



## KZN Public Works

**Department:**  
**Public Works**  
**PROVINCE OF KWAZULU-NATAL**

**Private Bag**

**Tel:**  
**Fax:**  
**Email:**  
**Ref:**

**DELEGATED OFFICIAL : (INSERT NAME AND RANK)**  
**(Contract value up to R30 000)**

### APPLICATION FOR THE AWARD OF A CIDB QUOTATION FOR SERVICES UP TO R 30 000

ZNQ .....W: CITY/ TOWN/ PLACE: NAME OF INSTITUTION : DESCRIPTION OF SERVICE: (insert)

#### 1. BACKGROUND / SCOPE OF WORK

An ITPO was received from the Department of .....on.....(date).....200..., to undertake this service.

#### 2. GENERAL PARTICULARS

2.1 Advertising Media	:	Notice Board (If above R2 000)
2.2 Advertisement Date	:	
2.3 Closing date of quotation	:	
2.4 Number of quotations issued	:	
2.5 Number of quotations received	:	
2.6 Validity period	:	Sixty (60) days
2.7 Contract period	:	
2.8 Adjudication team	:	
2.9 Penalty per day	:	One fourteenth (14 <sup>th</sup> ) % of accepted contract sum

#### 3. PARTICULARS OF SITE INSPECTION

The pre-quotation briefing meeting was held on ...../...../..... see the attached schedule.

*Or*

No pre-quotation briefing meeting was held.

#### 4. CONFIRMATION OF ESTIMATE

A pre- quotation estimate of .....was confirmed by ..... and verified by .....

#### 5. SCHEDULE OF QUOTATIONS RECEIVED

*Note: This schedule below is to be completed in Excel (using DOW016 - Table 1 contained in Letters and Forms) first so that the calculated % variance to pre-quotation estimate figures may be pasted into this word table below on this current page.*

No	Name of Bidders	PSD No.	CRS No.	Class of Works	Amount	% variance to estimate

\* CRS-construction register service (CIDB)

\* PSD-Provincial Suppliers Database

#### 6. ALTERNATIVE OFFERS

No alternative offers were received.

*Or*

*Give details should one be furnished and if it complies.*

#### 7. BIDDERS DISREGARDED

**7.1 TENDERER\_***(state tenderers name)*

*The criteria mentioned below must be applied to every tenderer until responsive tenderer is reached.(delete where its not applicable)*

- a) The tenderer is not registered on the Provincial Suppliers Database.
- b) The tenderer is not Registered with CIDB or not being capable of being registered prior to evaluation of submission.
- c) Every member of the joint venture or consortium is nor registered on the CIDB Register of Contractors
- d) The tenderer is registered with CIDB in the inappropriate contractors grading designation.
- e) The tenderer has an invalid or no tax clearance certificate (submitted at close of tender or in possession of the department prior to the close of tender).
- f) The tenderer or any of its Directors is listed on the Register of Tender Defaults in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as persons prohibited from doing business with the public sector.
- g) The tenderer has failed to perform on a current contract and has been given a written notice to this effect.
- h) The tenderer has insufficient equipment and workforce.
- i) Compulsory Enterprise Questionnaire not completed.
- j) Form of Offer not fully completed and signed.
- k) Offer not according to specification.
- l) The tenderer did not attend the compulsory site meeting.
- m) The tenderers alterations did not comply with Standard Conditions of Tender i.e. masking fluid was used.
- n) Tenderer has not provided requested information within 14 days.
- o) Reasonableness of Financial Offers were determined on tender offer is unrealistic. *(give reasons)*
- p) The tender has conflict of interest that may impact on his/her ability to perform contract in the best interest of employer. *(give reasons)*
- q) Authority to sign tender is not signed/ accompanied by a resolution authorizing one of the directors/ members or partners to sign the tender offer.

**8. INVESTIGATION AND REPORT ON TENDERER SUBMITTING THE LOWEST QUOTATION**

*(Comment on tenderers experience)*

**9. FINANCIAL IMPLICATIONS**

Attached as Annexure.....is the financial approval granted by the client department covering the costs of the Work.

## 10. RECOMMENDATION

THAT THE LOWEST RESPONSIVE TENDERER AS SUBMITTED BY ..... IN THE SUM OF R..... *(INSERT AMOUNT IN WORDS)* BE AWARDED THE CONTRACT.

.....  
PROJECT MANAGER

.....  
DATE

**APPROVED / NOT APPROVED IN TERMS OF SCM DELEGATION 1.1 (UP TO R2 000) OR DELEGATION 2 (MORE THAN R2000 UP TO R10 000) OR DELEGATION 3.1 (FROM R10 000 UP TO R30 000)**

.....  
**DELEGATED OFFICIAL**

.....  
DATE