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South Africa
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Telephone: + 27 (33) 345 1404
Website: www.nmsa.org.za

Quotation Advert

Opening Date: 21 AUGUST 2026
Closing Date: 28 AUGUST 2026
Closing time: 16h00
RFQ Number: RFQ-KZN.M21AUG0107

Public Entity Details: KwaZulu Natal Museum

SUPPLIER INFORMATION				
NAME OF SUPPLIER				
PHYSICAL ADDRESS				
CONTACT NUMBERS				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA
In terms of Regulation 4(2); 5(2); 6(2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for the specific goals specified of tender in accordance with the table below:				

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the Supplier)
Black Ownership	6	
Women Owned	2	
Youth Owned	2	
Disability Owned	2	
Locality (Msunduzi)	8	

SPECIFICATION and QUOTATION				
DESCRIPTION OF SERVICE	ITEM REQUIRED	QUANTITY	UNIT PRICE	TOTAL UNIT PRICE
Stationery supply: Office Paper	Rotatrim A4 80 GSM Paper	10 BOXES		

SUB TOTAL	R
VAT @ 15% (where applicable)	R

TOTAL PRICE	R
SUPPLIER SIGNATURE:	DATE:

Compulsory Briefing/ Site Visit:

Suppliers to provide the CSD Supplier Number (MAAA ----) and Tax Pin Certificate

Quotations must be sent to scm@nmsa.org.za

Enquiries regarding the advert to be directed to scm@nmsa.org.za

- The RFQ creates no obligation whatsoever on the part of the Museum
- The Museum may amend, recall, or revise the RFQ at any time
- All RFQs submitted in response to this request shall become the property of the Museum
- The Museum is also free to accept, or reject, in whole or in part, all RFQs in the exercise of our sole judgment and discretion
- The Museum reserves the right not to make an appointment.
- If not contacted after 30 days, consider your RFQ unsuccessful.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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YES/NO

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YES/NO

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[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

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Date

.....
Position

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Name of bidder

May 2011