

PROVINCE OF KWAZULU-NATAL

TENDER FORMS

KWAZULU-NATAL TENDER FORMS**TABLE OF CONTENTS**

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SECTION A

PLEASE NOTE

THIS TENDER CLOSSES AT 11:00

CLOSING DATE : _____

TENDER NO. : _____

DESCRIPTION : _____

CONTRACT PERIOD : _____

VALIDITY PERIOD : _____

NAME OF TENDERER : _____

PROVINCIAL SUPPLIERS DATABASE REGISTRATION NO.: _____

NB: IN ORDER TO QUALIFY FOR PREFERENCE POINTS A TENDERER MUST SUBMIT TOGETHER WITH HIS/ HER/ ITS TENDER DOCUMENT, A FULLY COMPLETED ZNT 30 FORM (APPLICATION FOR PREFERENCE POINTS FORM) ON THE DUE DATE AND TIME OF TENDER, UNLESS A VALID ZNT 30 FORM IS ALREADY IN THE POSSESSION OF THE OFFICE INVITING THIS TENDER

DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE TENDER BOX SITUATED IN:

145 COMMERCIAL ROAD (corner of Commercial Road and Church Street), TREASURY HOUSE, GROUND FLOOR, PIETERMARITZBURG	THE TENDER BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIMES : MONDAYS TO FRIDAYS 08:00 - 16:00
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DOCUMENTS POSTED SHALL BE ADDRESSED TO :

GENERAL MANAGER: PROCUREMENT
PROCUREMENT ADMINISTRATION OFFICE
PRIVATE BAG X 9082
PIETERMARITZBURG
3200

N.B.:THE POST IS CLEARED FROM PIETERMARITZBURG POST OFFICE BEFORE 10H00 ON THE DUE DATE

TECHNICAL ENQUIRIES TO BE MADE TO : _____

DEPARTMENT OF: _____

MR/ MRS/ MISS: _____

TELEPHONE NO.: _____

SECTION B**SPECIAL INSTRUCTIONS AND NOTICES TO TENDERERS REGARDING THE
COMPLETION OF TENDER FORMS**

PLEASE NOTE THAT THIS TENDER IS SUBJECT TO THE KWAZULU-NATAL PROCUREMENT ACT, 2001 (ACT NO. 3 OF 2001), KWAZULU-NATAL PROCUREMENT REGULATIONS PROMULGATED IN TERMS OF SECTION 47 OF THE KWAZULU-NATAL PROCUREMENT ACT, AND THE GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT (ZNT 6).

Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.

1. Under no circumstances whatsoever may the tender forms be retyped or redrafted. Photocopies of the original tender documentation may be used, but an original signature must appear on such photocopies.
2. The tenderer is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
3. Tenders submitted must be complete in all respects.
4. Tenders 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 tender documents.
5. Each tender shall be addressed in accordance with the directives in the tender documents and shall be lodged in a separate sealed envelope, with the name and address of the Tenderer, the tender number and closing date indicated on the envelope. The envelope shall not contain documents relating to any tender other than that shown on the envelope. If this provision is not complied with, such tenders may be rejected as being invalid.
6. All tenders received in sealed envelopes with the relevant tender numbers on the envelopes are kept unopened in safe custody until the closing time of the tenders. Where, however, a tender is received open, it shall be sealed. If it is received without a tender number on the envelope, it shall be opened, the tender number ascertained, the envelope sealed and the tender number written on the envelope.
7. A specific box is provided for the receipt of tenders, and no tender found in any other box or elsewhere subsequent to the closing date and time of tender will be considered.
8. No tender sent through the post will be considered if it is received after the closing date and time stipulated in the tender documentation, and proof of posting will not be accepted as proof of delivery.
9. No tender submitted by telefax, telegraphic or other electronic means will be considered.
10. Tender documents must not be included in packages containing samples. Such tenders may be rejected as being invalid.
11. Any alteration made by the Tenderer must be initialled.

12. Use of correcting fluid is prohibited
13. Tenders will be opened in public as soon as practicable after the closing time of tender.
14. Where practical, prices are made public at the time of opening tenders.
15. 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.

SECTION C

REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za>, or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial procurement.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have :
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a tender or a contract awarded to such supplier,and the supplier would become liable for any damages if a less favourable tender 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 request updating of its information on the Suppliers Database, relating to changed circumstances.

SECTION D

SUMMARY FOR TENDER OPENING PURPOSES ONLY

(To be completed by Tenderer)

TENDER NUMBER.....

1. TENDER PRICE INCLUDING VAT: R.....

2. AMOUNT IN WORDS:
.....
.....

3. TIME FOR COMPLETION/ DELIVERY:calendar days/months

IMPORTANT
Mark appropriate block with "X"

4. HAVE ANY ALTERATIONS BEEN MADE? 9 YES 9 NO

5. HAS AN ALTERNATIVE TENDER BEEN SUBMITTED? 9 YES 9 NO

6. **IF APPLICABLE:** DID THE TENDERER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION? 9 YES 9 NO

NAME OF COMPANY:	SIGNATURE	DATE:
.....

SECTION E
QUESTIONNAIRE

REPLIES

- 1. Are the prices/rates quoted firm?
- 2. Is the delivery period stated firm?
- 3. How will delivery be effected?
- 4. Is the equipment guaranteed for a minimum period of six months?
- 5. Are you the accredited agents in the RSA for the manufacture/ supply of the goods offered by you?
- 6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where a machine/ goods as offered by you can be inspected under working conditions?
- 7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine?
- 8. Where are stock held?
- 9. What facilities exist for the servicing of the machine/goods offered?
- 10. Where are these facilities available?
- 11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected?
- 12. Is a special import permit required?

.....
SIGNATURE OF TENDERER

.....
DATE

N. B. : THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE TENDER

SECTION F

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved :

Tender No. :

Service :

THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)

VISITED AND INSPECTED THE SITE ON(DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

..... SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE

DATE :

..... SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

DEPARTMENTAL STAMP:

DATE:

N. B. : THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE TENDER.

SECTION G

CONDITIONS OF TENDER

1. I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration/Parliament (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of and be incorporated into this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I agree that :
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the tender;
 - (b) this tender and its acceptance shall be subject to the KwaZulu-Natal Procurement Act, 2001, the Procurement Regulations promulgated in terms of section 47 of the aforementioned Act and the terms and conditions contained in the KwaZulu-Natal General Conditions and Procedures for procurement (ZNT 6), with which I am fully acquainted ;
 - (c) if I withdraw my tender within the period for which I have agreed that the tender shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my tender or cancel the contract that may have been entered into between me and the Province. I will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tenders and by the subsequent acceptance of any less favourable tender. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my tender is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my tender and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :

3. I furthermore confirm that I have satisfied myself as to the correctness and validity of my tender : that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfillment

of this contract.

- 5. I agree that any action arising from this contract may in all respects be instituted against me and I hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
- 6. HAS THE “DECLARATION OF INTEREST” FORM BEEN DULY COMPLETED AND INCLUDED WITH THE OTHER TENDER FORMS? 9 YES 9 NO
- 7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT :

- 1. The tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the Province, if requested to do so.
- 2. If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may :-
 - 2.1 Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
 - 2.2 Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20 AT

.....
SIGNATURE OF TENDERER OR DULY
AUTHORISED REPRESENTATIVE

.....
NAME IN BLOCK LETTERS

ON BEHALF OF (TENDERER’S NAME)

CAPACITY OF SIGNATORY

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

POSTAL ADDRESS

TELEPHONE NUMBER: FAX NUMBER:

CELLULAR PHONE NUMBER : E-MAIL ADDRESS :

SECTION H

DECLARATION OF GOOD STANDING REGARDING TAX

IT IS A CONDITION OF TENDER THAT -

1. The taxes of the successful tenderer MUST be in order, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them.
2. This form, Application for Tax Clearance Certificate (in respect of tenders), MUST be completed by the tenderer in all respects and submitted to the Receiver of Revenue where the tenderer is registered for income tax purposes. That Receiver of Revenue will then furnish the tenderer with a Tax Clearance Certificate that will be valid for 6 months from date of issue. The Tax Clearance Certificate must be submitted in the original with the tender, that is before the closing time and date of the tender. Failure to submit an original and valid Tax Clearance Certificate WILL invalidate your tender, unless a valid original Tax Clearance Certificate is already in the possession of the office inviting this tender.
3. Each party to a Consortium/Sub-contractor must complete a separate Tax Clearance Certificate. Copies of the application for Tax Clearance Certificate are available at any Receiver's Office.

DECLARATION TO BE MADE BY TENDERER

(This form is to be detached and submitted to the SARS for issuing of a Tax Clearance Certificate)

SOUTH AFRICAN REVENUE SERVICE	
DECLARATION OF GOOD STANDING REGARDING TAX	
PARTICULARS	
1. NAME OF TAXPAYER/TENDERER :	
2. TRADE NAME	
3. IDENTIFICATION NO. : <i>(if applicable)</i>	
4. COMPANY/CLOSE CORPORATION REGISTRATION NO. :	
5. INCOME TAX REFERENCE NO. :	
6. VAT REGISTRATION NO. :	
7. PAYE EMPLOYER'S REGISTRATION NO.:	
NAME :	
TELEPHONE NUMBER :	
ADDRESS :	
7. PAYE EMPLOYER'S REGISTRATION NO. : <i>(if applicable)</i>	
DATE :	

SECTION I

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the Province, or persons who act on behalf of the Province or persons having a kinship with persons employed by the Province, including a blood relationship, may make an offer or offers in terms of this tender invitation. In view of the possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons employed by the Province, or to persons who act on behalf of the Province, or to persons connected with or related to them, it is required that the TENDERER or his/her/their authorized representative shall declare his/her/their position vis-à-vis the evaluating authority and/or take an oath declaring his/her/their interest, where

1.1 the tenderer is employed by the Province or acts on behalf of the Province; and/or

1.2 the legal person on whose behalf the tender document is signed, has a relationship with a person/persons who are involved with the evaluation of the tender(s), or where it is known that such a relationship exists between the person or persons for whom or on whose behalf the declarant acts and persons who are involved with the evaluation of the tender.

IN ORDER TO GIVE EFFECT TO THE ABOVE, THE FOLLOWING QUESTIONNAIRE SHALL BE COMPLETED AND SUBMITTED WITH THE TENDER :

2. Are you or any person connected with the tender employed by the Province? 9 YES 9 NO

2.1 If "YES", state particulars :

3. Do you or any person connected with the tender, have a relationship (family, friend, other) with a person employed by the Province, concerned with the Central Procurement Committee or the Procurement Administration Office and who may be involved with the evaluation or adjudication of this tender? 9 YES 9 NO

3.1 If "YES", state particulars :

4. Are you or any person connected with the tender aware of any relationship (family, friend, other) between another tenderer and any person employed by the Province, concerned with the Central Procurement Committee or the Procurement Administration Office, who may be involved with the evaluation or adjudication of this tender? 9 YES 9 NO

4.1 If "YES", state particulars :

.....
SIGNATURE OF DECLARANT

.....
TENDER NUMBER

.....
DATE

.....
POSITION OF DECLARANT

.....
NAME OF TENDERER

SECTION J

AUTHORITY TO SIGN A TENDER

A. COMPANIES

If a Tenderer is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with this tender and/or contract on behalf of the company must be submitted with this tender, that is before the closing time and date of tender.

AUTHORITY BY BOARD OF DIRECTORS

Resolution passed by the Board of Directors on20....., Mr/Ms (whose signature appears below) has been duly authorised to sign all documents in connection with tender/ contract on behalf of (Name of Company)

SIGNED ON BEHALF OF COMPANY:

IN HIS/HER CAPACITY AS:

SIGNATURE OF SIGNATORY: DATE:

WITNESSES: 1

2

B. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....

We, the undersigned partners in the business trading as....., hereby authorise..... to sign this tender as well as any contract resulting from the tender and any other documents and correspondence in connection with this tender and /or contract on behalf of

..... SIGNATURE SIGNATURE SIGNATURE

..... DATE DATE DATE

C. SOLE PROPRIETOR (ONE - MAN BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

.....

.....
SIGNATURE

.....
DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a tender, a certified copy of the Founding Statement of such corporation shall be included with the tender, together with the resolution by its members authoring a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at
Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this tender on behalf of (Name of close corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION

.....

IN HIS/HER CAPACITY AS:.....

DATE:

SIGNATURE OF SIGNATORY:.....

WITNESSES: 1

2

SCHEDULE OF VARIATIONS FROM GOODS OR SERVICES INFORMATION

Should the Tenderer wish to make any departure from or modifications in the Special Conditions of Contract, Specifications, Schedule list of Prices/ Quantities/ Drawings or to qualify the tender in any way, he/she shall indicate the proposals clearly hereunder or alternatively make photocopies of the original tender documentation.

SECTION	PAGE	VARIATION: CLAUSE OR ITEM

SIGNATURE OF TENDERER:

DATE:

SECTION L

SCHEDULE OF ALTERNATIVE TENDERS

Consideration will be given to alternative offers which the Tenderer may wish to submit. Such offers shall be described, measured and priced in sufficient detail to enable the Province to evaluate the alternative. He/she shall set out his/her proposal clearly hereunder or alternatively make photocopies of the original tender documentation.

SECTION	PAGE	ITEM

SIGNATURE OF TENDERER:

DATE: