



Registration number 1991/005477/06

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 23/24/ 59/ National Automation Printers – Consumables and Servicing/BM	
ISSUE DATE:	2023/12/06	
CLOSING DATE AND TIME:	2023/12/15	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	
HAND DELIVERY ADDRESS	RFQ 23/24/59/National Automation Printers – Consumables and Servicing/BM Cnr James Drive & Moreleta Street Silverton 0184	
ENQUIRIES: PROCUREMENT SPECIALIST NAME:	Blondie Makondo	

SPECIFIC GOALS (THE PREFERENTIAL POINT SYSTEM)

- 3.1 The specific goal that for this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned or more.
- 3.2 Bidder must submit the below proof that the bidder is 51% black owned or more
- BBBEE Certificate
 - Or Sworn Affidavit
 - ✓ Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.
 - ✓ Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders
- 3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise or more.
- 3.4 The Preferential Point System that will be used for this RFQ are -20/80 (20 Specific Goals and 80 Pricing) or 10/90 (10 Specific Goals and 90 Pricing)

COMMERCIAL (PRICE (80) AND SPECIFIC GOALS (20) OR (PRICE (90) AND SPECIFIC GOALS (10))

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black ownership or more		0

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		10

Bidding Company is not an EME with a 51% Black ownership or more	0
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Note: Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20/10 for the specific goals but zero (0) point will be scored.

COMPLIANCE DOCUMENTS

Bidders must submit the below documents for compliance purposes.

5.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit CSD full report that is valid in terms of Tax compliant

5.2 Tax compliance requirements

SAPO will not do business with a supplier who is not tax complaint.

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.

5.3 Bidders must complete and submit SBD4

5.4 Bidders must complete and submit SBD1

Note: SAPO shall disqualify bidders that are in the National Treasury list of restricted supplies.

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 and 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 (90) 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 where necessary
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 RFQ 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 bidded 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 23/24/59/ National Automation Printers – Consumables and Servicing/BM
NAME OF BIDDER:	

Product Description	Quantity	Unit Price	Total Price Including VAT
Orange ink solution	12	R	R
Additive solution	30	R	R
cleaning solution	9	R	R
Total Overall Price Including VAT			R

1. The bidder warrants that the pricing quoted above is free of any errors or omissions and that he/she is able to deliver the scope of work on the prices quoted.
2. The bidder must bid/quote for all items in the pricing schedule. It is compulsory that the pricing schedule be completed fully and correctly. Non comply shall be disqualified
3. Bidders will not be requested to correct the prices after the closing of the bid. Incomplete pricing will be deemed as a non-responsive bid and will not be considered in the evaluation process.

DECLARATIONS

I, _____, hereby understand the terms and conditions and declare that the information provided above is correct.

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SIGNATURE OF BIDDER

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NAME IN CAPITALS

SIGNATURE

CAPACITY

COMPANY STAMP

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- The bidder warrants that the pricing quoted is free of any errors and that the pricing is in compliance to the specification.
- The bidder provides the South African Post Office with an **unconditional discount** of _____%

SIGNATURE

CAPACITY

COMPANY STAMP

