

1st Floor, 29 South, 7 Umsinsi Junction, La Mercy,
KwaZulu-Natal, 4399
www.moseskotaneinstitute.com

REQUEST FOR QUOTATIONS (RFQ)

REF No	MKIQ96/2022
Description	Branded uniform and Material requirements
Delivery address	1st Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399
Closing date and time to submit quotation.	11 January 2023 at 16H30
Quotations and enquires must be emailed to:	gcino.lugayeni@moseskotane.com
Technical enquiries must be emailed to:	nokuthula.shongwe@moseskotane.com

Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

Terms and Conditions

- Quotations must be emailed by no later than 11 January 2023 at 16h30. Quotations received after the closing time and date will not be considered.
- All prices must be all-inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Quotations to be valid for a period of 60 days from the closing date of the bid

Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal (KZN) Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate to conduct world-class research into training, skills development, and provincial strategic economic sectors; and to strategically lead on innovation and maritime coordination and implementation activities to respond to the needs of the provincial economy. MKI generally aims to provide timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with the public and private sectors.

MKI invites suitable service providers to submit their quotations as per the specification below.

Quantity	Specification	
300	Full branded (laser engraved) power banks with attached cables Battery Type: Lithium Polymer Battery Capacity: 10,000 mAh Charging Output: 5 V DC, 2.1 A Micro USB Input: 5 V DC, 2 A Output 1: 5 V DC, 2.1 A 2.1 Amp Charging Micro USB, Type-C & Lightning Cables Built-in Phone Holder Slim Design – 20 mm 10,000 mAh Power Bank with built-in Charging Cables	
2000	Sun hats Material: 100% Cotton Twill Size: S/M – 57cm L/XL – 60cm Branding: x1900 Full colour print and x100 full colour embroidered	

500	Caps Material: Heavy Brushed Cotton Fabric Size: Adjustable. One Size Fits Most Brandings: Full colour embroidery	
100	Sun visor Material: 130g/m2, 100% Polyester Twill Size: Adjustable, One Size Fits Most Branding Option: Full colour embroidery	
500	Branded laptop bags Size: 31cm (w) x 42.5cm (l) x 16.5cm (d) Capacity: 14" Branding Options: Silk Screen	
1000	USB's Material: Bamboo Capacity: 16GB Branding Options: UV Print	
5000	Canvas bags Material: 120gsm Natural Cotton Size: 42cm (h) x 38cm (w) Full colour logo digital print	
3000	Branded drawstring bags Material: Recyclable Non-Woven Polypropylene Size: 33cm x 40.5cm Branding: Full colour Screen Print	

5000	Branded Satin Lanyards Material: Satin Size: 90cm (l) x 2cm (w) Branding Options: Sublimation Branding: Full-Colour Sublimation Print on BOTH SIDES	
3000	Card holders Material: ABS Size: Card Holder – 9cm (w) x 5.8cm (l) Card Size – 8.5cm (w) x 5.3cm (l)	
1000	Branded Water bottles Material: Tritan & Silicone Size: 24cm (h) Capacity: 750ml Branding: Full colour Digital Print Drinkware	
100	Branded men's ties Material: 100% Polyester Size: 146cm (l) Branding Options: Embroidery	

500	Men's and Ladies Slazenger Branded golf shirts Branding: Full colour embroidery	
500	Branded raincoats Material: 100% Waterproof Polyester PVC Coated Fabric Size: S – 5XL Branding Options: Screen Print	
100	Branded scarfs Material: Chiffon Measurements: 220 x 1560mm Branding: sublimation	
5000	Branded A5 notebooks Material: PVC Size: 21cm (l) x 14.3cm (w) x 1.3cm (h) Capacity: A5. 64 Sheets / 128 Lined Pages Branding: Deboss	

5000	Branded ballpens Material: Plastic Branding: full colour logo Pad Print	
10	Branded pop-up/A-frame banners Size: width – 2m; height – 850mm	
20	Lantern banners Size: width - 0.8m height - 2m	
20	Branded telescopic banners Size: 4000mm x 680mm Digital Dye Sublimation -100% Polyester Flag Material -Print 80% Shine through -Including print, poles, bag, and ground spike	
4	Personalised motor license	

20	A3 Branded vehicle magnets	
20	A1 Branded vehicle magnets	

1. The following documents to be submitted with the quotation

- Proof of company registration, where applicable i.e., unless you a sole proprietor
- Valid tax clearance certificate/pin
- Valid BBBEE certificate by a SANAS accredited agency/company or affidavit
- Bank account confirmation letter
- Proof of registration on the Treasury Central Supplier Database (CSD)
- Supplier declaration form (attached hereinto)

NB: Failure to submit the above documents will lead to disqualification.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
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 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:
.....
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

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Any other particulars:

.....

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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
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.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

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Name of bidder

May 2011