



## KWAZULU-NATAL PROVINCE

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNQP: 01/11/2023
Description	: KZN: Department of Public Works: Procurement of 10 000 sheets of trip authorization forms at eThekweni Region.
Advert date	: 28 November 2023
Closing Date	: 04 December 2023
Time	: 11h00
Documents available for collection from	: Department of Public Works: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville– Basement Tender Office (helpdesk), during working hours (08h00 to 15h45)
At no Cost documents to the	: The complete bid document can be downloaded from The Departmental notice board and the Departmental website at no cost.
Cost of tender document	: No cost

**NB: The bidder is required to submit sample of trip authority (with carbon copy) on or before the close of tender. Bidders who do not submit sample will be disqualified.**

**Compulsory Pre-Tender Briefing Meeting/ Bid Clarification Meeting: N/A**

**Tender Validity: 120 days**

**Contract Period: N/A**

**Enquiries relating to the bid document may be directed to**

**Tel: 066 535 7932 / Thobeka.mcanyana@kznworks.gov.za**

**Technical enquiries to be directed to**

**Tel: 072 214 2290 / David.arnajalem@kznworks.gov.za**

### **Pre-Qualifying Criteria**

#### **Evaluation Criteria**

- Administrative compliance, financial and preference offer.

#### **Phase 1: Administrative Compliance**

- Correctness of bid documents.
- Compliance with bid regulations (registration with CSD)

## **Phase 2: specific goals**

- The 80/20 point system is applicable for this bid with the following Specific Goal Requirements and documentary proof as per the bid document must be provided for claiming of points for specific goals :

Price		80 Points
Specific goals : Total Points	Documents Required	20 Points
"Ownership by black people	1) Sworn Affidavit; signed and dated by Commissioner of Oaths 2) Certified Copy of Identity Document/s	20 Points

## **BIDDERS TO NOTE**

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the tender document.
2. The department reserves a right not to award the lowest bidder
3. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.
4. Submission of a PDF copy of the completed quotation document together with all the supporting tender documents must be submitted on the close of tender.
5. Late submissions will not be accepted.
6. Faxed or emailed bids are not accepted.
7. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.
8. Closing Date : **04 December 2023 at 11:00 am**
9. Administrative enquiries relating to the quotation document may be directed to: Thobeka Mcanyana.  
Tel: **066 535 7932** /: email: [thobeka.mcanyana@kznworks.gov.za](mailto:thobeka.mcanyana@kznworks.gov.za)
10. Technical enquiries to be directed to David Arnajalem. Tel: **072 214 2290**: email:  
[David.arnajalem@kznworks.gov.za](mailto:David.arnajalem@kznworks.gov.za)
11. Closing Venue: Box 08, eThekweni Regional Office ,455A King Cetshwayo Highway ,Mayville  
4091(Basement)
12. Documents are available from KZN Department of Public Works: eThekweni Regional Office: Basement  
Tender Office) 455A King Cetshwayo Highway from Monday to Friday during working hours 08h00 to  
15h45 or via Departmental website:[www.kznworks.gov.za](http://www.kznworks.gov.za) under the section: Tender Bids and  
Quotations.