

**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: Thandazile Ntuli- 033 264 2852

QUOTATION NO: 2022101003

SERVICE/ITEM DESCRIPTION: Supply and Delivery of Cleaning Materials

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

CLOSING DATE: 29/11/2022

TIME: 11:00

Quotations may be emailed at scmquotations11@kznedtea.gov.za faxed to 086 762 3968 or be deposited into the quotation box situated at main foyer at 270 Jabu Ndlovu Street, Pietermaritzburg on or before closing date and time. Please ensure that your quotation is accompanied with the company resolution letter.

Regards

Thokozani Zondo

PART A INVITATION TO

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
REQUISITION NUMBER:	2022101003	CLOSING DATE:	29/11/2022	CLOSING TIME:	11:00
DESCRIPTION	Supply and Delivery of Cleaning Materials				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 Jabu Ndlovu Street, Pietermaritzburg, 3200 at the Box or scmquotations11@kznedtea.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thokozani Zondo		CONTACT PERSON	Samkelisiwe Zuma	
TELEPHONE NUMBER	033 264 2730		TELEPHONE NUMBER	033 264 2657/ 076 943 5828	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	Thokozani.Zondo@kznedtea.gov.za		E-MAIL ADDRESS	Samkelisiwe.Zuma@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 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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.					

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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.
- 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:

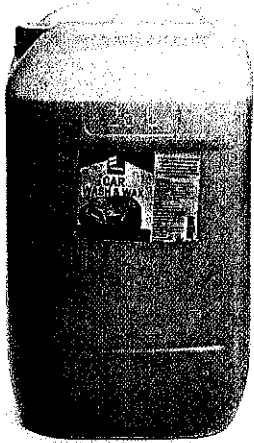
INSTRUCTIONS TO POTENTIAL SERVICE PROVIDERS

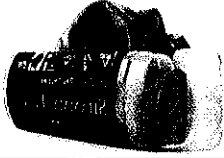
1. The bidder must be registered with National Treasury's Central Suppliers Database. (Proof to be furnished herewith}
2. The bidder's quotation should clearly indicate the validity period.
3. Quotations must be fully completed in all respects.
4. If you are a VAT vendor, please indicate your VAT number.
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: **2022101003**

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIAL	QUANTITY	UNIT PRICE	TOTAL PRICE
A service provider is required to supply and deliver cleaning material at Edtea District offices:			
IXOPO DISTRICT OFFICE:			
500 sheets of 2 ply quality toilet paper (48 rolls per pack)	30 packs		
Sunlight liquid 25Litre or equivalent • Sunlight Lemon 100 Original dishwashing liquid with real lemon juice and Triple Action power cuts through grease fast • Removes tough dirt and shines and leaves no residue.	10		
Domestos Multipurpose Thick Bleach Original 25 litres or equivalent	10		
Features:			

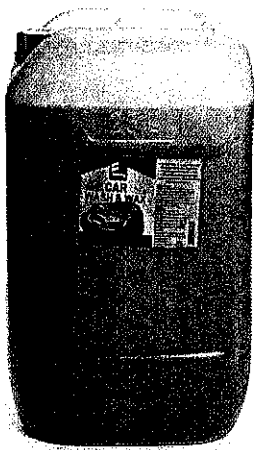
• Multipurpose Thick Bleach • Will give your home a mean clean wherever it is needed. • A few well-aimed squirts leave surfaces brilliantly clean and germ-free. • safe to use on most surfaces, adds extra sparkle and kills all known germs This bleach can be used inside and outside the home, including kitchen and bathroom surfaces, other washable surfaces and tiles and painted wood surfaces throughout the home including outdoor patio floors			
Blue kleen 25Litre • All-purpose cleaner, blue thick liquid • Perfumed leaving a lingering subtle fragrance after use • Safe on all surfaces, may make floors slippery when wet • Non-hazardous formulation • Eco-friendly cleaning detergent • SABS approved	10		
Handy Andy cream 25 litres or equivalent Features: • Cream that is powerful, packed with millions of microparticles it removes 100% of dirt - earning its place as the market leader in cleaning creams.	10		
Pine gel 5Litre • Ultra's All-Purpose Cleaner is the universal solution for the entire home. • Suitable to use on all surfaces with 99.9% germ killing efficiency.	10		
Reosan 25L • Multi-purpose cleaner • Perfumed, leaving a lingering subtle fragrance • safe on all water-resistant surfaces • May make floors slippery • Non-hazardous formulation after use	10		
Deoblocks 5kg	06		
Refusal bags 550 x 660 (100 per pack) 30micron	05		
Colour: Black			
Air fresheners 300ml cans	40		
10L Clear bin bags (100 per pack)	03		

Features: • 10 L clear bin bags • 100 bags Leak proof • No smell Great size, great durability, nice and sturdy • Suitable for multiple uses around the house • It can be stretched over a regular caddy bin without tearing • Technical Details Item Weight 699 g • Package Dimensions 12 x 10.8 x 9.8 cm • Material Plastic			
House hold cleaning Rubber Gloves • Re-usable • Colour: Green Sizes:			
Extra Large (per pair)	02		
Large (per pair)	02		
Medium (per pair)	02		
Small (per pair)	02		
Wash & Wax 25Litre or equivalent Features: • Product Code: WW25 • Cleans, shines & waxes in one easy step. • Rich foaming formula, for all paint colours that leaves vehicles with protective shine. 	05		
Silicone crystal 25Litre 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.	04		

Shammy towel or equivalent Features: • Colour: Yellow • Excellent absorbency • High-quality car wash towels • Perfect size (26"x17") • Easy-to-use • Re -usable 	06		
Scrubbing brushes Features: • Colour: Red • Size: 190mm Wooden Back 's' Shaped Scrubbing Brush 	04		
Mr min multi surface cleaner polish cans 300ml or equivalent Features: • protect surfaces from dust, stains, water, shine and scratches. • Can be used on a range of surfaces around the home, including glass, tiles, wood, stainless steel, vinyl and more.	30		
To be delivered at:			
IXopo, 39 Margaret Street			
SUB - TOTAL PRICE FOR IXOPO DISTRICT OFFICE			
UGU DISTRICT OFFICE:			
500 sheets of 2 ply quality toilet paper (48 rolls per pack)	30 packs		
Sunlight liquid 25 Litre or equivalent • Sunlight Lemon 100 Original dishwashing liquid with real lemon juice and Triple Action power cuts through grease fast	10		

Removes tough dirt and shines and leaves no residue.			
Domestos Multipurpose Thick Bleach Original 25 litres or equivalent Features: - Multipurpose Thick Bleach - Will give your home a mean clean wherever it is needed. - A few well-aimed squirts leave surfaces brilliantly clean and germ-free. - safe to use on most surfaces, adds extra sparkle and kills all known germs 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	10		
Blue kleen 25Litre - All-purpose cleaner, blue thick liquid - Perfumed leaving a lingering subtle fragrance after use - Safe on all surfaces, may make floors slippery when wet - Non-hazardous formulation - Eco-friendly cleaning detergent - SABS approved	10		
Handy Andy cream 25 litres or equivalent Features: Cream that is powerful, packed with millions of microparticles it removes 100% of dirt - earning its place as the market leader in cleaning creams.	10		
Pine gel 5L - Ultra's All-Purpose Cleaner is the universal solution for the entire home. - Suitable to use on all surfaces with 99.9% germ killing efficiency.	10		
Reosan 25L - Multi-purpose cleaner - Perfumed, leaving a lingering subtle fragrance - safe on all water-resistant surfaces - May make floors slippery - Non-hazardous formulation after use	10		

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)	03		
Features: • 10 L clear bin bags • 100 bags Leak proof • No smell Great size, great durability, nice and sturdy • Suitable for multiple uses around the house • It can be stretched over a regular caddy bin without tearing • Technical Details Item Weight699 g • Package Dimensions12 x 10.8 x 9.8 cm • Material Plastic			
House hold cleaning Rubber Gloves			
• Re-usable • Colour: Green			
Sizes:			
Extra Large (per pair)	02		
Large (per pair)	02		
Medium (per pair)	02		
Small (per pair)	02		
Wash & Wax 25Litre or equivalent	05		
Features: • Product Code: WW25 • Cleans, shines & waxes in one easy step. • Rich foaming formula, for all paint colours that leaves vehicles with protective shine.			

			
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Scrubbing brushes Features: • Colour: Red • Size: 190mm Wooden Back 's' Shaped Scrubbing Brush 	04		
Mr min multi surface cleaner polish cans 300ml or equivalent	30		

Features: • protect surfaces from dust, stains, water, shine and scratches. • Can be used on a range of surfaces around the home, including glass, tiles, wood, stainless steel, vinyl and more.			
SUB - TOTAL PRICE FOR UGU DISTRICT OFFICE			
SUB - TOTAL PRICE FOR ALL DISTRICT OFFICES			
VAT (only include if VAT registered)			
GRAND-TOTAL PRICE FOR ALL DISTRICT OFFICES			
NB: The supplier must provide samples of each item prior delivery			
To be delivered at: uGu, 46 Bisset Street			
For enquiries please contact Samkelisiwe Zuma on 033 264 2657/ 0769435828			

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

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.