



## TABLE MOUNTAIN NATIONAL PARK REQUEST FOR QUOTATION

Attention	To whom it may concern
Name of Company	
Central Supplier Database (CSD) Code	
CSD Unique reference number	
Supplier Telephone / Cell Number	
Supplier Fax & E-mail address	
Description	PRINT & DELIVER PREPAID TICKETS
Validity period of the quotation	60 days
Date of RFQ issue	03 JUNE 2022
Deadline for submission of quote & Time	07 JUNE 2022 @ 12H00
RFQ number	N/A

You are requested to quote on the goods or services as detailed in the Specification / Scope of service as listed overleaf.

Contact persons	
For commercial questions	
For technical questions	
Terms	
Delivery period upon receipt of purchase order?	3 – 5 Days
Other terms	Refer to General Conditions of Contract (GCC)
Quality requirements	
SABS or other sample quality verification	N/A
Warranty/ guarantee period	N/A
Logistical Information	
Name of the Park	Table Mountain National Park
Contact Person	Ashrell Oliphant
Contact Telephone Number	021 712 7471
Fax Number and E-mail address	<b>ashrell.oliphant@sanparks.org</b>
Physical street address	Tokai Permit Office, Upper Tokai Road, Tokai
City and Province	Cape Town, Western Cape

**NB:**

- Please indicate on your quotation the lead-time (delivery period) which is required for delivery of the ordered goods / services.

**SPECIFICATION**

<b>SUPPLY AND DELIVERY:</b>					
<b>Item No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Discount Offered</b>	<b>Price Excluding vat (R)</b>
	<b>Cape Point Booklets – Pastel PINK</b> Starting number:	<b>200</b>			
	<b>Boulders Booklets – Pastel BLUE</b> Starting number:	<b>160</b>			
	<b>SA Cape Point Booklets – Pastel GREEN</b> Starting number:	<b>15</b>			
<p><b>Requirements as follow:</b> as per examples for <b>2022</b></p> <p><b>Expiry date:</b> 31 October 2022</p> <p><b>Description:</b> Prepaid Ticket booklets – 100 numbers per book</p> <p><b>Size:</b> 175 x 75mm – <b>stick to size please</b></p> <p><b>Pre-press:</b> NONE</p> <p><b>Colour Paper to be use:</b> As per above</p> <p><b>Printing &amp; Paper:</b> printed black ink on bond 80gms</p> <p>Start number(s) will be provided: <b>As per above</b></p> <p><b>Finishing:</b> numbered 2 places and perforated once/collating Trim to size and binded</p> <p><b>Pre-packed:</b> In bundles of 20 booklets with the lowest number on top following</p> <p><b>Despatch:</b> Delivered to Wild card Sales Office</p>					
* PLEASE NOTE: For the entire year the same colour paper needs to be use for printing the booklets				<b>SUBTOTAL</b>	
				<b>VAT</b>	
*Starting numbers will be provided to the successful bidder				<b>GRAND TOTAL</b>	

**02/06/2022**  
Date

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Authorised Supplier's Signature

**NOTE**

1. All quotations must be sent by **Fax OR e-mailed** in a **pdf** format and **NOT** in **Word or Excel** format.
2. Any quotation submitted after the closing date and time shall **NOT** be considered.
3. Ensure that your quotation clearly covers **ALL** the above aspects of the RFQ.
4. **DO NOT** includes insurance to your quote as SANParks provides its own insurance.

5. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to sender of the Request for Quotation **in Supply Chain Management**.
6. SANParks reserves the right to cancel the procurement process at any time without notice, and not issue the order.
7. Conditional quotations will be subject to SANParks acceptance.
8. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date. SANParks shall request the preferred bidder to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. The onus is with the awarded bidder to inform SANParks of any changes to the information provided on such SBD forms. Failure to inform SANParks of such changes on the forms in possession of SANParks and valid for 12 months will result in misrepresentation of facts or information and may result in SANParks terminating the service or contract.
9. Payment of compliant invoice will be effected within 30 days after receipt.

COMPANY STAMP

**FOR OFFICE USE ONLY**

RECEIVED BY \_\_\_\_\_

DATE & TIME RECEIVED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE STAMP

**Please complete both RFQ & Bid Invitation (below) and email together to be considered**

# PART A

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....