



## KWAZULU-NATAL PROVINCE

SPORT AND RECREATION  
REPUBLIC OF SOUTH AFRICA

### 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):*

<b>Description of Goods /Services:</b>	<b>SUPPLY AND DELIVERY INFRASTRUCTURE MAINTENANCE EQUIPMENT FOR VARIOUS MUNICIPALITIES</b>		
<b>Quotation Number:</b>	<b>DSR704/2122</b>		
<b>Project Number:</b>	<b>FAC/HO/2122/07/01</b>		
<b>Evaluation Criteria</b>	<b>Price Points: 80</b>	<b>BEE Points: 20</b>	<b>Functionality: N/A</b>
<b>Closing Date &amp; Time:</b>	<b>17 FEBRUARY 2022 @ 11H00 AM</b>		
<b>Requires at/Delivery Address:</b>	<b>SPORT AND RECREATION HOUSE, 135 PIETERMARITZ STREET, PIETERMARITZBURG 3201</b>		
<b>Technical enquiries:</b>	Contact Name: Mr. Vezi Qwabe Email Address: <a href="mailto:vezi.qwabe@kzndsr.gov.za">vezi.qwabe@kzndsr.gov.za</a> Contact No.: 082 868 2978		
<b>General/SCM enquiries:</b>	Mr. Nhlanhla Ngubane Contact No.: 082 966 4199 Email Address: <a href="mailto:nhlanhla.ngubane@kzndsr.gov.za">nhlanhla.ngubane@kzndsr.gov.za</a>		

## TERMS AND CONDITION

1. The Department of Sport and Recreation requires the item(s)/service described per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations:
  - 1.1. The conditions contained in the attached annexures apply.
  - 1.2. The price quotation must be submitted in a sealed envelope with the name and address of the bidder with the price quotation number and closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
  - 1.3. The price quotation must be faxed to **086 458 8033** or e-mailed to **minibids@kzndsr.gov.za** or hand delivered to: **Sport and Recreation House, 135 Pietermaritz Street, Pietermaritzburg 3201.**
  - 1.4. Price quotations submitted per mail must be sent per registered mail. The price quotation must still reach this office before the closing time. Failure to do so will invalidate the price quotation.
    - 1.4.1. The closing date of the bid will be on **17 February 2022 at 11h00** and will be valid for a period of 30 days after the closing date.
    - 1.4.2. The attached forms/annexures must be completed in full and returned with your price quotation.
2. The invitation is opened to suppliers registered on the Central supplier database with KZN Provincial Treasury and the KZN Department of Sports and Recreation.
3. 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.
4. 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.
5. **All communication regarding this bid before the closing date and time must be done in writing.**
6. 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.
7. With regards to compliance requirements, all price quotations **must** be submitted with the following documentation:
  - 7.1. A valid Tax Compliance Status PIN to enable the department to verify tax compliance on Central Supplier Database (CSD) and SARS' eFiling platform.
  - 7.2. Original and valid B-BBEE Certificate or Affidavit clearly reflecting the entity's status level of contributor 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.

Yours faithfully



Mr. M.N. Ngubane  
Director: Supply Chain Management

Date: 07/02/2022

## QUOTATION FOR SUPPLY OF GOODS/SERVICES

DIRECTORATE/OFFICE: INFRASTRUCTURE

QUOTATION/REQUISITION NO: DSR704/2122 PROJECT NO: FAC/HO/2122/07/01

CLOSING DATE: 17 February 2021 at 11h00 PRACTICE NO. (Medical/Insurance): N/A

COMPANY NAME: \_\_\_\_\_ CSD NO. \_\_\_\_\_ PSIRA NO.: N/A

CONTACT PERSON: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

NO	DESCRIPTION OF SPECIFICATION (refer to attached specification)	QTY	UNIT PRICE	VAT	TOTAL PRICE
1	Supply and Delivery of Infrastructure Maintenance Equipment as per attached Specification/Bill of Quantities:				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
<b>GRAND TOTAL:</b>					

NO:	DESCRIPTION	unit	Qty	rate	cost
1	Kudu 850 Industrial Heavy Duty 2-Speed Self Propelled Lawn Mower with Power Pro 1500 Engine 15hp 850mm Turfking Rotary	sum	5		
2	Professional utility lawnmower (four stroke Tandem utility lawnmower with bearings), or similar	sum	14		
3	Brushcutter (143RII), (STHL, HASQVARNA, AND MISTUBISHI) OR SIMILAR	sum	12		
4	Mobile sprinkler irrigation system with 50m industrial horse pipe or similar	sum	5		
5	Line marking machine	sum	4		
6	<b>SAFETY EQUIPMENT, ACCESSORIES AND LOOSE TOOLS</b>		0		
6,1	Brushcutter helmet	sum	24		
6,2	Brushcutter earmuff	sum	24		
6,3	Brushcutter legging	sum	24		
6,4	Brushcutter rubber gloves	sum	24		
6,5	Heavy duty garden spade	sum	10		
6,6	Heavy duty garden fork	sum	10		
6,7	Steel rake	sum	10		
6,8	Rubber rake	sum	10		
6,9	Hand trowel	sum	10		
6.10	Hand fork	sum	10		
6.11	Heavy duty wheelbarrow	Sum	10		
			<b>SUB-TOTAL</b>		

**SECTION A: THE FOLLOWING MUST ALSO BE FURNISHED**

CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION NUMBER: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

VALIDITY PERIOD OF QUOTATION: \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_



Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

**SECTION E: DELIVERY QUOTE USING THE METHOD LISTED BELOW:**

Email or Fax documents strictly and specifically to: [minibids@kzndsr.gov.za](mailto:minibids@kzndsr.gov.za) or 086 458 8033

**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](http://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](http://www.sars.gov.za).

**I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:**

.....  
**SURNAME AND INITIALS OF REPRESENTATIVE**

.....  
**DATE**

.....  
**SIGNATURE**

**OFFICIAL COMPANY  
STAMP**

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 and/or take an oath declaring his/her interest, 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, shareholder, member): \_\_\_\_\_

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: \_\_\_\_\_

2.5 Tax Reference Number : \_\_\_\_\_

2.6 VAT Registration Number : \_\_\_\_\_

2.6.1 The names of all directors / trustees / shareholders<sup>2</sup> / members, their individual identity numbers, tax reference numbers and, if applicable, employee / Persal numbers must be indicated in paragraph 3 below.

<sup>1</sup> "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.

<sup>2</sup>"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
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2.7.1 If so, furnish the following particulars:

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution

Any other particulars:

.....

.....

.....

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
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2.7.2.1 If yes, did you attach proof of such authority to the bid document? 

Yes	No
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**(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:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the state in the previous twelve (12) months? 

Yes	No
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2.8.1 If so, furnish particulars:

.....

.....

.....



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:

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution	Nature of relationship

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

Yes	No
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2.10.1 If so, furnish particulars:

Name of person/ director/ shareholder/ member	Name of state institution to which the person is connected	Position occupied in the state institution	Nature of relationship

2.11 Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes	No
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2.11.1 If so, furnish particulars:

.....

.....

.....

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

Full name	Identity number*	Personal Tax Reference Number	State Employee Number / Peral Number

\*Copies of Identity Document must be attached.

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### DECLARATION

I, THE UNDERSIGNED (NAME) \_\_\_\_\_  
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 TO 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 THE DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
NAME OF BIDDER

**Note :** Should the bidder or any of its directors/members or shareholders be employees of any organ of state as contemplated in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), such member/director or shareholder must submit a certified copy of the permission granted by the Executive Authority of his/her Department to conduct remunerative work in the Public Service as contemplated in the Public Service Act, 1994 (Act 103 of 1994) Chapter VII, Sections 30 and 31. Failure to submit the proof will automatically invalidate the bid. Knowingly not submitting it will make the person liable for fraud.

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The access this Register enter the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326-5445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

7. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
8. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
9. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
10. 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.

<sup>3</sup> 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.

11. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

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