

SUBMISSION

To: Prospective Bidder
From: Small Enterprise Finance Agency
Date: Friday, 16 February 2024
Subject: **Terms of Reference:** To SUPPLY, DELIVERY AND MAINTENANCE OF WATER COOLERS ON A RENTAL BASIS AND SUPPLY A MAXIMUM OF 5 UNITS OF 20 LITRES MONTHLY FOR A PERIOD 12 MONTHS

TERMS OF REFERENCE

1. PURPOSE OF THE SPECIFICATION

1.1. The purpose of this Request for Quotation (RFQ) is for the supply, **delivery and maintenance of water coolers on a rental basis and supply a maximum of 5 units of 20 litres monthly for a period 12 months at sefa Regional Office , Kimberley Northern Cape.**

2. BACKGROUND

2.1. Small Enterprise Finance Agency (SOC) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).

2.2. **sefa's** mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.

**Note for SCU only*

RFQ No.	3387
Issue Date	16 February 2024
Closing Date and Time	21 February 2024 at 11:00 am
Closing date for questions and answers	Responses should be submitted electronically to tamsangam@sefa.org.za / Procurement@sefa.org.za
Method of submission.	It is the Bidder's responsibility to ensure that the email is received on time by sefa .



3. SCOPE OF WORK

- 3.1 Provide **sefa** on rental basis with one (01) floor standing water coolers and dispensers with 20 litre capacity (12 months rental).
- 3.2 Provide a sanitation and servicing of coolers at a minimum every six months
- 3.3 Maintain and repair the coolers as and when necessary or on the request of the Client.

3.2 Quantity Details

- 3.2.1 Quantities: One (01) Freestanding water coolers (hot & cold-water dispensers);
- 3.2.2 Quantities: Five (05) purified water bottles per month (size of the bottles 20 litres).

3.3 Water Coller Specifications

- 3.3.1 Supply 20 litre polycarbonate bottles with handle or equivalent; Supply stand-alone units and freestanding bottle-type;
- 3.3.2 Non-spill cap to prevent splashing;
- 3.3.3 Built-in handle reducing the risk of injury when being replaced;
- 3.3.4 Quick and easy to clean water coolers/bottles;
- 3.3.5 Compressor cooling capability;
- 3.3.6 Cooling capacity: 3.0 lt/hr at 10°C or equivalent
- 3.3.7 Heating Capacity: 5.0 lt/hr at 90°C or equivalent
- 3.3.8 Ambient operation temperatures: 10°C - 38°C or equivalent;
- 3.3.9 Cooling power consumption: 112 W or equivalent;
- 3.3.10 Heating power consumption: 500 W or equivalent;
- 3.3.11 Dimensions: 31 x 31 x 96 cm or equivalent; and
- 3.3.12 Net weight: 17.0 kg or equivalent.

3.4 Water cooler maintenance

- 3.4.1 Maintenance of water coolers, at the Service Provider's cost, for the duration of the contract;
- 3.4.2 Free replacement of faulty water coolers by the Service Provider, for the duration of the contract, and
- 3.4.3 All the water cooler, spares/consumables used for this contract must be purchased from original suppliers and shall be brought to the site in original packing. Collection of empty bottles by the Service Provider.



4. MANDATORY REQUIREMENTS

No	Mandatory Requirements	Comply / Not Comply
1	<p>The bidder must provide at least two (2) references of current or previous contracts in supplying and delivery of purified water and water coolers in the past three (3) years.</p> <p>NB: Reference letters must be on the client-company letterhead that confirms that the company is supplying or has previously supplied water coolers. (Reference letters should contain the following detail: Client's company name, name and position of the person who may be contacted with telephone numbers and description of services)</p>	
2	<p>The bidders must have an presence in the Northern Cape Province: Please attach one or more of the below listed documents and the document(s) should be valid at the time of submission:</p> <ul style="list-style-type: none">• Copy of Utility Bill or• Lease agreement or• Title Deed or• Official letter with stamp from the local councilor <p>Company Registration documentation outlining the physical address of the company.</p>	

Bidder (s) who failed to comply with above Mandatory requirements will not be considered for further evaluation.



5. PRICE SCHEDULE

DESCRIPTION	QUANTITY	RENTAL PER MONTH (VAT EXCLUSIVE)	RENTAL PER MONTH (VAT INCLUSIVE)
Hot & Cold Floor Standing Water Cooler	1		
20ltr Purified Water Bottles - (Refilled Monthly)	5		
Sanitation and servicing of coolers every 6 months			
Sub-Total			
VAT @ 15%			
GRAND TOTAL VAT INCLUSIVE FOR 12 MONTHS			

Bidders are requested to submit a quotation on their letterhead.

Bidder must provide Data sheet of the Servers and Storage Area Network that clearly indicates the proposed options or configurations as part of the valuation. If features are listed in the supplied datasheets which are not included in the pricing schedule the bidder must CLEARLY indicate which features are not included in the proposal and excluded from the pricing.



6. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this RFQ **MUST** be addressed to Supply Chain Office at tamsangam@sefa.org.za

Please note:

1. Quotations should be emailed to reach **sefa** by no later than **11:00 am** on **21 February 2024**.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: _____
4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
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5. Is/are the price(s) firm for the duration of the _____ contract?

Yes	No	N/a
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6. Is the offer strictly to specification?

Yes	No	N/a
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7. If not to specification, state deviation(s); _____

8. All Prices must be **VAT inclusive** if the **Service Provider** is **VAT vendor**, if no indication is given, prices will be evaluated as inclusive;

9. **No quotations received after the closing time and date will be accepted.**

10. It is the responsibility of the **tenderer to verify the receipt** of any email forwarded to this office.

11. If you are unable to quote, please email this page back to the sender and state the reason below

Reason for no quote: _____

12. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

I / we agree that the offer herein shall remain binding upon me / us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.

Signature of Tenderer

Name and Capacity

Date

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting
the accompanying bid, do hereby make the following statements that I certify to
be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



(10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
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Position	Name of bidder



PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a



tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$



Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	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 tenderer)
Black Ownership	10	
30% Black women ownership	5	



The specific goals allocated points in terms of this tender	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 tenderer)
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMEEs (Entities that are EME or QSE)	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of company/firm.....

4.4. Company _____ registration _____ number: _____

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;



- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



Dear Prospective Bidders

sefa takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663

FRAUD ALERT!

sefa warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663 **sefa**