



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

SUPPLY CHAIN MANAGEMENT

Telephone 031 566 0496 Fax 086 457 6061 email: siphesihle@shark.co.za

REQUEST FOR QUOTATION (RFQ)

ENQUIRIES: Siphesihle Masuku

To:

Tel:

Email:

Attention:

You are hereby invited to submit a 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.	Proof of Treasury Central Supplier Database registration and Supplier number	
04.	Submit Original or certified copy of BBBEE certificate	
05.	SBD 6.2 Local Production and Content	

CLOSING DATE: 16/06/2022

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 Herwood 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: Nonkululeko Khumalo

SIGNATURE:

DATE: 10/06/2022

1. ITEM REQUIRED:

QUOTATION ENQUIRY NO:4937-ZNQ-COR-22

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Request for a service provider to render the courier services for a period of 36 Months.			
Terms of Reference Attached.			
<u>For SCM related enquires</u> Name: Nonkululeko Khumalo Contact: 031 566 0488 Email: nonkululeko@shark.co.za <u>For technical related enquires</u> Name: Dudu Zungu Contact: 031 566 0400 Email: nombusoz@shark.co.za			
TOTAL:			

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 an 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 an 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 a 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 respects, 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 letterhead. Failure to comply you will be automatically 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.....

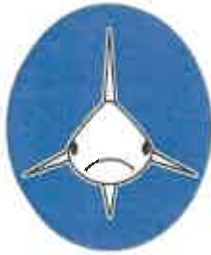
Name of Representative.....

Designation.....

Date.....

CSD NO.....

COMPANY STAMP



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

Duduzile Zungu

1a Herrwood Drive

uMhlanga Rocks

Tel: 031 566 0400

Fax:031 566 0493

Email: dudu@shark.co.za

Terms of Reference (TOR) for the appointment of a service provider to provide courier services for the KwaZulu-Natal Sharks Board Maritime Centre of Excellence for a period of (3) three years.

1. PURPOSE

- The purpose is for the appointment of a service provider to provide the courier services or the delivery of important and confidential company documents and parcels for a period of three (3) years.

2. SCOPE OF WORK

- Service providers must submit a proposal for the provision of delivery/courier services for local, national deliveries as well as internationally wherever applicable.
- The services include the collection and delivery of company parcels and documents.
- The service provider must have an electronic tracking system, shipment insurance, payment and billing options, packaging and ad-hoc shipment preparation and other support services that will be beneficial in the efficiency of the service.
- The KZNSB has 9 Base stations from North to South of KwaZulu-Natal. The service provider is expected to deliver at all the KZNSB sites and any other new KZN Sharks Board site that may be established.

Refer to Appendix A for a full listing of the KZN Sharks Board's and the available addresses.

- Over and about the KZN Sharks Board, service providers will be expected to make deliveries at any other venue or areas as instructed by Sharks Board. as and when required by KZN Sharks Board.

3. COMPLIANCE REQUIREMENTS

3.1 Legislative Requirement

- The service provider must comply with the applicable generic legislation including:
KZN Sharks Board Rules and regulations

4 SOLUTION REQUIREMENTS

4.1 Courier Solution

The service provider must provide a courier service solution that includes, but not limited to the following:

- A timeous, consistent, reliable and secure collection and delivery processes. An appropriate secured vehicle to be provided for the collection and delivery of consignments.
- An effective packaging and labelling process. The service provider must provide bags for the packaging of consignment and relevant label printing equipment.
- Signing and authorisation procedures.

- Appropriate and adequate quality packaging and labelling according to the nature of the parcel to ensure safety of goods in transit.
- High security of goods sent via courier.
- Zero tolerance of losses of goods in transit.
- Report on late collection and deliveries;
- Submission of monthly invoices and statements
- All enquiries to be attended within 2 working days;
- Tracking system functionality performance at 95%;

6.1 FORMAT OF THE PROPOSAL

- Proposals are to be submitted in English.

7. ADMINISTRATIVE AND MANDATORY COMPLIANCE

- Please note that all bidders must comply with the following mandatory requirements.

COMPLIANCE- IF NOT INCLUDED IN THE QUOTATION, THE BIDDER WILL BE DISQUALIFIED

- Standard Bidding Documents (SBD4) signed and completed accordingly.
- Valid Tax Clearance Certificate – with Pin.
- Proof of registration with NT Central Supplier Database (CSD).

8. CONTACT PERSONS AND SUBMISSIONS

All Administrative enquiries can be directed to **Sibusiso Mzelemu** Supply Chain Management as per email: mzelemu@shark.co.za Telephone number: 031 566 0422

All Technical enquiries can be directed to **Duduzile Zungu** as per email: dudu@shark.co.za Telephone number 031 566 0400

Prospective service providers must submit their bound proposal in a sealed envelope written **Courier** on the outside of the envelope to:

KwaZulu-Natal Sharks Board Maritime Centre of Excellence

Supply Chain Management

1A Herrwood Drive

uMhlanga Rocks

4320

Submissions should be hand delivered to the above venue before 11:00 on the closing date.

Late submissions will not be accepted.

E-Mailed or Faxed submissions will not be accepted. Non-compliance with any of the above conditions will result in disqualification.

9 TERMS AND CONDITIONS OF THE BID

- The KZN Sharks Board reserves the right, in its sole discretion to decide on whether or not to proceed further with this process in the light of the proposal/bids received, The KZN Sharks Board reserves the right to pre-qualify interested bids at a later stage based on the experience and the quality of the proposals/bids received.

APPENDIX A: COMPANY BASE STATIONS

SITES	ADDRESS	CONTACT	TELEPHONE NUMBERS
KZN Sharks Board Head Quarters	1 A Herrwood Drive Umhlanga	Lindiwe	031-566-0400
Amanzimtoti	No Address	Devon Crowe/Michael Luthuli	031-916-3162
Ballito	No Address	Peter Streicher	032-525-8415
Durban	No Address	Dylan Fletcher Evans	031-466-5201
Kingsburgh	P O Box Winkelspruit 4145	Michael Luthuli/ Devon Crowe	031-916-3897
Kingsburgh Compound	No Address	HQ	031-916-6982
Margate/uVongo	Lot 36 Gardina Avenue Ext 7 Margate	Wayne Harrison	039-317-4511/23
Munster	7 Boulder Rd Glenmore Beach 4290	Goodman Cele	039-319-2880
Park Rynie/	No Address	Nicolas Ramkisoan	039-976-2011
Pumula Hiebirdine Sunwich	No Address	Simphiwe Shebi	039-684-6886
Ramsgate	No Address	Brad Hardwick	039-314-4605
Richards Bay	No Address	Richard Gumedede	035-753-2101
Richards Bay Compound	No Address	HQ	035-753-2592
Zinkwazi	No Address	Jared Smit	032-485-3528

APPENDIX B