



KWAZULU-NATAL PROVINCE

**ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS**
REPUBLIC OF SOUTH AFRICA

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

QUOTATION NUMBER: 2021101302

**QUOTATION DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RENTAL AND
MAINTENANCE OF POTTED PLANTS**

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Private Bag X9152

Pietermaritzburg

3200

Contact: Nosipho Maphumulo

Telephone: 033 264 2700

Email: Nosipho.Maphumulo@kznedtea.gov.za

Briefing session / meeting is not applicable for this Quotation. However, should bidders have questions on this quotation, kindly forward them to **Ms Nosipho Maphumulo on email address: Nosipho.Maphumulo@kznedtea.gov.za** due date for submitting questions is the **of 15 December 2021.**

SBD 1

**SECTION A
PART A
INVITATION TO QUOTE**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
QUOTATION NUMBER:	2021101302	CLOSING DATE:	20 December 2021	CLOSING TIME:	15:00pm
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RENTAL AND MAINTENANCE OF POTTED PLANTS				
QUOTATION RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GROUND FLOOR FOYER					
270 JABU NDLOVU STREET					
PEITERMARITZBURG					
QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Nosipho Maphumulo		CONTACT PERSON	Londeka Mkhize	
TELEPHONE NUMBER	033 264 2700		TELEPHONE NUMBER	033 264 2703	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Nosipho.Maphumulo@kznedtea.gov.za		E-MAIL ADDRESS	Londeka.Mkhize@kznedtea.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

SBD 1

PART B

TERMS AND CONDITIONS FOR QUOTING

1. QUOTATION SUBMISSION:

- 1.1. QUOTATIONS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE QUOTATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL QUOTATION MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE QUOTATIONS DOCUMENT.**
- 1.3. THIS QUOTATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE QUOTATION.
- 2.5 IN QUOTATIONS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTATION INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTATION INVALID.

SECTION B**NOTICES TO BIDDERS REGARDING THE COMPLETION OF FORMS**

PLEASE NOTE THAT THIS QUOTATIONS IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the quotation forms be retyped or redrafted. Photocopies of the original quotation documentation may be used, but an original signature must appear on such photocopies.
3. The Bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Quotations submitted must be complete in all respects.
5. Quotations shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
6. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the Bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations may be rejected as being invalid.
7. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotations. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
8. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
9. No quotation sent through the post will be considered if it is received after the closing date and time stipulated in the documentation, and proof of posting will not be accepted as proof of delivery.
10. No quotation submitted by telefax, telegraphic or other electronic means will be considered.
11. Quotations documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
12. Any alteration made by the Bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Quotations will be opened in public as soon as practicable after the closing time of quotation.
15. Where practical, prices are made public at the time of opening quotation.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the quotation document.

SECTION C**REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
2. If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to www.csd.gov.za to register or call 033 897 4223/4676/4509 for assistance.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a Quotation or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to updates its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS QUOTATION.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS QUOTATION FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS QUOTATION.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....

SBD 4

SECTION D

DECLARATION OF INTEREST (SBD 4)

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 quotation (includes an advertised competitive quotation, a limited quotation, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting quotation, 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-

1.1 the bidder is employed by the state; and/or

1.2 the legal person on whose behalf the quotation document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quotation(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 quotation.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the quotation.**

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, member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....

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.

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 attach proof of such authority to the quotation document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quotation.

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 quotation? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quotation? **YES / NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are quoting for this contract? **YES / NO**

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

Initial _____

2021101302

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 QUOTATION OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

SECTION E
QUOTATION OFFER
(To be completed by Bidder)

REQUISITION NUMBER: 2021101302

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months

NAME OF BIDDER:	SIGNATURE	DATE:
.....

FOR OFFICE PURPOSES ONLY				
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc; padding: 5px;">IMPORTANT</td> </tr> <tr> <td style="background-color: #cccccc; padding: 5px;">Mark appropriate block with "X"</td> </tr> </table>			IMPORTANT	Mark appropriate block with "X"
IMPORTANT				
Mark appropriate block with "X"				
1. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
2. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO		
3. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO		

SECTION G

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

- 1 This Standard Bidding Document must form part of all quotations 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 quotation of any bidder may be disregarded if that bidder, or any of its directors have-
- abused the institution's supply chain management system;
 - committed fraud or any other improper conduct in relation to such system; or
 - 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 quotation.

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:		

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

SECTION H**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard QUOTATION Document must form part of all quotations¹ 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 quoting (or bid rigging).² Collusive quoting 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 quotation 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 quoting 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 quotations 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 quotation:

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

² BID rigging (or collusive quoting) 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 quoting process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying QUOTATION:

(QUOTATION Number and Description)

in response to the invitation for the quotation 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 quotation 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 quotation, 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 quotation, 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 quotation in response to this quotation invitation;
 - b) could potentially submit a quotation in response to this quotation 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 quotation 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 quoting.
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 quotation;
- e) the submission of a quotation which does not meet the specifications and conditions of the quotation; or
- f) bidding with the intention not to win the quotation.

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 quotation invitation relates.

9. The terms of the accompanying quotation 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 quotation 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 quotations 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

INSTRUCTIONS TO POTENTIAL SERVICE PROVIDERS

1. Please quote as per specification attached.
2. The bidder must be registered with National Treasury's Central Suppliers Database (Proof to be furnished herewith).
3. The bidder's quotation should clearly indicate the validity period.
4. Quotations must be fully completed in all respects.
5. If you are a VAT vendor, please indicate your VAT number.
6. Please confirm that your banking details are still the same. If these have changed, please contact the Department for a new Bas Entity Registration form.
7. The attached SBD forms must be completed and returned. Failure to submit may invalidate your quotation.
8. The attached ownership demographic schedule MUST be completed.
9. Bidders/Service providers are required to submit together with their quotations a certified copy of their B-BBEE Status Level Verification **NOT LATER THAN 3 MONTHS**.
10. Quotations received after the closing date and time will not be accepted.

QUOTATION NUMBER: **2021101302**

DESCRIPTION: PROVISION OF RENTAL AND MAINTENANCE OF POTTED PLANTS	QUANTITY	UNIT PRICE	TOTAL PRICE
Request for a service provider to supply and deliver on rental and maintenance of potted plants on a 36 months contract			
79 X Grey pot plants for ground floor			
Size: 32cm Container: Ashley Type of plants: AGLAONEMA Area: Room G28	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Pause area	01		
Size: 32cm Container: Beverley Type of plant: DRACAENA Area: Passage	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Passage	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: SANSEVIERIA TRIFASCIATA Area: Reception	04		
Size: 32cm Container: Beverley Type of plant: SANSEVIERIA	01		

Area: Reception			
Size: 28cm Container: Kintra desk Bowl Type of plant: FICUS BENJAMINA Area: Reception	01		
Size: 32cm Container: Beverley Type of plant: Area: Passage LCD Area	12		
Size: 32cm Container: Ashley Type of plant: TRICUHILIA Area: Room G12	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: YUCC ELEPHENTIPES Area: Boardroom G15	02		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Boardroom G16	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: Boardroom G17	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Boardroom G27	01		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Boardroom G31	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Boardroom G30	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Boardroom G32	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA Area: Boardroom G26	01		

Size: 32cm Container: Ashley Type of plant: FICUS BENJAMINA Area: Boardroom G33A	01		
Size:32cm Container: Ashley Type of plant: TRICUHILIA Area: Boardroom G86.4	01		
Size: 32cm Container: Ashley Type of plant: YUCC ELEPHENTIPES Area: Boardroom G86.3	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Boardroom G86.6	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: G86.7	01		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Boardroom G86.7	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Boardroom G86.5	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: SANSEVIERIA TRIFASCIATA Area: Boardroom G86.1	02		
Size: 32cm Container: Beverley Type of plant: SANSEVIERIA Area: Boardroom G86.A	01		
Size: 32cm Container: Beverley Type of plant: FICUS BENJAMINA Area: Boardroom G87	01		
Size: 32cm Container: Beverley Type of plant: TRICUHILIA Area: Passage	25		
Size:32cm Container: Ashley	01		

Type of plant: YUCC ELEPHENTIPES Area: Room G83			
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room G62	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: Room G60	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Room G99	01		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Room G58	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Room G72	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room G81	01		
Size: 32cm Container: A Clone S/steel Rim Type of plant: SANSEVIERIA Area: Room G80	01		
Size: 32cm Container: A Clone S/steel Rim Type of plant: FICUS BENJAMINA Area: Room G79	01		
Size: 32cm Container: A Clone S/steel Rim Type of plant: TRICUHILIA Area: Room G78	01		
Size: 32cm Container: Ashley Type of plant: YUCC ELEPHENTIPES Area: Room G71	01		
58 X Red pot plant on the first (1st) floor			
Size: 32cm Container: Beverley	20		

Type of plant: AGLAONEMA Area: Passage			
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Passage	06		
Size: 32cm Container: A Cone S/steel Rim Type of plant: DRACAENA Area: Room141	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Room140	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room150	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA Area: Room151	01		
Size: 32cm Container: Beverley Type of plant: FICUS BENJAMINA Area: Room154	01		
Size: 32cm Container: Ashley Type of plant: TRICUHILIA Area: Room161	01		
Size: 32cm Container: Ashley Type of plant: YUCC ELEPHENTIPES Area: Room158	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room163	01		
Size: 32cm Container: Beverley Type of plant: AGLAONEMA Area: Room164	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Room157.13	01		

Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Room157.12	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Room187.19	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room157.9	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA Area: Room157.1	01		
Size: 32cm Container: Ashley Type of plant: FICUS BENJAMINA Area: Room157.7	01		
Size: 32cm Container: Ashley Type of plant: TRICUHILIA Area: Room151.6A	01		
Size: 32cm Container: Ashley Type of plant: YUCC ELEPHENTIPES Area: Room151.6	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room157.18	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: Room151.3	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Room151.4	01		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Room151.2	01		
Size: 32cm Container: Ashley	01		

Type of plant: CHRYSALIDORCARPUS Area: Room151.13			
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room151.11	01		
Size: 32cm Container: Beverly Type of container: SANSEVIERIA Area: Room151.14	01		
Size: 32cm Container: Ashley Type of plant: FICUS BENJAMINA Area: Room 151.16	01		
Size: 32cm Container: Ashley Type of plant: TRICUHILIA Area: Room 151.18	01		
Size: 32cm Container: Ashley Type of plant: YUCC ELEPHENTIPES Area: Room 151.17	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room 151.21	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room 151.22	01		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Room 151.23	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: Room 151.29	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room 151.27	01		
70 X White pot plant on the second (2nd) floor			
Size: 32cm Container: Beverly	15		

Type of plant: AGLAONEMA Area: Passage			
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Passage	10		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Room 218.22	01		
Size: 32cm Container: Beverley Type of plant: CHRYSALIDORCARPUS Area: Room 218.26	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room 218.29	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA Area: Room 218.28	01		
Size: 32cm Container: Ashley Type of plant: FICUS BENJAMINA Area: Room 218.24	01		
Size: 32cm Container: Beverly Type of plant: TRICUHILIA Area: Room 218.1	01		
Size: 32cm Container: Ashley Type of plant: YUCC ELEPHENTIPES Area: Room 218.5	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room 218.5	01		
Size: 32cm Container: Beverley Type of plant: AGLAONEMA Area: Room 218.8	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Room 218.7	01		
Size: 32cm	01		

Container: Ashley Type of plant: DRACAENA Area: Room 218.12			
Size: 32cm Container: A Cone S/steel Rim Type of plant: CHRYSALIDORCARPUS Area: Room 218.29B	02		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room 218.29	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA Area: Room 218.30	01		
Size: 32cm Container: Ashley Type of plant: FICUS BENJAMINA Area: Room 218.31	01		
Size: 32cm Container: Beverley Type of plant: TRICUHILIA Area: Room 218.34	01		
Size: 32cm Container: Beverley Type of plant: YUCC ELEPHENTIPES Area: Room 218.33	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room 236.7	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: Room 236.2	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Room 236.1	01		
Size: 32cm Container: Beverley Type of plant: DRACAENA Area: Room 236	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Room 235	01		

Size: 32cm Container: Beverley Type of plant: SANSEVIERIA TRIFASCIATA Area: Room 232	01		
Size: 32cm Container: Ashley Type of plant: SANSEVIERIA Area: Room 229	01		
Size: 32cm Container: Beverley Type of plant: FICUS BENJAMINA Area: Room 230	01		
Size: 32cm Container: Ashley Type of plant: TRICUHILIA Area: Room 228	01		
Size: 32cm Container: Ashley Type of container: YUCC ELEPHENTIPES Area: Room 226	01		
Size: 32cm Container: Ashley Type of plant: ZAMIO CULCULAS Area: Room 224	01		
Size: 32cm Container: Ashley Type of plant: AGLAONEMA Area: Room 223	01		
Size: 32cm Container: Ashley Type of plant: CORDYLINE Area: Room 222	01		
Size: 32cm Container: Ashley Type of plant: DRACAENA Area: Room 220	01		
Size: 32cm Container: Ashley Type of plant: CHRYSALIDORCARPUS Area: Room 217	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: SANSEVIERIA TRIFASCIATA Area: Passage	02		
Size: 32cm Container: A Cone S/steel Rim Type of plant: SANSEVIERIA	01		

Area: Room211A			
Size: 32cm Container: A Cone S/steel Rim Type of plant: FICUS BENJAMINA Area: Room 212	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: TRICUHILIA Area: Room 207	01		
Size: 32cm Container: Gemini Type of plant: YUCC ELEPHENTIPES Area: Room 202	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: ZAMIO CULCULAS Area: Room203	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: ZAMIO CULCULAS Area: Room 205	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: TRICUHILIA Area: Room 204	01		
Size: 32cm Container: A Cone S/steel Rim Type of plant: TRICUHILIA Area: Room 201	02		
Size: 28cm Container: Kintra Desk Bowl Type of plant: CORDYLINE Area: Room 201	01		
For enquiries please contact Londeka Mkhize on 033 264 2703/083 946 4335			
To be delivered at 270 Jabu Ndlovu street, Pietermaritzburg, EDTEA Offices			
SUB – TOTAL PRICE			
VAT (only include if VAT registered)			
TOTAL PRICE			

Initial _____

2021101302

Name of Company.....

Authorized Signature.....

Date.....

Name of Representative.....

Designation.....

Authorized Signature.....

Date.....

Validity period:

VAT Vendor Number..... (If applicable)

Banking details same? Yes..... No..... (Please indicate with a tick)



To be completed for tender by each evaluator.

ANNEXURE A: EVALUATION GRID

Name of project	Maximum	Initial assessment
Name of the project: Appointment of the service provider to supply, embroidery and delivery of protective clothing		
COMPANY EXPERIENCE IN SIMILAR PROJECTS	(20)	
References provided from Clients: Provide 5 detailed reference letters from clients detailing the actual work completed. The letter must include the company name, contactable references and contact numbers, duration of the contract and value of the contract.		
5 Projects= 20 Points		
4 Project = 15 Points		
3 Projects = 10 Points		
2 Projects = 5 points		
Less than 2 Projects = 0 Points		
Total Evaluation Score	20	
Minimum passing score	60%	

The minimum pass mark for this project is 60%

Name	
Signature	
Date	