



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:

REQUEST FOR QUOTATION (RFQ)

ENQUIRIES: Mr Philasande Ntuli

To:

Tel:

Email:

Attention:

You are hereby invited to a 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.	6.2 100% for Local Production and Content	

CLOSING DATE: 28/09/2020

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: _____ SIGNATURE: _____ DATE: 21/09/2020

DESCRIPTION	QUANTIT Y	UNIT PRICE	TOTAL PRICE
Appointment of a service provider to render mechanical services to KwaZulu-Natal Sharks Board Maritime Centre of Excellence, 1a Herrwood Drive, Umhlanga Rocks.			
Specification NB: Please see attached specification			
<u>For all specification, Enquiries, you can contact,</u> Name: Siduduzo Memela Tel: 031 466 0400/ 409 Email: siduduzo@shark.co.za			
<u>For all Administration, enquiries, you can contact,</u> Name: Philasande Ntuli Tel: 031 566 0400/496 Email: philasande@shark.co.za			
Sub Total:			
Vat:			
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 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

TERMS OF REFERENCE – SERVICE PROVIDER TO RENDER MECHANICAL SERVICES

KWAZULU-NATAL SHARKS BOARD (KZNSB)

1. SCOPE OF WORK

1.1 KZN Sharks Board is looking for a BEE compliant Company to render mechanical service to all the KZNSB vehicles as well as ensure the safeguarding of the Workshop, for a period of 12 months. The Service Provider will be required to assist the KZNSB by conducting routine maintenance work, with the aim of ensuring all entity's vehicles are in a state of functionality and longevity. This include performing basic care and maintenance, including changing oil, checking fluid levels, and rotating tires. Repair or replace worn parts, such as brake pads, wheel bearings, and sensors. The service provider will be based at our Umhlanga Offices Monday to Friday from 8 am to 4 pm and in an emergency.

2. SCOPE OF WORK

2.1 The scope of work will involve the following:

- 2.1.1 Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately.
- 2.1.2 Inspect vehicle computer and electronic systems to repair, maintain and upgrade.
- 2.1.3 Conduct routine maintenance work aiming to vehicle functionality and longevity. This include performing basic care and maintenance, including changing oil, checking fluid levels, and rotating tires. Repair or replace worn parts, such as brake pads, wheel bearings, and sensors.
- 2.1.4 Manage the Workshop including, looking after the tools and parts, ensure its cleanliness
- 2.1.5 Mentor and coach the employees assigned to the Workshop as Understudies.
- 2.1.6 Provide monthly feedback on the progress made by the Understudies.

3. DURATION

3.1 The successful bidder will be appointed for a period of 12 months

4. PROPOSAL REQUIREMENTS

4.1 Bidders should include the following in their proposals for evaluation:

- 4.1.1 A proposal on the methodology of their intervention, that is, how this work will be carried out
- 4.1.2 Reports to be handed to KZNSB on monthly basis regarding the status of fleet maintenance.

4. MANDATORY COMPLIANCE REQUIREMENTS:

- 4.1 Proof of registration on the Treasury Central Supplier Database
- 4.2 Valid Tax Clearance Certificate
- 4.3 Valid certified copy of BBBEE Verification Certificate by SANAS/Affidavit
- 4.4 Letter from the Bank confirming the Company Banking details

5. PAYMENTS

- 5.1 The successful bidder will be paid based on the presentation of the invoice on the work done in that month. The bidder will be required to compile a detailed report of the fleet maintenance reports and records on a format to be agreed upon with KZNSB.

Note: Bidders who fail to submit any of the required administrative compliance documentation will be disqualified. Central Supplier Database cannot be used as a replacement of any of the mandatory documents.