

**REQUEST FOR QUOTATION-GOODS**  
Ref no: NEMISA/2021/REQ6798**REQUEST DETAILS**

<b>YOU ARE HEREBY REQUESTED TO SUPPLY A QUOTE FOR THE FOLLOWING REQUIREMENT OF NEMISA:</b>	<b>Outsource Design, layout and printing of the New Media Course</b> <b>See detailed specifications and requirements below.</b>
<b>DELIVERY ADDRESS FOR THE GOODS REQUIRED:</b>	<b>21 Girton Road</b> <b>Parktown</b> <b>Johannesburg</b> <b>2193</b>

**QUERIES/ CLARIFICATIONS**

All queries/ clarifications may be raised in writing with the under-mentioned person before the closing date for the quote.

Queries to be e-mailed to:	Henson Magumise
e-mail address to send queries to:	<a href="mailto:hensonm@nemisa.co.za">hensonm@nemisa.co.za</a>

**CLOSING AND VALIDITY DETAILS**

Closing date of quote:	19 April 2021
Closing time of quote:	11:00 am (The official Telkom time, which can be observed by dialing 1026 from any phone, will be used to verify the exact closing time.)
Quotes to be e-mailed to:	<a href="mailto:scm@nemisa.co.za">scm@nemisa.co.za</a>
e-mail address to send quotes to:	<a href="mailto:scm@nemisa.co.za">scm@nemisa.co.za</a>
All quotes must be valid for acceptance for:	30 days

NOTE: Quotes received after the closing date and time will not be considered.

**RETURNABLE DOCUMENTS**

All the under-mentioned documents in this pack must be completed in detail and returned as part of your submission by the closing date and time. Failure to submit the information listed below will result in the quotation being non-responsive.

- 1 Invitation for Written Quotation
- 2 Pricing Schedule
- 3 Declaration of Interest
- 4 It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD). Respondents are therefore required to be registered as a supplier on the CSD when submitting a quote. For registration, the CSD website can be accessed on the following link:  
<http://ocpo.treasury.gov.za/Pages/default.aspx>

Respondents must submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their quote.

## GENERAL INSTRUCTIONS

This Request for Quote is subject to the General Conditions of Contract (GCC) that the provider accepts, when submitting a quote. The GCC is available from the Treasury website and can be accessed by clicking on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

## EVALUATION PROCESS

This quote will be evaluated based on responsiveness to the requirements listed here under, specification compliance and price.

- Quote delivered before the closing time
- All returnable documents submitted

## DETAILED SPECIFICATIONS/ REQUIREMENTS LIST

Quotes will only be considered from suppliers who can quote for all the items required. Quotes for only one or a selected group of items will not be considered.

- Start to Finish Assistance with Design and Layout
- No Content Development – NEMISA provides complete Content
- A 4 Design
- Custom Designed covers
- Professional binding options
- 250 X Number of Printed copies
- Open to options advised by supplier
- Paper Quality – not Glossy but Matt
- The document is in colour
- Double sided
- 44 pages including Cover Page

## INVOICING INSTRUCTIONS

- All invoices shall comply with Section 20 of the VAT Act No 89 of 1991.

**INVITATION FOR WRITTEN QUOTATION  
THIS FORM SHOULD BE COMPLETED IN DETAIL**

<b>OUTSOURCE DESIGN, LAYOUT AND PRINTING OF THE NEW MEDIA COURSE</b>  <b>SUPPLY AND DELIVERY.</b>	<b>COMPANY NAME:</b>	
	<b>CONTACT PERSON:</b>	
	<b>ADDRESS:</b>	
	<b>TEL NO:</b>	
	<b>FAX NO:</b>	
	<b>EMAIL ADDRESS:</b>	
	<b>VAT REGISTRATION NUMBER:</b>	

<p>The General Conditions of Contract will guide this procurement and is available on the National Treasury website at <a href="http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf">http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf</a></p> <p>Noted?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>As soon as it becomes known to the appointed provider that he/she will not be able to deliver the goods within the delivery period and/or against the quoted price and/ or as specified, NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC which may include cancellation.</p> <p>Accepted?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

<b>IS THE PRICE FIRM (FIRM PRICES PREFERRED)?</b>	
<b>TOTAL PRICE INCLUDING VAT (BROUGHT FROM PRICING SCHEDULE)</b>	R.....
<b>REMARKS (IF ANY)</b>	

<b>NAME OF SIGNATORY:</b>	
<b>SIGNATURE OF RESPONDENT:</b> (confirming all information to be true and correct)	
<b>NAME OF WITNESS:</b>	
<b>SIGNATURE OF WITNESS:</b>	
<b>DATE:</b>	

**PRICING SCHEDULE – FIRM PRICES**

**NAME OF RESPONDENT:** \_\_\_\_\_

**NOTE:**

**1: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

Item No.	Description	Quantity	Unit Price Rand (Excl. VAT)	Total Price Rand (Excl. VAT)
1.	Outsource Design, layout and printing of the New Media Course	250		
2.				
3.				
4.				
5.				
6.				
<b>SUB-TOTAL</b>				
<b>VAT</b>				
<b>TOTAL COST (VAT INCLUDED)</b>				

**NOTE:** The quantities indicated above are not fixed. NEMISA reserves the right to change the quantity per item listed above in its sole discretion during the validity period. NEMISA reserves the right not to make an award, or to award all the items to one supplier/ service provider or to make awards to different suppliers/ service providers for the same or different items.

<b>TO BE COMPLETED BY THE PROVIDER</b>				
		<b>TICK WHICHEVER IS APPLICABLE FOR YES/NO ANSWERS</b>		
<b>Does the offer comply with the specification(s)?</b>		<b>YES</b>		<b>NO</b>
<b>IF NOT TO SPECIFICATION, STATE DEVIATION IN HERE OR SUPPLY ADDITIONAL PAGE DETAILING DEVIATION:</b>				
<b>Indicate period required for delivery after initial order</b>				
<b>Is the delivery period firm?</b>		<b>YES</b>		<b>NO</b>
<b>Delivery basis (Ex stock, Ex-factory, etc)</b>				

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the State<sup>1</sup>, 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 bid (includes a price bid, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, 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 bidder is a Management Board member of NEMISA and/or

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

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

2.1. Full Name of bidder or his or her representative: \_\_\_\_\_

2.2. Identity Number: \_\_\_\_\_

2.3. Position occupied in the Company (director, trustee, shareholder, etc<sup>2</sup>): \_\_\_\_\_

2.4. Company Registration Number: \_\_\_\_\_

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

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:  
\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> “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;
- (e) Parliament.

<sup>2</sup> “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

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.....  
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 bid document? YES / NO

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

2.7.3. If no, furnish reasons for non-submission of such proof:  
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.....  
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2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? YES / NO

2.8.1. If so, furnish the following particulars.  
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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 bid? YES / NO

2.9.1. If so, furnish the following particulars.  
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2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.10.1. If so, furnish the following particulars.  
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2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES / NO

2.11.1. If so, furnish the following particulars.  
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.....  
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3. Full details of directors/ trustees/ members/ shareholders.

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Peral Number

**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 BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder