



Registration number 1991/005477/06

9

### REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE  
SUPPLY AND DELIVERY OF GOODS/SERVICES

#### **SECTION 1** Section to be completed by bidder

BIDDER NAME			
BIDDER CONTACT PERSON			
BIDDER CONTACT DETAILS	FAX :	E-MAIL :	
	TEL :	CELL :	

#### **SECTION 2** Section to be completed by SCM

RFQ NUMBER:	RFQ 22/23/49 Printer/Docex/AM	
ISSUE DATE:	2023/03/02	
CLOSING DATE AND TIME:	2023/03/09	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	
HAND DELIVERY ADDRESS	Cnr James Drive & Moreleta Street Silverton 0184	
ENQUIRIES: PROCUREMENT SPECIALIST NAME:	Alexander Mhlongo Tel (012) 845 2554 Email address: <a href="mailto:alexander.mhlongo@postoffice.co.za">alexander.mhlongo@postoffice.co.za</a>	

## THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

---

### EVALUATION CRITERIA

The evaluation of the bidders will be done as follows:

- Gatekeeping Criteria and Bid Conditions
- Specific Goals (Price (80) and Specific Goal (20) or (Price (90) and Specific Goal (10) )
- Product Testing - Testing of sample to be provided by the top 3(Three) highest scoring bidders.

#### 1.1 Gatekeeping Criteria

The bidder is required to provide DOCEX with the following in their bid proposal. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

- a) Bidders must complete pricing schedule **Annexure F** The pricing schedule must be completed in full and in the format provided by DOCEX in this bid document.
- b) Evaluation of Printer will be done per item.

#### 1.2 Bid Conditions

Bidders must submit the following documents with their proposals.

1.2.1 Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered the bidder can register online at the following website [www.csd.gov.za](http://www.csd.gov.za) to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

##### 1.2.2 Tax compliance requirements

DOCEX will not do business with a supplier who is not tax compliant.

The tax compliance requirements as follows:

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.

In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

##### 1.2.3 Specific Goals

The specific goal that this project seeks to achieve is the empowerment and development of emerging micro enterprises (EME's) that are 51% Black owned. Bidders will be required to submit the below proof indicating that they are 51% black owned

- BBBEE Certificate
- Or Sworn Affidavit

The Preferential Point System that will be used are **20/80** (20 Preferential Point and 80 Pricing) or **10/90** (10 Preferential Point and 90 Pricing)

**Note:** Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 20/10 for the specific goals envisioned with this project.

##### 1.2.4 Bidders must complete and submit SBD4

##### 1.2.5 DOCEX shall disqualify bidders that are in the National Treasury list of restricted suppliers.

- 1.2.6 In the event that the bidder is a reseller, the bidder must submit a signed letter from their OEM/Distributor stating that they are an approved reseller for the product/s they propose in the RFP proposal. In addition, the letter must confirm that they will be supported to deliver the required by Docex. Bidders to use template provided – **“Annexure GR”**
- 1.2.7 In the event that the bidder is a distributor, the bidder must submit a signed letter from their OEM stating that they are an approved/certified distributor for the product/s they propose in the RFP Proposal. In addition, the letter must confirm that they will be supported to deliver the required Printer when required by Docex. Bidders to use template provided – **“Annexure GR 1”**
- 1.2.8 In the event that the bidder is an OEM, the bidder must submit a signed letter that they are an OEM for the product/s they propose in the RFP Proposal. In addition, the letter must confirm that they will deliver the required Printer by Docex. Bidders to use template provided – **“Annexure GR 2”**

## Terms and Conditions

---

1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.
5. Bidders are required to complete Annexure A (Pricing Schedule) for all quotations. Failure to complete Annexure A will disqualify the bid. The bid price shall be fixed. It must include all escalations but excluding VAT.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of fourteen (14) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months or more depending on the requirement of the bid.
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality.
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and B-BBEE.
11. The South African Post Office reserves the right:
  - ✓ Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any bid.
  - ✓ To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
  - ✓ To accept part of a bid rather than the whole bid. To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which, these will be purchase out of contract.
  - ✓ To split the award of the bid between two or more Bidders.
  - ✓ To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
  - ✓ To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidden for, whether before or after adjudication of the bid.
  - ✓ To award the contract to a Bidder whose bid was not the lowest in price.
  - ✓ To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
12. Poor performing suppliers will be removed from the SAPO database.
13. Bid price is as per the requirements in the specification.

**Abbreviations:** is as the Procurement policy and procedures

## PRICING SCHEDULE

### ANNEXURE A (1)

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 22/23/49 Printers/Docex/AM
NAME OF BIDDER:	
CLOSING DATE:	2023/03/09

Item No	Description	Quantity	Unit price	Total Price (EXCL. VAT)
1	Printers	10		
			Sub Total	
			VAT 15%	
			Total Incl. vat	

#### NB: Delivery destination for the Printers

- Cape Town- Medium Volume
- Docex HQ - Medium Volume
- Durban Medium Volume
- Pretoria Medium Volume
- Johannesburg Medium Volume
- Randburg Low
- Port Elizabeth Low
- East London Low
- Bloemfontein Low

SIGNATURE .....

CAPACITY .....

COMPANY STAMP

