



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 086 457 6061 email: thobile@shark.co.za

**REQUEST FOR QUOTATION (RFQ)**

ENQUIRIES: Thobile Zulu

To:

Tel:

Email:

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 copy BEE Certificate	
04.	Proof of Treasury Central Supplier Database registration and Supplier number	
05	Bank letter not older than 3months	

**CLOSING DATE: 31/03/2017**

**CLOSING TIME: 13:00**

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: 29/03/2017

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Service provider to supply, install and maintain an LED outdoor electronic billboard to be used as an advertising medium and as an income generator for KZN Sharks Board Maritime Centre of Excellence (KZNSB MCoE)			
See specification on page 4/TOR attached			
	<b>TOTAL:</b>		

1. The bidder must be registered with Treasury Central Supplier Database. (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.....

KZNSB NO.....

COMPANY STAMP

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> <li>▪ 1 x application fee to council</li> <li>▪ Size: 3m x 6m, Outdoor LED advertising Screen</li> </ul>	1		
<ul style="list-style-type: none"> <li>▪ Design/admin fees</li> </ul>	1		
<p><b>Please note: Once application is approved by Council, the next phase will be installation of the advertising structure.</b></p>			

**NB: The appointed supplier will bare all the costs involved in the completion of phase 1, regardless of the outcome. KZNSB will not be reliable for incurring any costs incurred during phase 1.**

## PHASE 2

Once the approval has been obtained by the successful service provider, the next phase is the physical installation of the advertising sign.

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> <li>▪ 1 x Outdoor LED advertising structure</li> <li>▪ Size: 3m x 6m, LED billboard aluminum cladded</li> <li>▪ Colour: Navy blue</li> </ul>	1		
<ul style="list-style-type: none"> <li>▪ Installation fees</li> </ul>	1		
<p><b>Please note: Once the structure has been installed, service provider to pay monthly rental to KZN Sharks Board as agreed on contract.</b></p>			

## TERMS OF REFERENCE

- This tender forms an integral part of the agreement between KZN Sharks Board and the awarded service provider.
- The advertising sign or structure must be approved in terms of the National Building Regulations, Building Bylaws and any other relevant legislation within eThekweni Council. Furthermore, the structure also requires the approval of all relevant service units within KZN Sharks Board prior to any work being carried out on site.
- The Sharks Board shall be entitled to instruct re-siting and/or removal of these

**TERMS OF REFERENCE**  
**PROVISION OF OUT OF HOME ADVERTISING MANAGEMENT TO BE DEVELOPED**  
**ON KWAZULU-NATAL SHARKS BOARD PREMISES FOR A PERIOD OF FIVE (5)**  
**YEARS.**

**DESCRIPTION OF A TENDER**

The KwaZulu-Natal Sharks Board Maritime Centre of Excellence (KZNSB) is mandated to be a global leader in bather protection against shark while minimizing environmental impact, thus promoting tourism. With that said, promoting tourism requires KZN Sharks Board to conduct aggressive campaigns and awareness to educate our community and tourists about our services and in addition, to be recognized in the market as a brand. We then saw a need for installation of the advertising billboard to our premises to educate and promote the Sharks Board brand.

Therefore, this tender specification calls for the design, manufacture, supply, install and management of an advertising billboard structure to be erected on KZN Sharks Board premises. It must be noted that, first preference will be given to KZN Sharks Board's campaigns. If no campaigns, then third party advertisements can be permitted on approval by KZN Sharks Board.

The tender is open to any designs and service providers are requested to submit and attach designs for advertising structure on their proposals for evaluation. The successful service provider will therefore pay rental or revenue percentage on monthly basis to KZN Sharks Board. The project is divided to two (2) phases.

**PHASE 1**

Phase 1 requires a successful service provider to acquire billboard approval/permission to erect from eThekweni Municipality before installation. The following information is required for billboard application: -

1. Submitting design drawings for billboard to be erected.
2. Submit superimposed artwork design.
3. Copy of lease agreement with landlord (KZN Sharks Board).
4. Paying of Council application fee.
5. Motivation letter for billboard.
6. Engineers stability certificate to ensure the stability of the structure.

units and/or advertising as may be reasonably required from time to time during the period of the contract.

- The rights granted herein permit the erection and management of the advertising billboard structure within KZN Sharks Board premises as specified.
- The structure to be designed should be aesthetically pleasing to maintain the architectural integrity of the precinct and also provide KZN Sharks Board information.
- Monthly routine maintenance inspections must be carried out to ensure that the advertising sign/ structure remain in a good state of repair and proper working condition at all times.
- Intermediate maintenance as required must be attended to with minimum delay, with time frames provided for attendance.
- The design shall incorporate every reasonable precaution and provision for the safety of all those concerned in the operation including the safety of the general public and shall be in compliance with all Occupational Health and Safety requirements.
- The maintenance of all signs and/or structures erected in terms of this tender will remain the responsibility of the service provider.
- KZN Sharks Board may call for certification by a Professional Engineer or approved competent person in respect of any structure and/or any advertising sign structural stability and safety.

#### **MANAGEMENT OF THE STRUCTURE**

Provide a local representative responsible for the operation, maintenance and management of the project.

#### **AGREEMENT WITH KWAZULU NATAL SHARKS BOARD**

The successful service provider will be obliged to enter into a binding agreement with the KZN Sharks Board on the conditions expressly or by implication embodied in this tender, immediately upon notification to the tenderer of the acceptance of its tender by the Sharks Board. The agreement will come into effect on the date of signature by the CEO of KZN Sharks Board.

#### **TERMS OF PAYMENT**

The service provider shall pay KZN Sharks Board monthly rental as agreed by both parties and will escalate annually. KZN Sharks Board has a right to terminate contract for payments not received within 2 (two) months.

#### **EVALUATION**

The evaluation of bids shall be based firstly on functionality, then price and BEE in accordance with circular 53 issued by National Treasury on the evaluation of bids: - (80:20). Service providers who could not achieve a minimum quality score (points) of 70%

threshold will not be considered further.

Tenders will be evaluated on the basis of the following:

No	Criteria	Weighting %
1	Compelling proposal with methodology	30
2	Experience of key personnel not less than 5 (five) years of experience in the field of Outdoor Advertising Management: <ul style="list-style-type: none"><li>▪ 5 years or more experience of key personnel = 40</li><li>▪ 4 years of experience of key personnel = 20</li><li>▪ 1 - 3 years of experience of key personnel = 10</li><li>▪ 0 of experience of key personnel = 0</li></ul>	40
3	List 3 (three) contactable references	15
4	Locality: KZN = 15 points Outside KZN = 5 Points	15
<b>Total</b>		<b>100</b>

## 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 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<sup>2</sup>): .....

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.

<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

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

**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	<p>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></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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 Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<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.



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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