.	NEED	QUANTITY	UNIT PRICE	TOTAL PRICE
1	CATERING FOR COMMUNITY Community catering: Lunch to be served at 12:00 • Rice • Chicken curry (to accommodate 250 people) • Beef curry (to accommodate 250 people) • 2 Salads (Coleslaw and Beetroot) • 330ml 100% fruit juice (assorted flavours) NB: Food is to be served in an environmentally friendly disposable container, the list of service providers will be provided by Dept, a plan for how to feed the community	500	R180.00	R90 000.00

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	Standing mic	01			
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	Podium	01			
	Entertainment stage accommodate 10 people	01			
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4.	PUBLIC TRANSPORT			
	Taxis to be provided to transport community to and from areas within Newcastle Municipality and surrounding areas. • 15-Seater Taxi (Taxi routes will be provided by the Municipality)	50 Taxis		
5.	SECURITY			
	Marshalls to assist during event	30	R150.00	R4 500.00
	Municipality to coordinate and submit list with the names of Marshals EDTEA will provide Bibs for the Marshals.			
	Safety Officer	01	R15 000.00	R15 000.00
	EMRS	01		
6.	WASTE DISPOSAL			
	Toilet for the physically challenged	01		
	Toilets for the community, 2 for females and 1 for males.	03		
	2 ply Toilet rolls 48's	02		
	Refuse black Bags 20 per pack (750mmx950mm) • 80L capacity • 25 microns	05		
7.	SPEED FENCE			

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	Speed fence to accommodate a crowd of 500 people				
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VAT (only include if VAT registered)			
GRAND TOTAL PRICE			

Name of Company.....
Name of Representative.....Designation.....
Authorized Signature.....
Date.....
Validity period: 60 days after the closing days
VAT Vendor Number.....(if applicable)
Banking details same? Yes..... No.....(please indicate with a tick)

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