



KZN Public Works

Department:
Public Works

PROVINCE OF KWAZULU-NATAL

Private Bag

Tel:
Fax:
Email:
Ref:

***DELEGATED OFFICIAL : (INSERT NAME AND RANK)**
(If contract value is between R30 000 and R200 000)

APPLICATION FOR THE AWARD OF A CIDB QUOTATION FOR SERVICES BETWEEN R 30 000 and R200 000

ZNQW: CITY/ TOWN/ PLACE: NAME OF INSTITUTION: SERVICE: (insert)

1. BACKGROUND / SCOPE OF WORK

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

2. GENERAL PARTICULARS

2.1 Advertising Media	:	Notice Board
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 th) % of accepted contract sum

2.9 Procurement Strategy attached as Annexure XX

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 ofwas 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 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 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. LIST OF RESPONSIVE BIDDERS SCORING HIGHEST POINTS

The 80/20 Preference Points System as stated in Clause F.3.11 of the Tender Data were applied and are listed on the attached Preference Points Schedule. *Refer to Letters and Forms to find the Preference Points Schedule to calculate the 80/20 points.* The offer/s reflects/s the outcome to this assessment.

(list the names of bidders from the highest to the lowest score of preference points)

8.1 _____
 8.2 _____
 8.3 _____

9. INVESTIGATION AND REPORT ON THE RESPONSIVE BIDDER/S SCORING THE HIGHEST PREFERENCE POINTS

9.1 BIDDERS SCORING THE HIGHEST PREFERENCE POINTS

9.1.1 Bidders Name

9.1.2 Address :
 Physical Address :
 Postal Address :

9.1.3 Telephone : _____ Fascimile : _____

9.1.4 Capacity:

(COMMENT ON THE BIDDERS EXPERIENCE)

9.2 BIDDERS SCORING THE SECOND HIGHEST PREFERENCE POINTS**9.2.1** Bidders Name

9.2.2 Address :
 Physical Address :
 Postal Address :

9.2.3 Telephone : _____ Fascimile : _____**9.2.4** Capacity:**(COMMENT ON THE BIDDER'S EXPERIENCE)****10. FINANCIAL IMPLICATIONS**

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

11. RECOMMENDATION

THAT THE TENDERER SCORING THE HIGHEST PREFERENCE POINTS AS SUBMITTED BY IN THE SUM OF R.....**(INSERT AMOUNT IN FIGURES AND WORDS)**BE AWARDED THE CONTRACT.

.....
PROJECT MANAGER

.....
DATE

APPROVED / NOT APPROVED IN TERMS OF SCM DELEGATION 3.1

.....
DELEGATED OFFICIAL
 (Insert Name and Rank)

.....
DATE