

**KWAZULU-NATAL PROVINCE**SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA**KWAZULU-NATAL PROVINCE**SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA**REQUEST FOR QUOTATION (RFQ)**

*The Department of Sport, Arts and Culture 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:	PROCUREMENT OF AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM AND REGISTRY SERVICE FOR A PERIOD OF 36 MONTHS.			
Quotation Number:	DSAC1160/2223			
Project/ Requisition Number:	IR240/2223			
Evaluation Criteria	Price Points: 80	HDI Points: 20	Functionality: N/A	Local Content: N/A
Allocation of HDI Points	Race (Black) Owned = 10 points	Gender (Women) Owned = 6 points	SA Owned Enterprise = 4 points	
	100% = 10	100% = 6	100% = 4	
	≥51% = 5 <51% = 0	≥51% = 5 <51% = 0	≥51% = 2 <51% = 0	
*Compulsory Briefing Meeting*	Date: 14/02/2022	Time: 11h00	Venue: 83 King Cetshwayo Highway, Mayville, 1 <sup>ST</sup> Floor Boardroom	
Closing Date and Time:	17 FEBRUARY 2023			
	Email Address: minibids@kzndsac.gov.za			
Service Required at Delivery Address/ Date & Time:	83 King Cetshwayo Highway, Mayville			
Technical enquiries:	Contact Name: Nomusa Duma Contact No.: 031 242 1700			
General/SCM enquiries:	Contact Name: Silindile Phoswa Contact No.: 033 897 9444			



## KWAZULU-NATAL PROVINCE

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### TERMS AND CONDITIONS

1. The Department of Sport, Arts and Culture 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 Sport, Arts and Culture 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 or e-mailed or deposited in the quotations box situated as indicated on Section E of the bid document.
5. The validity period of the above quotation should at least no less than thirty (30) days from the closing date.
6. The invitation is opened to all suppliers registered on the Central Supplier Database (CSD).
7. The Department of Sport, Arts and Culture is prohibited from doing business with any entity whose directors, members, shareholders
8. The Department of Sport, Arts and Culture 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. A valid Tax Compliance Status PIN must be submitted with the bid documents in order to enable the department to verify the tax compliance status on SARS' eFiling platform if needs be.
12. Delivery of goods and/or services must take place on the stipulated delivery date and according to specification. Any deviation from specification is not acceptable unless authorized by the department prior to actual delivery taking place.
13. **With regards the following goods and services:**
  - 13.1 Furniture and Sport Equipment/Attire: SBD 6.2 and Annexure C;
  - 13.2 Transport Service – Roadworthy Certificates, PDPs and Proof of Liability Cover;
  - 13.3 Medical Service – License Certificate, Certificate of Compliance and Operator Tokens;
  - 13.4 Insurance Cover – Certificate issued by the Financial Services Board with FSP number; and
  - 13.5 Cleaning Service – National Cleaning Contractors Association, Bargaining Council, and proof of removal and disposal of She bins by an accredited service provider
  - 13.6 Security Service – PSIRA Registration Certificate for the Company and Owner.
  - 13.7 Construction Works – Proof of CIDB registration & grading
14. General Conditions of Contract (GCC) – **NON-RETURNABLE**

Deputy Director: Supply Chain Management

Date: 07 | 06 | 2023



**SCHEDULE OF SPECIFICATION FOR ELECTRONIC FILING SYSTEM (EFS)**

<b><u>NO</u></b>	<b><u>DESCRIPTION OF SPECIFICATION</u></b>	<b><u>QUANTITY</u></b>
1	Archival boxes – estimated at 3 000 for 3 years	1
2	Storage of Archival Boxes – estimated at 6 000 over 3 years	1
3	Bar-coded labelling – estimated at 30 000 labels over 3 years	1
4	Annual Maintenance Plan & Licence Renewal (3 renewals)	1
5	Retrieval handling fee – 3 000 units over 3 years	1
6	IT Support (including installation of systems)	Per hour
7	Destruction Handling Fee – estimated 3000 boxes over 3 years	1
8	Transportation – collection of new boxes estimated at 3 000 for 3 years	Each box
9	Registration of New Boxes – new location for 3 years	1
10	Data Capture per Line – for 3 years	1
11	Scanning/imaging of Documents and cost of uploading to datastore – estimated at 3 million over 3 years	Per User
12	Training of Users on System Applications – estimated at 40 workers	Per User

**NB: The DMS system software must be able to support Windows 10 upwards**

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

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 COMPLIANCE STATUS PIN:	YES	NO

VAT REGISTRATION: IF YOU ARE A VAT VENDOR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:**

Name and Surname (*Please print*):

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Delivery address: \_\_\_\_\_

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COMPANY STAMP

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

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

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

Email documents strictly and specifically to: [quotes@kzndsac.gov.za](mailto:quotes@kzndsac.gov.za)

**Quotation Delivery Address:** Sport & Recreation House, 135 Pietermaritz Street, Pietermaritzburg 3201



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?  YES  NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Names	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?  YES  NO

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  YES  NO

2.3.1 If so, furnish particulars:  
 .....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



**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 consortium<sup>2</sup> 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.**

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**Signature**

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**Date**

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**Position**

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**Name of bidder**

<sup>2</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.



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