



K W A Z U L U - N A T A L
SHARKS BOARD
Maritime Centre of Excellence

SUPPLY CHAIN MANAGEMENT

Telephone 031 566 0430 Fax 086 567 6061 email: thobile@shark.co.za

REQUEST FOR QUOTATION (RFQ)

ENQUIRIES: Ms Thobile Zulu

To:

Telephone:

Email address:

Attention:

You are hereby invited to submit quotation for the supply and delivery of the following **item/ service** to the KZN Sharks Board (KZNSB).

ITEM	DESCRIPTION	QTY
01.	Please quote, complete and sign the attached standard bidding documents	See attached Specification
02.	Submit Original and valid Tax Clearance Certificate	
03.	Submit Original or a Certified copy BEE Certificate	
04.	Proof of Treasury Central Supplier Database registration and Supplier number	
05.	Bank letter not older than 3 months	

CLOSING DATE: 19/09/2017

CLOSING TIME: 11:00

Please submit your quotation on the Organisation's quotation form attached hereunder, and clearly indicate the delivery period and validity period of your quotation. Please also clearly indicate whether your price includes or excludes VAT. (*You may claim VAT only if you are a VAT vendor, please provide VAT NUMBER.*)

This service is required at 1a Herrwood Drive, Umhlanga Rocks (DELIVERY ADDRESS) on the _____ DELIVERY DATE

TERMS AND CONDITIONS:

- If a Supplier fails to deliver any or all goods, or a service provider fails to perform the required services within the period specified in the Order/Contract, the KZNSB may as a penalty deduct from the Order/Contract price a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Organisation's quotation form must be completed in detail, signed by the bidder and bear the signature of witnesses, and be forwarded to the KwaZulu Natal Sharks Board CFO Division. Failure to comply with these requirements may result in the quotation being disregarded.

Yours faithfully

NAME: Thobile Zulu _____ SIGNATURE: _____ DATE: 13/09/2017

1. ITEM REQUIRED:

QUOTATION ENQUIRY NO:1810ZNQ-MC0E17

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
<p><u>A service provider to Supply and Deliver Furniture at, 10 Mahogany way Place Springfield Park.</u></p> <p><u>Specification</u></p> <p>Please see attached specification on page 4.</p> <p><u>For all specification, Enquiries, you can contact;</u></p> <p>Name: Vincent Zulu Tel: 031 566 0488 Email: vincent@shark.co.za</p> <p><u>For all Administration Enquiries, you can contact;</u></p> <p>Name: Thobile Zulu Tel: 031 566 0400/0430 Email: thobile@shark.co.za</p>			

- The bidder must comply with Treasury Certificate Supplier Classification (CSD).
2. The bidder must provide original Tax Clearance Certificate, unless the KwaZulu – Natal Sharks Board is in possession of a valid one.
 - 3.1 Bidders / service providers are required to submit together with their bids / quotations an original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. B-BBEE Verification certificates are valid only if issued by a verification agency accredited by either SANNAS and / or IRBA.
 - 3.2 In terms of the Generic Code of Good Practice, an enterprise with annual total revenue of R5 million or less qualifies as an Emerging Micro Enterprise. EMEs are deemed to have a B-BBEE status of "level four (4) contributor". Evidence of such qualification must be a certificate issued by a **registered Auditor, Accounting Officer as defined in Section 60(4) of the Close Corporation Act No 69 of 1984** or an accredited verification agency.
 - 3.3 A verification certificate is only valid for 12 months.
 4. The bidder quotation should clearly indicate the validity period.
 5. Quotations must be fully completed in all respect and it is strictly essential.
 6. Please confirm that your banking details are still the same. If these have changed, please submit a new application form with a bank stamp.
 7. Practice note for Financial Management No. 3 of 2006 (Amendment 4 of 2010) Paragraph 3.2 (b) & (c)
 - The Accounting Officer/ Authority must settle all payments due to creditors within 30 days from receipts of an invoice unless determined otherwise in a contract or other agreement.
 - The Accounting Officer/ Authority must make no payments no earlier than necessary, avoid prepayments for goods and services unless required by contractual arrangements and accept discounts to effect early payments.
 8. Quotations are to be evaluated in accordance with new Preferential Procurement Policy frame works that are promulgated by National Treasury and KwaZulu – Natal Provincial Treasury.
 9. The **80/20** preference point system to be used for all procurement **up to a R 1 000 000.00 (VAT included)**

NB: Please provide the CSD supplier number which is on the Treasury letter head. Failure to comply you will be automatically be disqualified.

NB: Please confirm the availability of stock and the delivery date when submitting the quotation.

SUB TOTAL:.....
 VAT:.....
 TOTAL:.....

Name of Company.....

Authorized Signature.....

Name of Representative.....

Designation.....

Date.....

CSD NO.....



IMAGES

Stackable single desk x60



Saligna Single Table High School 75x45x75 cm

Shredding Machine x02

Features / Specifications:

- Cross Cut for general security (S3 P3) - Cuts 1x A4 page into 400 pieces (confetti)
- 32 litre bin capacity
- Entry width of 225mm
- 200 sheets (80gsm) at a time
- Manual feed slot for quick & efficient shredding of up to 7 sheets (80gsm)
- Cut size of 4x50mm
- Run time sheets/cycle - 10 minutes
- Stylish design
- Noise level of 60 dBA
- Accepts staples, paperclips & credit cards
- 5 Users
- 2 Year Guarantee

Door Steel Lockers x12

- Item Number: LH-WR-036
- Material- Cold Rolled Steel
- Surface- Environmental Electronic Powder Coated
- Structure: Unassembled
- Size: H1800XW900XD360mm
- Thickness: 0.6mm as regular (0.4-0.8mm can be customized)
- Weight: 51.4 kg
- Package Volume: 0.11 cm, 237 pcs/ 20 Container, 579 pcs/ 40 HQ Container
- Lock: Cam Lock
- Handle: Plastic.Handle
- MOQ: 20 Units
- Warranty: 5 Years
- OEM & ODM: Warm welcome

Single Door Steel Locker x10

- Material: Mild Steel
- Thickness: 0.6 m- 1.2 mm
- Adjustable Shelving: No
- Assembly: Fully Assembled
- Size: 1800mm (h) x300 mm (w) x 450 mm (d)

Steel Folding Table x08

Size: 180cm (L) x 70cm (W) x 74cm (H)
Steel powder-coated folding legs
Heavy duty blow-moulded polyethylene table top
Powder-coated steel frame
Suitable for use indoors and out
Stronger and lighter than wood
Easily stored by folding in half
Stain and fade resistant
Easy to clean
Won't chip, peel or crack
Packaging Dimensions
Indicative market price: R1,399
Product Dimension:

Unfold 180cm x 70cm x 74cm

Package Dimension: 92cm x 71cm x 8cm

Thermal Binding Machine x01

- -Fast binding with a fixed cycle time of 40 seconds
- Binding capacity - up to 400 sheets (80gsm) - Using 20mm covers.
- Kensington Micro saver slot for security
- Document Support and integral (21mm) cooling tray - Bound documents can be left to cool to avoid confusion with 'work in progress.'
- Simple to operate controls
- Fixed Binding Cycle
- Audio and visual cycle complete signals

Multi- Binding Machine x01

- -Document Support rail - Aids multiple binding Document support and integral cooling tray; bound documents can be left to cool to avoid confusion with 'work in progress.'
- Cover Size Guide - To ensure you use the correct size thermal cover.
- Audio and Visual 'Cycle Complete' signal
- Binding capacity up to 400 sheets (80gsm) - Using 40mm covers
- Binding Channel - Extra wide to enable one large or multiple document binding.
- Adjustable heat settings for perfect thermal binding results
- Auto shut down feature for extra safety
- Variable timer
- Binding cycle 40-120 seconds

Fridge x01

- Dimensions: H 1420 W 500 D 538mm
- B Energy rated
- Balcony fits 3 Coke bottles
- Interchangeable "Z" Shelf
- Direct cooling



A4 Laminator x02

- Item H x W x D (cm) 19.05 x 43.02 x 15.08
- Qty Per Pack 1
- Mounting Board Capable No
- Photo Capable Yes
- Carrier Required No
- Cold Lamination No
- Temperature Settings 1
- Number of Rollers 2

- Warm-up Time (minutes) 6 minutes
- Pouch Thickness (mic) 80 microns
- Maximum Pouch Thickness (mic) Up to 80 micron
- Entry Width (mm) 230
- Ease-Access None
- Auto Lamination Technology None
- Colour White
- Material Type Plastic
- Anti-Jam Technology Release, Jam Free
- Laminates 80 micron pouches
- Audio and visual indicators clearly signal when ready to laminate
- Release trigger for clearing misfed documents
- Advanced controls accurately monitor lamination temperature



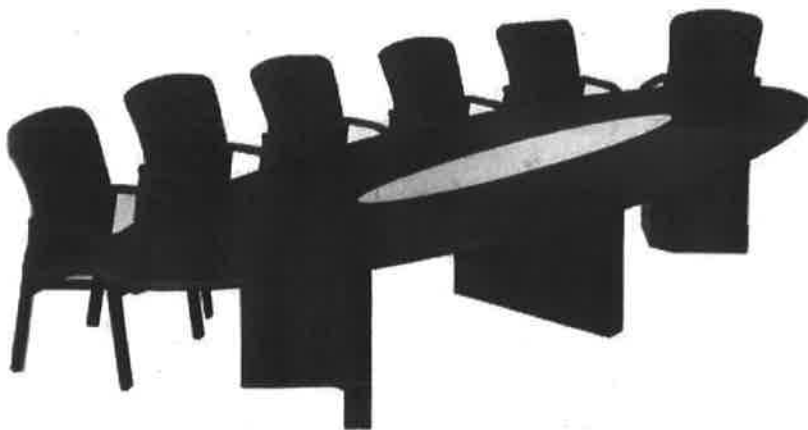
A3 Laminator x02

Typical use: Home, Office, Corporate

- Lamination type: Hot or cold
- Page Handling: Sheets up to A3
- Jam Release/ Jam Reverse function
- Laminating speed: 350mm per minute
- Pre-heating time: 3-5 minutes
- Overheat protection
- Heat range: 95-120 degrees Celsius
- Physical Size: 470 x 190 x 100mm

Warranty:

2 Year Warranty against manufacturing defects



Boardroom tables and chairs (02 Tables and 14 Chairs)

- Sandblasted Glass Inlay
- V Legs
- Mahogany Veneer
- Size: 3500x1600 Atlanta

Chairs

Linya Conference Side Chair- Oak
Frame- 4 Legged- Medium backs



Early Rail Flip Chart x03

- Aluminium
- Magnetic
- Weight: 10.59kg
- Dimensions: 1135mm x 745mm x 90mm
- 1 Year Warranty by Rexel

Airport Board Dimensions x04

Size and Weight

- Length: 6.50 inches (165.0 mm)
- Width: 6.50 inches (165.0 mm)
- Thickness: 1.34 inches (34.0 mm)
- Weight: 1.66 pounds (753 grams)

Specifications

- Frequency Band: 2.4 and 5 GHz
- Radio Output Power: 23 dBm (nominal)
- Standards: 802.11 DSSS 1 and 2 Mbps standard, 802.11 a, 802.11 b, 802.11 g, or 802.11 n specifications

Electronic Notice Board x02

Specifications:

Power Supply

- Notice Board, 24 V DC
- 2 A- indoor version
- 3 A- outdoor version

Cabling

- Notice Board- 3G unit
- 4 wires (2 twisted pairs)
- Max. distance: 100m

Intercom Size

- Indoor Version- Surface mounted: 348 mm x 525 mm x 40 mm
- Version for intergration- Flush fit: 350 mm x 510 mm x 42 mm
- Outdoor Version Surface mounted: 348 mm x 549 mm x 49 mm

Environment

- Notice Board, indoor version Operating Temperature: 0c to + 50 c
- Storage Temperature: 20 c to + 70c
- Protection class: IP52

- Notice Board outdoor version Operating Temperature: 20c to + 70c
- Storage temperature: 30c to + 70c
- Protection class: IP65 Waterproof Outdoor Fitting
- Inch: 15-inch Colour Screen

Lockers x30

Dimensions:

- Width: 8" to 24"
- Depth: 8" to 36"
- Height: 12" to 96"
- Number of tiers: 1" to 16"
- Number of Units: Simple, double, triple, quadruple

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):

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:

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

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:

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

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:

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

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

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

.....
Name of bidder

May 2011

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? (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). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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:
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SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
 FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. 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.
8. 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.
9. 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 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.

10. 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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