



KZN Public Works

Department:
Public Works

PROVINCE OF KWAZULU-NATAL

Private Bag

Tel:
Fax:
Email:
Ref:

REGIONAL MANAGER : *(insert name)*
REGION *(insert region)*

APPLICATION FOR THE AWARD OF AN URGENT / EMERGENCY CIDB QUOTATION : SCM DELEGATION 5.1 (BELOW R30 000)

ZNQ.....W(*Insert Quotation number*): CITY/ TOWN/ PLACE: NAME OF INSTITUTION:
SERVICE: DESCRIPTION

1. BACKGROUND INFORMATION

1.1 *State reasons why it was declared an emergency/urgent service*

1.2 The following three (3) reputable CIDB (class/grading) registered contractors were approached to submit quotations on a formal Quotation Document.

- i) _____
- ii) _____
- iii) _____

2. GENERAL PARTICULARS

- | | | | |
|-----|-------------------------------|---|---|
| 2.1 | Advertising media | : | By invitation |
| 2.2 | Closing date of quotations | : | |
| 2.3 | Number of quotations issued | : | Three (03) |
| 2.4 | Number of quotations received | : | |
| 2.5 | Validity period | : | Sixty (60) days |
| 2.6 | Construction period | : | |
| 2.7 | Evaluation team | : | |
| 2.8 | Penalty per day | : | One fourteenth (14 th) % of accepted contract sum |

3. PARTICULARS OF SITE INSPECTION / BRIEFING MEETING

*The pre-quotation briefing meeting was held on/...../..... . See the attached attendance schedule, *Annexure*

Or

*No pre-quotation briefing meeting was held.

* *Delete whichever is not applicable.*

4. PRE-QUOTATION ESTIMATE

The pre- quotation estimate is R

5. SCHEDULE OF QUOTATIONS RECEIVED

Note : This schedule below is to be completed in Excel (DOW016 - Table1 contained under 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 Tenderer	PSD No.	CRS No.	Class of Works	Amount R	% 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 it complies.

7. QUOTATIONS DISREGARDED**7.1 TENDERER** *(state tenderer's name)*

The criteria mentioned below must be applied to every tenderer from tenderer no. 1 until at least 3 responsive tenderers are reached)

- The tenderer is not registered on the Provincial Suppliers Database.
- The tenderer is not Registered with CIDB or not being capable of being registered prior to evaluation of submission.
- 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 *or by Department of Public Works* covering the costs of the Works.

10. RECOMMENDATION

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

PROJECT MANAGER *(INSERT NAME)*

DATE

NOT APPROVED / APPROVED IN TERMS OF PROCUREMENT DELEGATION 5.1

REGIONAL MANAGER *(INSERT NAME)*
(INSERT REGION)

DATE

NOTED :

CHAIRPERSON :
BID ADJUDICATION COMMITTEE

DATE