

## REQUEST FOR QUOTATION

You are hereby invited to submit quotations to South African Post Office, Limited for the Supply and Delivery of goods/Services as outlined in Annexure "A" [Price Schedule] of this Request for Quotation.

### SECTION 1 [to be completed by Bidder]

SAPO Vendor No:

CSD Vendor No:

**MAAA**

[if available]

Bidder [Company] Name:

Bidder Contact Person:

Bidder Contact Details:

Cell Phone Number:

E-mail Address:

### SECTION 2 [to be completed by Supply Chain Management]

Request for Quotation No:

**RFQ/23/24/01/B/WITS**

Issue date:

**2023-05-09**

Compulsory Site Visit:

**PROPERTIES BOARDROOM, EXCOM BUILDING,  
ENTRANCE 8 POLLY STREET, CITY AND SUBURBAN,  
JOHANNESBURG**

Site Visit Date &amp; Time:

**FRIDAY, MAY 12, 2023 @ 10H00**

Site Visit address:

**PROPERTIES BOARDROOM, 8 POLLY STREET, CITY AND  
SUBURBAN, JOHANNESBURG**

Closing Date &amp; Time:

**FRIDAY MAY 19, 2023 @ 11H00**

Submission of Tender Documents:

**"RED" TENDER BOX, SAPO PROPERTIES, 8 POLLY  
STREET, OFF MOOI STREET, CITY AND SUBURBAN,  
JOHANNESBURG**

Validity Period:

**90 DAYS [from date of RFQ closure]**

Enquiries:

**SUPPLY CHAIN – WITS**

Name:

**BERNADETTE VAN ZYL**

Contact numbers:

Office:

**011-221-5800**

E-mail Address:

**Bernadette.vanzyl@postoffice.co.za**

#### **GATEKEEPER CRITERIA**

1. Bidders must submit a completed Pricing Schedule/Bill of Quantity in full and in the format provided by SAPO in this bid document.
2. Attendance of compulsory briefing session and/or site inspection.
3. Bidders must submit the following mandatory documents.
  - 3.1 Bidder must be registered with CIDB, at minimum level ME (Air conditioning experience)

#### **BID CONDITIONS**

1. Bidders are required to submit the following documents;
  - 1.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit full CSD report.
  - 1.2 Bidders must submit their unique personal identification number (pin) issued by SARS to enable the SAPO to view the bidder's profile and tax status. The unique personal identification number (pin) must be of the bidding company.  
SAPO will not do business with a supplier who is not tax compliant.
  - 1.3 Tenderers are required to submit proof of Specific goals [The Preferential Point System]
    - 1.3.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.
    - 1.3.2 Bidder must submit the below proof that the bidder is 51% black owned
      - BBEE Certificate or
      - Sworn Affidavit
      - Only SANAS accredited BBEE certificates are acceptable. In the event that this requirement 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.
    - 1.3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise
    - 1.3.4 The Preferential Point System that will be used for this tender are -20/80 (20 Preferential point and 80 Pricing) or 10/90 (10 Preferential point and 90 Pricing)
  - 1.4 Tenderers who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the tendering process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.
  - 1.5 However, should institutions stipulate a specific B-BBEE Status Level as prequalification criteria in terms of Regulation 4 and the tenderer does not meet this requirement; institutions must disqualify such tenderer as having submitted an unacceptable tender.
  - 1.6 A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
  - 1.7 Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
  - 1.8 AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:
    - 1.8.1 Tenders other than EME
    - 1.8.2 Tenderers who qualify as EMEs
    - 1.8.3 Verification agencies accredited by SANAS; or Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths. B-BBEE certificate
  - 1.9 Bidders must complete and submit SBD4
  - 1.10 Bidders must complete and submit SBD1
  - 1.11 Bidder Referral letters: Bidders to submit two [2] or more original, signed referral letters from current clients on company letterheads not older than twelve [12] months
  - 1.12 Bidder Company Experience: reference should be applicable to service requirements as mentioned in this Bid Specification document, including number of years in Business

## DECLARATION

I, the undersigned [name] \_\_\_\_\_ certify that I have read and understand the conditions of this Request for Quotation.

SIGNATURE : \_\_\_\_\_

NAME OF DELEGATED SIGNATORY : \_\_\_\_\_  
[PRINT IN FULL] In his/her capacity of

DESIGNATION OF SIGNATORY : \_\_\_\_\_  
[PRINT IN FULL] Who warrants his/her authority to sign on behalf of

NAME OF BIDDER [COMPANY] : \_\_\_\_\_

DATE : \_\_\_\_\_

## BID EVALUATION CRITERIA [as per Specification]

The bid will be evaluated in three [3] phases:

**1. Phase 1: Gatekeeping Criteria**

Only bidders that have complied with the gatekeeping criteria will be evaluated for functionality

**2. Phase 2: Commercial**

Price [80/100] and Preferential Point [20/100] according to threshold

## THE RFQ EVALUATION REQUIREMENTS

1. Stage 1 – Price Evaluation

2. Stage 2 – Preferential Point Evaluation

The RFQ will be evaluated on the 80/20 preference point system

The following formula will be used to calculate the points for price in respect of Bids/Procurement with a Rand value +up to a Rand value of R5 000 000.00 [Inc. VAT]

$$\text{Formula: PS} = 80 \left\{ 1 - \frac{\text{PT} - \text{P min}}{\text{P min}} \right\}$$

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 goals 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 goals 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

## STATEMENT OF WORK SUCCESSFULLY COMPLETED BY THE BIDDER

Name of Bidder: \_\_\_\_\_

Bidders must insert in the space provided below, and submit with their bids the following statement showing the work, which they have successfully carried out.

FOR WHOM	NATURE OF WORK	VALUE	FROM	UNTIL

Signature: \_\_\_\_\_

Name of Delegate Signatory: \_\_\_\_\_  
[Print] In his / her capacity of

Designation of Signatory: \_\_\_\_\_  
[Print] Who warrants his / her authority to sign on behalf of

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

## BIDDER'S DECLARATION OF INTEREST

1. Any legal person or persons having a kinship with persons employed by the South African Post Office Limited may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the Bidder or his/her authorized Representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where –
  - The legal person on whose behalf the bidding document is signed, has a relationship with person/ a person who are/is involved in the evaluation/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:

	QUESTIONS	ANSWER: YES/NO	IF, YES, STATE PARTICULARS
2.1	Are you or any person connected with the Bidder, employed by the South African Post Office?		
2.2	Do you or any person connected with this Bidder, have any relationship [family, friends, other] with a person employed by the South African Post Office and who may be involved with the evaluation and/or adjudication of this bid?		
2.3	Are you or any person connected with the Bidder, aware of any relationship [family, friends, other] with a person who may be involved with the evaluation and/or adjudication of this bid?		
2.4	Were you or any person in your company involved or assisted SAPO employees in the development and/or drafting of the specification for this bid?		
	<b>INITIALS AND SURNAME</b>	<b>IDENTITY NUMBER [ID]</b>	
2.5	Shareholders of this Company		
2.6	Directors		
2.7	Trustees		

2.8 Director/Trustee must declare as follows:

INITIALS AND SURNAME	IDENTITY NUMBER [ID]	EMPLOYEE NUMBER

3. Non-disclosures shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.
4. The Bidder acknowledge that the stipulation of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting for a breach by the Bidder shall be payable by the Bidder should he/she be proven guilty.

## DECLARATION

I, the undersigned [FULL NAMES] \_\_\_\_\_  
Certify that the information furnished in paragraph 2.1 to 2.8 above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

SIGNATURE : \_\_\_\_\_

NAME OF DELEGATED SIGNATORY : \_\_\_\_\_  
[PRINT IN FULL] In his/her capacity of

DESIGNATION OF SIGNATORY : \_\_\_\_\_  
[PRINT IN FULL] Who warrants his/her authority to sign on behalf of

NAME OF BIDDER [COMPANY] : \_\_\_\_\_

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 is 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 interest<sup>1</sup> 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 Names	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:

---



---

<sup>1</sup> 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.



- 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 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 consortium<sup>2</sup> 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.  
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 (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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

<sup>2</sup>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.

**ANNEXURE A – PRICE SCHEDULE**

REQUEST FOR QUOTATION

**RFQ/22/23/01/B/WITS**

[RFQ] NUMBER:

NAME OF BIDDER:

CLOSING DATE AND TIME:

**FRIDAY, MAY 19, 2023****@ 11H00**

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE [EXCL. VAT]
1	CROWN MINES – SERVICE AND REPAIRS	1		
	CROWN MINES – REPLACEMENT	1		
2	KIBLER PARK – SERVICE AND REPAIRS	1		
	KIBLER PARK – REPLACEMENT	1		
3	BRAAMFONTEIN – SERVICE AND REPAIRS	1		
	BRAAMFONTEIN – REPLACEMENT	1		
4	SOUTHGATE – SERVICE AND REPAIRS	1		
	SOUTHGATE – REPLACEMENT	1		
SUB TOTAL				
VAT [15%]				
TOTAL				

**PLEASE ATTACHED YOUR OFFICIAL QUOTE TO THIS PAGE****Key Requirements [to be attached on response]**

Requirements	Yes	No
• Valid Tax Clearance Certificate		
• Valid BEE Certificate or Sworn Affidavit		
• Proof of CSD Vendor Number		
• Proof of Relevant supporting documents		

[Please tick "yes" or "no" above]

**In any of the above answers is "NO", please supply reason below.**


- 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 \_\_\_\_\_ %.
- **NOTE:** If you have not been contacted within 30 days of the closing date of this RFQ, please accept that your quotation was unsuccessful.
- Delivery of goods will be made no later than 14 days from Official Purchase Order date.

## DECLARATION

I, the undersigned [name] \_\_\_\_\_ certify that price quote is correct and free of any errors and that pricing is in compliance to the specification.

SIGNATURE : \_\_\_\_\_

NAME OF DELEGATED SIGNATORY : \_\_\_\_\_

[PRINT IN FULL] \_\_\_\_\_ In his/her capacity of

DESIGNATION OF SIGNATORY : \_\_\_\_\_

[PRINT IN FULL] \_\_\_\_\_ Who warrants his/her authority to sign on behalf of

NAME OF BIDDER [COMPANY] : \_\_\_\_\_

DATE : \_\_\_\_\_