



## SUPPLY CHAIN MANAGEMENT

Telephone 031 566 0427 Fax 086 457 6061 email: [siyethemba@shark.com](mailto:siyethemba@shark.com)

### REQUEST FOR QUOTATION (RFQ)

ENQUIRIES: Mr S Dlamini

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 3 months	
06.	SBD6.2 100%For Local Production and Content	

**CLOSING DATE: 15/09/2020**

**CLOSING TIME: 11:00am**

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: Siyethemba Dlamini \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: 11/09/2020

DESCRIPTION	UNIT PRICE	TOTAL PRICE
<p><b><u>A service provider to Maintain MAN3000 Maintenance for KwaZulu Natal Sharks Board Maritime Centre, 1A Herrwood Drive, uMhlanga Rocks</u></b></p> <p><b><u>Specification</u></b></p> <ul style="list-style-type: none"> <li>• MAN3000 Maintenance on a month to month basis for a period of one year.</li> <li>• On a Unit Price please write the money you are going to charge us monthly and on the Total Price please write the price you are going to charge us for the whole year.</li> </ul> <p><b><u>NB: Please see the specification attached</u></b></p> <p><b><u>For all specification, Enquiries, you can contact:</u></b></p> <p>Name: Lindiwe Zakwe  Tel: 031 566 0400/0448  Email: <a href="mailto:lindiwez@shark.co.za">lindiwez@shark.co.za</a></p> <p><b><u>For all Administration Enquiries, you can contact:</u></b></p> <p>Name: Siyethemba Dlamini  Tel: 031 566 0400/0427  Email: <a href="mailto:siyethemba@shark.co.za">siyethemba@shark.co.za</a></p>		

1. The bidder must be registered with **Treasury Central Supplier Database.(CSD)**
2. The guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annexure C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time in order to substantiate the declaration made in paragraph (c) of the Local content declaration (REFER TO ANNEXB OF SATS 1286:2011).** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D, and E with the actual values for the duration of the contract.
3. 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 50 000 000.00 (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.....

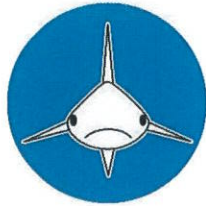
Name of Representative.....

Designation.....

Date.....

KZNSB NO.....

COMPANY STAMP



KWAZULU-NATAL  
**SHARKS BOARD**  
Maritime Centre of Excellence

## **SPECIFICATIONS FOR MAN300**

### **IP PBX System**

#### **SYSTEM ARCHITECTURE LINES**

1 x IP PBX System 1 x 30 Channel PRI Card

#### **OPERATOR HANDSETS**

24 Button IP Phone 9 x 24 Button IP Phones

Samsung 64 Button AOM 38 x 5 Button IP Phones

Polycom Conference Phone 5 x WeVoIP Licenses

#### **PERIPHERALS**

1 x Music on Hold

1 x Lightning Protection

1 x Battery Back Up

Voice Mail (All Users)

Auto Attendant

Voice Mail to Email (All Users)

1 x Man 3000 Telephone Management System

1 x Cabinet

3 x 24 Port 10/100 PoE Switches

Patch Panels

Brush Panels

# Annex C

## Local Content Declaration - Summary Schedule

<b>(C1)</b> Tender No.			
<b>(C2)</b> Tender description:			
<b>(C3)</b> Designated product(s)			
<b>(C4)</b> Tender Authority:			
<b>(C5)</b> Tendering Entity name:			
<b>(C6)</b> Tender Exchange Rate:	Pula	EU	GBP
<b>(C7)</b> Specified local content %			

Note: VAT to be excluded from all calculations

Calculation of local content						Tender summary					
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
		(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)

**Signature of tenderer from Annex B** \_\_\_\_\_

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

(C20) Total tender value	(C21) Total Exempt imported content	(C22) Total Tender value net of exempt imported content	(C23) Total Imported content	(C24) Total local content	(C25) Average local content % of tender

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. \_\_\_\_\_  
 (D2) Tender description: \_\_\_\_\_  
 (D3) Designated Products: \_\_\_\_\_  
 (D4) Tender Authority: \_\_\_\_\_  
 (D5) Tendering Entity name: \_\_\_\_\_  
 (D6) Tender Exchange Rate: \_\_\_\_\_ Pula \_\_\_\_\_

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

A. Exempted imported content

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)

(D19) Total exempt imported value  
This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)

(D45) Total imported value by 3rd party

D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments		Summary of payments
			Foreign currency value paid	Tender Rate of Exchange	
(D46)	(D47)	(D48)	(D49)	(D50)	Local value of payments
					(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

Signature of tenderer from Annex B \_\_\_\_\_  
 Date: \_\_\_\_\_

This total must correspond with Annex C - C 23

## Annex E

### Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	<input style="width: 95%;" type="text"/>
(E2)	Tender description:	<input style="width: 95%;" type="text"/>
(E3)	Designated products:	<input style="width: 95%;" type="text"/>
(E4)	Tender Authority:	<input style="width: 95%;" type="text"/>
(E5)	Tendering Entity name:	<input style="width: 95%;" type="text"/>

**Note:** VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
<b>(E9) Total local products (Goods, Services and Works)</b>			

(E10)	<b>Manpower costs</b>	(Tenderer's manpower cost)	<input style="width: 95%;" type="text"/>
(E11)	<b>Factory overheads</b>	(Rental, depreciation & amortisation, utility costs, consumables etc.)	<input style="width: 95%;" type="text"/>
(E12)	<b>Administration overheads and mark-up</b>	(Marketing, insurance, financing, interest etc.)	<input style="width: 95%;" type="text"/>
<b>(E13) Total local content</b>			<input style="width: 95%;" type="text"/>

**This total must correspond with Annex C - C24**

Signature of tenderer from Annex B

Date: \_\_\_\_\_