



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

PROVINCIAL SHARED SERVICES CENTRE: GAUTENG, 524 STANZA BOPAPE STREET, SANCARDIA,
PRETORIA, ACARDIA, PRIVATE BAG X09, HARTFIELD, 0028; Tel: 012 337 3668; FAX: 012 323 0312/012
323 8055

PROJECT FILE: MOGALE CROP PRODUCTION

FILE REFERENCE: SCM.....

SPECIFICATION SHEET

SUBJECT: PURCHASE AND DELIVERY OF PACKAGING MATERIAL

PROJECT:	MOGALE CROP PRODUCTION (HEKPOORT COMMUNITY GARDEN)
SITUATED:	HEKPOORT COMMUNITY GARDEN GP COORDINATES: Lat: -28° 11' 3.84" S Long: 27° 42' 7.31" E
DISTRICT:	WEST RAND
PROVINCE:	GAUTENG

1. OBJECTIVE

The Provincial Shared Service Centre Gauteng herein calls for price quotations in respect of the above-mentioned commodity to (a) rendering a service or (b) delivery of goods.

2. TIMEFRAME

To render a service and to supply the material goods within 30- days after receipt of an official order.

PLEASE NOTE:

- ✦ The expected delivery (time-frame) should be stated on the written quotation, especially if the above-mentioned deadline does not appear to be the same;

3. Requirements in terms of the quotation proposal:

- ✦ All responsive bidders must be (an EME or QSE)
- ✦ Quote must be valid for 30days;
- ✦ Quote must be original format;
- ✦ Quote must be signed by supplier;

- ✚ All Quotations must be accompanied with a valid TAX CLEARANCE certificated, if not you may be disqualified;
- ✚ Quotations should reflect the CK number with a verified CIPC verification, if not you may be dis-qualified;

4. Requirements in terms of the price quotation

- ✚ Price quotations will be reflected in Rand value only;
- ✚ Costs must be detailed as it appears in the table below - specifications table;
- ✚ Each item costing should be reflected, as indicated;
- ✚ VAT registration number must appear on the price quotation, if quote include VAT;
- ✚ A firm price shall be provided and shall not be subjected to adjustments unless otherwise stated in the price quotation provided on this request.

5. Standards and norms/ Quality of goods:

- ✚ Services render must comply with the quality of the profession that it represents;
- ✚ Standards in respect of the South African market must be complied with;
- ✚ Please indicated the standards such as: Health requirements, Electricity certifications, ISO standards, building standards or otherwise should be taken into consideration during the quotation phase;
- ✚ If these standards was not included, you will at own cost ensure compliance;
- ✚ Equipment should still be fully functional after the installation/re-installation;
- ✚ Installations should be of the required standards and damages from the collapse or injuries will be at the supplier's expense;
- ✚ Items should be supported with warranties and/or guarantees for the goods, if not it will be returned at your own expense;
- ✚ The equipment must be protected, safely removed and any damages to these assets will be to the service provider's account;
- ✚ Any works/services entered into with the organisation will be read with the General Conditions of contract;
- ✚ The service must include the disassembling and reassembling of goods and equipment's, and be installed at a location determined;

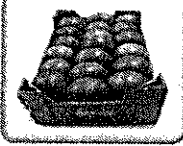
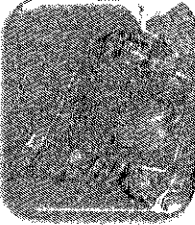
6. Payment method and agreement:

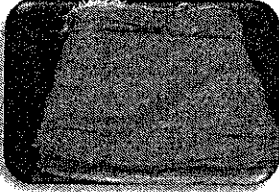
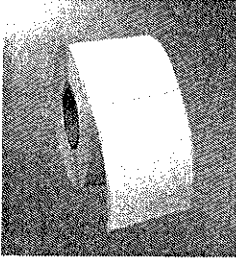
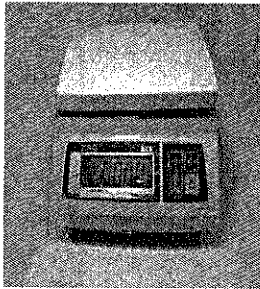
- ✚ The **total amount** of the quotation **must be fixed and inclusive of VAT**. If registered as VAT vendor provide the cost, VAT and total amount.
- ✚ Services shall only be paid on a **monthly basis** and therefore clear direction in the quotation should appear in the written quotation.
- ✚ Clearly reflect quantities and the cost range (minimum and maximum)

7. Requirements in terms PPPFA

The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

8 DESCRIPTION OF GOODS OR ITEMS BELOW:

Quantity	Description	Remarks
SUPPLY AND DELIVERY OF THE PACKAGING MATERIAL FOR HEKPOORT COMMUNITY GARDEN		
200	 6kg plain boxes Colour = Khaki	All supplied goods should comply with SABS standards
200	 1kg transparent plastic bag X 200	
300	 1kg plastic bag with green, yellow and red peppers pictures	
2000	 Rubber band with the following dimension: Size 68 -140MM X 6.0MM	
300	 5 kg black plastic bag	
300	 10kg sack for cabbage Colour = green	

300	 10kg sack for butternuts Colour= orange	
300	 3kg sack for onions Colour = orange	
3000	Labels roll with the following dimensions  ✓ Thermal Transfer ✓ Paper ✓ Permanent Adhesive ✓ 38 MM Core ✓ 3000 Labels/Rolls ✓ 4 Rolls/ Box	
01	10 kg scales with the following dimension:  Weighing Pan : (255 x 190 MM) • : Thick: 1MM Big LCD : 110 X 30 MM Power Charge indicator Level of indicator Operation Keyboard Print should be 12 months warranty	
	Storage during transit of goods shall be ensured by the supplier until the delivery of the goods	
	DELIVERY ADDRESS: 1. Farm 344 Hekpoort 504 JQ,- Lethabong GP COORDINATES: Lat: -28° 11' 3.84" S Long: 27° 42' 7.31" E Motshadibana Serumula @ 071 3515 759	Arrangement should be done at least 3 working days before delivery

Daniel Makina @ 071 5493 048	
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Only after the selection of a successful service provider by means of appointment by an official order, it is only then that the service can commence as listed above

9 TERMS AND CONDITIONS

If the appointed service provider fails to deliver any or all goods or to perform services within the specified period in the Order / Contract, the purchaser may as a penalty deduct from the Order / Contract price a sum of the delayed goods or unperformed services, or terminate the contract in part or as a whole.

1. The contractor indemnifies the state herewith from any claim from a third party and all costs or legal expenses in regard to such a claim for loss or damage resulting from death, injuries or ailment of any person, or damage of property of the contractor or any other person that may result from or be related to the execution of this contract.
2. Further conditions of the contract are stipulated in the General Conditions of Contract.
3. If the Supplier fails to deliver any or all goods or to perform services within the specified period in the Order / Contract, the purchaser may as penalty deduct from the Order / Contract price a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.

District Manager:

Khathu Mathegu

Tel: (012) 337 3746 or 0823739783

CLOSING DATE:.....

Please note that the quotation has to indicate the following information:

Prospective service providers should submit their quotations:

You should email quotations to:

gp.quotation@dalrrd.gov.za on or before..... the closing date.

Prospective service suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

All proposals should clearly reflect the terms and conditions as it is reflected into the above Specification Sheet

Invoices / Accounts:

Officials	Designation	Contact details
Ms. R Manamela	Assistant Director: Logistics	<u>Address:</u> Supply Chain Management Private Bag X 09 HATFIELD 0028 Tel: (012) 337-3624

Physical Address:	Postal Address:
Provincial Shared Services Centre Gauteng 524 Stanza Bopape Street C/o Standza Bopape & Steve Biko Streets SANCARDIA	Provincial Shared Services Centre Gauteng Private Bag X 09 HATFIELD 0028

Process after completion of the services:

- 1 The invoice can be referred to:
 - i. Supply Chain Management
 - ii. 524 Sancardia Centre
 - iii. C/o Stanza Bopape & Steve Biko Streets
 - iv. Ms L Olds

Also find attached hereto the GCC (General Conditions of Contract) to familiarize yourself to the conditions pertained into the document and shall be read in conjunction to this ToR/SS.

THE END

THE FUNCTIONALITIES & REQUIREMENTS

The Provincial Shared Service Centre would wish to advise that in the event that you do not receive an appointment letter/purchase order within 4 months from requesting this quotation you should presume that this quotation was not successful. Please feel free to discuss the non-successful of your bids with any Supply Chain Official within the above-mentioned