

**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:	AUDITING OF 2022 SPORT AWARDS		
Quotation Number:	DSAC779/2223		
Project Number:	IR141/2223		
Evaluation Criteria	Price Points: 80	BEE Points: 20	Functionality: N/A
Closing Date & Time:	12 SEPTEMBER 2022 AT 11H00		
Services Required at/Delivery Address:	DURBAN		
Technical enquiries:	Contact Name: SIHLE NGUBANE Email Address: sihle.ngubane@kzndsr.gov.za Contact No. 076 4285550		
General/SCM enquiries:	Contact Name: MBALI MADLALA Email Address: mbali.madlala@kzndsr.gov.za Contact No. 033 897 9443		



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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 4588 033 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 **12 SEPTEMBER 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. **All communication regarding this bid before the closing date and time must be done in writing.**
3. You are advised to acquaint yourself with the contents of the attached General Conditions of Contract. **With regards the following goods and services:** Transport, Medical, Insurance and Security, the following documentation **must** be submitted with your price quotation where:
 - Roadworthy Certificates, PDPs and Proof of Liability Cover;
 - Registration Certificate and Practice Number in respect of Medical Service;
 - Certificate issued by the Financial Services Board with FSP number in respect of Insurance; and
 - PSIRA Registration Certificate in respect of Security Services.

Yours faithfully

Ms. S Phoswa
Demand and Acquisition



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QUOTATION FOR SUPPLY OF GOODS/SERVICES

DIRECTORATE/OFFICE:

QUOTATION/REQUISITION NO: DSAC779/2223 PROJECT NO: IR141/2223

CLOSING DATE: 12 SEPTEMBER 2022 at 11h00

PRACTICE NO. (Medical/Insurance): _____

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.	Auditing of 2022 KZN SPORTS AWARDS categories				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
13.					
14.					
GRAND TOTAL:					

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

**TERMS OF REFERENCE
EVALUATION AND AUDIT OF 2022 KZN SPORT AWARDS NOMINATIONS AND
ADJUDICATION**

BACKGROUND

The hosting of the KwaZulu-Natal Sport Awards emphasizes the vision of the department, the creation of “an active, winning and socially cohesive province through sport and recreation.” The recognition of performances and achievements motivates and propels those that are actively involved in sport to aspire to be like their peers that get due recognition.

The Annual Sport Awards are the premier awards event on the KZN sporting calendar. The Awards recognize and acknowledge the successes and commitment of athletes, teams, coaches, administrators, volunteers, technical officials, media personnel and sport and recreation bodies, during the awards qualification period, **01 August 2021 to 8 August 2022**. The KZN Sport Awards ceremony will be hosted at the ICC on **Friday 7 October 2022**. The KZN Sport Awards are hosted and presented in partnership with the KwaZulu-Natal Sport Confederation.

The qualification period for 2022 has been extended to 8 August 2022, specifically to include the 2022 Commonwealth Games, which are being held from 28 July to 8 August 2022.

The department requires an appropriately qualified and accredited service provider to provide auditing services for the 2022 KZN Sport Awards.

OBJECTIVES OF THE AUDIT:

The objectives of the funding evaluation report are to:

- ensure transparency of the sport award categories adjudication process.

SCOPE OF WORK

The scope of work for this assignment is inclusive of:

- Overseeing the adjudication process including taking minutes/notes.
- Monitor the voting process and ensure compliance.
- Verification of votes.
- Provide administrative support to the adjudication panel.
- Attending LOC as and when invited.
- Compiling the adjudication report at the end of the adjudication process

LIMITATIONS

The report will be prepared solely for the Department. It should therefore not be utilized for any purpose other than to give effect to the recommendations herein. No part may be quoted, referred to or disclosed to any third party, without our prior written consent.

DELIVERABLES

The department requires the following deliverables:

- Review of the 2022 KZN Sport Awards Rule Book;
- Obtain an understanding from the LOC on the process and controls followed in calling for and accepting nominations;
- Attend all adjudication meetings;
- Act as an advisor and not a decision maker when the adjudication panel was unable to reach a conclusion;
- Ensure that submissions not meeting the requirements as per the Rule Book were disqualified;
- Confirm adjudicated winners for all categories with the adjudication panel;
- Verify the accuracy of the presentation slides (AV);
- Analyze the SMS voting results to identify the winner of the Sport Personality of the Year award;
- Attend the awards ceremony and present the results of the Sport Personality of the Year award to the host; and
- Provide any other general observation and recommendations in this report.

SELECTION CRITERIA

1. The evaluation will be conducted in three phases;
 - Pre-screening of minimum compliance requirements (e.g. Central Supplier Database (CSD) registration, SARS clearance, **IRBA/SAICA** registration, BEE Score)
 - evaluation of functionality; and
 - price
2. The functionality evaluation will be based on the table below
3. The price evaluation will utilize the 80/20 format.

CRITERION	MAXIMUM TO BE AWARDED	SCORING	MEANS OF VERIFICATION
1.1 Methodology	(5)	5 Points for detailed proposal	A written proposal outlining - the understanding of the Scope of Work, - the approach to the assignment and - methodology to be used in conducting the factual finding report
1.2 Company Experience	(10)	2 points for each successfully completed assignment of a similar nature in the past 3 years	Completion of Annexure listing: - Client Name - Date of completion of assignment - Value of assignment - Time taken for completion - Client contact name and details
1.3 Project Leader	(5)	2 points for appropriate qualification 1 point per successfully managed and completed project	CV of project leader with - certified copy of qualification - Completion of experience annexure as in 1.2 above
1.4 Time to completion	(5)	5 points for completion by 15 February 2020	Detailed work plan (Gantt chart) outlining phases and time to completion
TOTAL	(25)		

RESPONDENTS MUST ACHIEVE A FUNCTIONALITY SCORE OF 70% OR GREATER TO QUALIFY FOR PRICE EVALUATION



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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: _____

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 086 598 1869



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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SBD 4

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 interest¹ 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:
.....
.....

¹ 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 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.