



KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA



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REQUEST FOR QUOTATION (RFQ)

The Department of Sport and Recreation in the Province of KwaZulu Natal hereby invites suitably qualified suppliers/and or services providers to submit quotations for the following bid(s):

Description of Goods /Services:	REQUEST FOR QUOTATION: SUPPLY OF MEDALS AND TROPHIES FOR 2022 KZN SPORT AWARDS: 07 – 08 NOVEMBER 2022		
Quotation Number:	DSAC758/2223		
Project Number:	CSPD/ HO/2223/10/01		
Evaluation Criteria	Price Points: 80	BEE Points: 20	Functionality: N/A
Briefing Meeting	Date: 07 September 2022	Time: 10:30 AM	Venue: Coastlands Hotel, Ridge Road
Closing Date & Time:	12 September 2022 at 11H00		
Service Required at/Delivery Address:	INKOSI CHIEF ALBERT LUTHULI ICC, ETHEKWINI METRO 07 – 08 SEPTEMBER 2022		
Technical enquiries:	Contact Name: Mr. Manqoba Bhengu Contact no. +27 72 125 6787		
General/SCM enquiries:	Contact Name: Mr. Nhlanhla Ngubane Contact No. +27 82 966 4199		



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TERMS AND CONDITION

1. The Department of Sport and Recreation requires the item(s)/service(s) described as per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations.
2. Request for Quotation (RFQ) documents are attached.
3. The KZN Department of Sports & Recreation reserves the right to award the quotation in whole or in parts to multiple suppliers. Quoted prices may be further negotiated with the lowest suppliers.
4. Completed quotation document(s) must be faxed to: **086 458 8033** or e-mailed to: minibids@kzndsr.gov.za or deposited in the quotations box situated at 135 Pietermaritz Street, Pietermaritzburg 3201.
5. The closing date of the bid will be on **12 September 2022 at 11h00** and will be valid for a period of 30 days after the closing date.
6. The validity of the above quotation is thirty (30) days from the closing date.
7. The invitation is opened to suppliers registered on the Central supplier database with KZN Provincial Treasury and the KZN Department of Sports and Recreation.
8. The Department of Sport and Recreation reserves the right not to make any appointment. The department is not compelled to accept the lowest or any quotation.
9. Late quotations will not be considered, faxing time and posting date of quotations will not be considered as valid proof of submitting before the closing date.
10. It is the responsibility of the supplier to ensure that quotations are submitted to the correct address, fax and e-mail before the closing date and time.
11. **With regards the following goods and services:** Furniture and Sport Equipment/Attire, Transport, Medical, Insurance and Security, the following documentation **must** be submitted with your price quotation where applicable:
 - 11.1. An original Valid Tax Clearance Certificate, if the department is in the possession of the suppliers' original valid Tax Clearance Certificate in the Suppliers' Database Profile, the supplier must verify with the department and will need not submit another original certificate.
 - 11.2. Original and valid B-BBEE status level verification or a certified copy or a letter issued by the accountants as contemplated in the CCA or a verification agency accredited by SANAS or a registered auditor.
 - 11.3. Transport Service – Roadworthy Certificates, PDPs and Proof of Liability Cover;
 - 11.4. Medical Service – Registration Certificate and Practice Number including certificates for ambulances/vehicles;
 - 11.5. Insurance Cover – Certificate issued by the Financial Services Board with FSP number; and
 - 11.6. Security Service – PSIRA Registration Certificate for the Company and Owner.

Mr. M.N Ngubane

Director: Supply Chain Management

Date: 02/09/2022

**KWAZULU-NATAL PROVINCE**SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA**QUOTATION FOR SUPPLY OF GOODS/SERVICES**DIRECTORATE/OFFICE: COMMUNITY SPORT PROMOTION AND DEVELOPMENTQUOTATION/REQUISITION NO: DSAC758/2223 PROJECT NO: CSPD/HO/2223/10/01CLOSING DATE: 12 September 2022 at 11h00PRACTICE NO. (Medical/Insurance): N/A

COMPANY NAME: _____ CSD NO. _____ PSIRA NO.: _____

CONTACT PERSON: _____ CONTACT NUMBER: _____

NO	DESCRIPTION OF SPECIFICATION (Refer to attached specification)	QTY	UNIT PRICE	VAT	TOTAL PRICE
1	Provision of Trophies and Medals for the 2022 KZN Sport Awards on 07-08 October 2022 as per Specification):				
2	Trophies: a) +/- 320mm High, Clear Perspex "L" Bracket to fix Logo to Base, b) Double Tiered Black Marble Base, c) Black Perspex 10mm thick at Base (Shield) – 15mm thick, (Moon and hand) d) Gold Stars and Brass Plaques X 2 Note: As per photo	24			
3	Medals: a) 65mm, Cast, color filled and fitted with Black Ribbon. b) Date Bar – 2018 c) Boxes for Medals Note: As per photo	100			
4	Glass Trophy: a) 220mm high, Crystal Trophy, b) Diamond shaped face with beveled 40mm high base, including engraving Note: As per photo	04			
5	Notice to All Potential Bidders: A compulsory briefing meeting is scheduled as reflected in the RFQ Covering Page and failure to attend will result in the bid offer being disqualified.				
6					
7					
GRAND TOTAL:					

Make a duplicate copy where items are more than the space provided



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SECTION A: THE FOLLOWING MUST ALSO BE FURNISHED

CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION NUMBER: _____

DELIVERY DATE: _____

VALIDITY PERIOD OF QUOTATION: 30 Days

PLEASE TICK ✓ THE RELEVANT FIELD

ARE PRICES QUOTED FIRM:	YES		NO	
SUBMISSION OF B-BBEE STATUS LEVEL CERTIFICATE OR SWORN AFFIDAVIT:	YES		NO	
VALID TAX CLEARANCE CERTIFICATE:	YES		NO	
ENTITY BAS REGISTRATION:	YES		NO	

VAT REGISTRATION: IF YOU ARE A VAT VENDOR

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IS THIS OFFER STRICTLY TO SPECIFICATION? IF NOT, GIVE VARIATION	YES		NO	
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VARIATION:

IF SPACE IS INSUFFICIENT, ATTACH DETAILS (1 PAGER)

SECTION C: QUOTATIONS FOR SERVICES (courses/workshops etc.)

The following information must be submitted on a separate schedule

- (a) Operational plan/methodology/approach;
- (b) Breakdown of costing;
- (c) Curriculum Vitae of course/workshop facilitators; and
- (d) References - work experience

SECTION D: KINDLY USE COMPANY STAMP AND SIGN SECTION D: KINDLY USE COMPANY STAMP AND SIGN

Name and Surname (*Please print*):

Delivery address: _____

COMPANY STAMP

Signature: _____.

Capacity: _____

SECTION E: DELIVERY QUOTE USING THE METHOD LISTED BELOW:

Email or Fax documents strictly and specifically to: minibids@kzndsr.gov.za Or 086 458 8033



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2.2 (SBD 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The valid original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

COMPANY OFFICIAL STAMP



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3. 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 consortium² 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.
- 3.6 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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.