



## KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA



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# REQUEST FOR QUOTATION (RFQ)

*The Department of Sport, Arts and Culture in the Province of KwaZulu-Natal hereby invites suitably qualified suppliers/and or services providers to submit quotations for the following bid(s):*

Description of Goods /Services:	PROVISION OF CATERING SERVICE FOR GUESTS AND STAKEHOLDERS AS PER SPECIFICATION: 2022 HARRY GWALA SUMMER CUP: KILIMON HORSE TRACK (EDAZINI) – DR NDZ LOCAL MUNICIPALITY, HARRY GWALA DISTRICT: 17 – 19 NOVEMBER 2022			
Quotation Number:	DSAC1063/2223			
Project/ Requisition Number:	OR/ HO/2223/11/01			
Evaluation Criteria	Price Points: 80	BEE Points: 20	Functionality: N/A	Local Content: N/A
Briefing Meeting	Date: N/A	Time: N/A	Venue: N/A	
Closing Date and Time:	14 November 2022 at 11h00			
	Email Address: <a href="mailto:minibids@kzndsac.gov.za">minibids@kzndsac.gov.za</a>			
Service Required at Delivery Address/ Date & Time:	KILIMON HORSE TRACK (EDAZINI): DR NDZ LOCAL MUNICIPALITY: 19 NOVEMBER 2022 (DELIVERY/SET-UP DATE)			
Technical enquiries:	Contact Name: Mr. Sandile Mbonane Contact no. +27 73 057 0916			
General/SCM enquiries:	Contact Name: Mr. Nhlanhla Ngubane Contact No. +27 82 966 4199			



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### TERMS AND CONDITION

1. The Department of Sport, Arts and Culture requires the item(s)/service(s) described as per attached price quotation invitation, and you are requested to complete the documents and to submit it in accordance with the under-mentioned stipulations.
2. Request for Quotation (RFQ) documents are attached.
3. The KZN Department of Sport, Arts and Culture reserves the right to award the quotation in whole or in parts to multiple suppliers. Quoted prices may be further negotiated with the lowest suppliers.
4. Completed quotation document(s) must be faxed or e-mailed or deposited in the quotations box situated as indicated on Section E of the bid document.
5. The validity period of the above quotation should at least no less than thirty (30) days from the closing date.
6. The invitation is opened to all suppliers registered on the Central Supplier Database (CSD).
7. The Department of Sport, Arts and Culture is prohibited from doing business with any entity whose directors, members, shareholders
8. The Department of Sport, Arts and Culture reserves the right not to make any appointment. The department is not compelled to accept the lowest or any quotation.
9. Late quotations will not be considered, faxing time and posting date of quotations will not be considered as valid proof of submitting before the closing date.
10. It is the responsibility of the supplier to ensure that quotations are submitted to the correct address, fax and e-mail before the closing date and time.
11. A valid Tax Compliance Status PIN must be submitted with the bid documents in order to enable the department to verify the tax compliance status on SARS' eFiling platform if needs be.
12. A valid B-BBEE Certificate or Sworn Affidavit reflecting the status level of must be submitted where the bid offer exceeds R30 000,00.
13. Delivery of goods and/or services must take place on the stipulated delivery date and according to specification. Any deviation from specification is not acceptable unless authorized by the department prior to actual delivery taking place.
14. **With regards the following goods and services:**
  - 14.1. Furniture and Sport Equipment/Attire: SBD 6.2 and Annexure C;
  - 14.2. Transport Service – Roadworthy Certificates, PDPs and Proof of Liability Cover;
  - 14.3. Medical Service – License Certificate, Certificate of Compliance and Operator Tokens;
  - 14.4. Insurance Cover – Certificate issued by the Financial Services Board with FSP number; and
  - 14.5. Cleaning Service – National Cleaning Contractors Association, Bargaining Council, and proof of removal and disposal of She bins by an accredited service provider
  - 14.6. Security Service – PSIRA Registration Certificate for the Company and Owner.
  - 14.7. Construction Works – Proof of CIDB registration & grading
15. General Conditions of Contract (GCC) – **NON-RETURNABLE**

Mr. M.N Ngubane

Director: Supply Chain Management

Date: 09/11/2022

**KWAZULU-NATAL PROVINCE**SPORT, ARTS AND CULTURE  
REPUBLIC OF SOUTH AFRICA**FORM OF OFFER****QUOTATION FOR SUPPLY OF GOODS/SERVICES**DIRECTORATE/OFFICE: **ORGANIZED RECREATION**QUOTATION/REQUISITION NO: DSAC1063/2223 PROJECT NO: OR/HO/2223/11/01CLOSING DATE: 14 November 2022 at 11h00PRACTICE NO. (Medical/Insurance): N/ACOMPANY NAME: \_\_\_\_\_ CSD NO. \_\_\_\_\_ PSIRA NO.: N/A

CONTACT PERSON: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

NO	DESCRIPTION OF SPECIFICATION (Refer to attached specification)	BRAND NAME	QTY	UNIT PRICE	TOTAL PRICE
1	Request for Quotations for Catering Service for Guests and Stakeholders as per Specification:				
2	a) <b>Breakfast:</b> o Cocktail dumplings, o stir fry rice, o vegetable lasagna, o beef curry and chicken curry, o grilled hake with lemon, o chicken breyani, o roasted potatoes, o roasted vegetables and assorted salads, o 100% fruit juice, and o 500ml bottled water.  <b>Note:</b> <b>Catering Company to provide:</b> ▪ Compliance Certificate (Vetting) ▪ chafing dish rolls ups, ▪ cutlery, dishes, glasses, and chaffing dishes, ▪ to serve all the meals warm, and ▪ waiters and waitresses must be well dressed and presentable to serve guests.		200		
	<b>Sub-Total:</b>				
	<b>VAT:</b>				
	<b>Total:</b>				

*Make a duplicate copy where items are more than the space provided*



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**SECTION A: THE FOLLOWING MUST ALSO BE FURNISHED**

DELIVERY DATE: \_\_\_\_\_

VALIDITY PERIOD OF QUOTATION: \_\_\_\_\_

**PLEASE TICK ✓ THE RELEVANT FIELD**

ARE PRICES QUOTED FIRM:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
SUBMISSION OF B-BBEE STATUS LEVEL CERTIFICATE OR SWORN AFFIDAVIT:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
VALID TAX COMPLIANCE STATUS PIN:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

VAT REGISTRATION: IF YOU ARE A VAT VENDOR

\_\_\_\_\_

IS THIS OFFER STRICTLY TO SPECIFICATION? IF NOT, GIVE VARIATION	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**VARIATION:**

\_\_\_\_\_

*IF SPACE IS INSUFFICIENT, ATTACH DETAILS (1 PAGER)*

**SECTION C: QUOTATIONS FOR SERVICES (courses/workshops etc.)**

The following information must be submitted on a separate schedule

- (a) Operational plan/methodology/approach;
- (b) Breakdown of costing;
- (c) Curriculum Vitae of course/workshop facilitators; and
- (d) References - work experience

**SECTION D: KINDLY USE COMPANY STAMP AND SIGN SECTION D:**

Name and Surname (*Please print*):

\_\_\_\_\_

Delivery address: \_\_\_\_\_

\_\_\_\_\_



Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

**SECTION E: DELIVERY QUOTE USING THE METHOD LISTED BELOW:**  
 Email or Fax documents strictly and specifically to: [minibids@kzndsr.gov.za](mailto:minibids@kzndsr.gov.za) OR 086 458 8033  
 Quotation Delivery Address: Sport and Recreation House, 135 Pietermaritz Street, Pietermaritzburg 3201



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?  YES  NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Names	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?  YES  NO

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  YES  NO

2.3.1 If so, furnish particulars:  
 .....  
 .....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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**3. DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid 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 bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids 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.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

<sup>2</sup> 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.