

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS  
FOR THE PROVISION OF *description of works***

<b>Project title:</b>	<b><i>Procurement for Audio Visual Equipment</i></b>		
<b>RFQ No:</b>	RFQ 233/22/CC	<b>Closing Date:</b>	<b>16 March 2023</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>60 days</b>

**1. COMPLETION OF QUOTATION/BID DOCUMENTS:**

**1.1 All quotations documents must be completed in ink.**

All quotations and completed SBD forms must be addressed to the South African Social Security Agency or must be **Hand delivered** in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION.**

**Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083**. Late quotations will not be considered.**

**1.2 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.**

**1.3 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. **SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.****

**1.4 Your quotation must include costs breakdown and that is inclusive VAT inclusive, (where applicable)**

**1.5 Quotations above R30 000 must be accompanied by an original or certified original B-BBEE certificate issued by SANAS accredited agencies.**



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at the right time and place. NJALO!*

South African Social Security Agency  
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 • Fax: +27 12 400 2257  
[www.sassa.gov.za](http://www.sassa.gov.za)

Exempted Macro Enterprise (EME's) must submit an original Sworn Affidavit signed by EME's representative and attested by commissioner of oath. Failure to submit will result into the supplier not awarded points for B-BBEE level of contribution.

- 1.6 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.7 Suppliers to indicate validity of quotation and delivery date for goods and services.
- 1.8 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

## 2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
<i>Procurement for Audio Visual Equipment</i>	

**NB: Please find attached SBD Forms and Detailed Specification or TOR's**

## 3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

<b>BUYER:</b>	K Pillay	<b>Telephone no:</b>	012 4002570
<b>Cell no:</b>	N/A	<b>Fax no:</b>	

**Name: Khoreisha Pillay**

**Signature:** 

**Date: 9 March 2023**









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**SPECIFICATION FOR AUDIO VISUAL EQUIPMENT**

NO.	DESCRIPTION	IMAGE	QTY
1.	<p><b>Alfatron PA100v Power Amplifier or Equivalent</b></p> <p><b>Product Features</b></p> <ul style="list-style-type: none"> <li>• Mono audio output at 40 Watts</li> <li>• Switchable between 70V and 100V. Ducking function</li> <li>• 16 ID codes for controlling between different PA100V amplifiers</li> <li>• 3-level MIC input, supports condenser microphone, dynamic microphone, and wireless microphone</li> <li>• MIC port can support balanced/unbalanced signals, suppressing the external noise effectively</li> <li>• Two stereo audio inputs and one digital audio input, switchable via panel button, IR remote and RS232</li> <li>• Volume / Bass / Treble controllable via panel buttons, IR remote and RS232</li> <li>• Fast switching speed for good performance. Convection cooled, a fan is not needed</li> <li>• LED indicator, for power and working status</li> <li>• Antistatic case design to provide good protection for long-term and stable performance</li> </ul>	 	01
2.	<p><b>1x 8 ports HDMI splitter (1 in from PC 4 out to TVs)</b></p> <p><b>Connection and operation</b></p> <ul style="list-style-type: none"> <li>• Connect the switch input port to the HDMI signal source through the HDMI cable;</li> <li>• Connect the switch output port to the HDMI display device through the HDMI cable;</li> <li>• Connect the 5V power supply to the 2x1 HDMI</li> </ul> <p><b>Product Features</b></p> <ul style="list-style-type: none"> <li>• Support HDMI1.4 version</li> <li>• Support 3D video format</li> <li>• Supports maximum resolution up to 1080P</li> <li>• Supports the use of standard AWG26 cable, input transmission distance of up to 15 meters, output transmission distance of up to 25 meters (1080P and below resolution)</li> </ul>		01

	<ul style="list-style-type: none"> <li>• Support single signal display, distributed to multiple outputs, such as input to DVD player, A/V receiver, set-top box</li> <li>• 5V/2A power adapter P</li> </ul> <p><b>Feature of product</b></p> <ul style="list-style-type: none"> <li>• Easy to operate and quick to install</li> <li>• Multiple sets of HDMI signals are simultaneously output</li> <li>• Achieve powerful cascading functions</li> <li>• It is synchronously sent to multiple sets of identical HDMI signals through a set of HDMI signals, with damping and amplification. The HDMI splitter series can reach transmission distances of up to 10 meters. A more powerful output group function can be achieved when cascading. The HDMI splitter series provides an ideal solution for the high definition TV industry, field work engineering, satellite set-top boxes, DVD, projection, data center monitoring, education industry, corporate training, etc.</li> </ul>		
3.	<p>HMDI cables (2), HDMI extender (1) and DVI male to HDMI female (1)</p> <p>NB: Cable length should be 30 meter</p>		01
4.	<p><b>Speakers and Amplifier: Equivalent to Alfatron ALFC-606 with backbox</b></p> <ul style="list-style-type: none"> <li>• Frequency response: 70 ~ 20KHz</li> <li>• Sensitivity (1M/1W): 90dB</li> <li>• Power Handling: 30W</li> <li>• Power Taps: 30W / 15W / 7.5W / 3.8W; 8Ω</li> <li>• Line input: 100V / 70V; 8Ω</li> <li>• Hole for Mounting: Ø 250 (Diameter)</li> <li>• Dimensions (mm): Ø 270 (Diameter) x 180mm</li> <li>• 2 way 6" loudspeaker with backbox</li> <li>• 30W 8Ω</li> <li>• 30/15/7.5W @ 70V/100V, 70-20,000Hz</li> <li>• 90dB 1W 1M</li> <li>• Dimensions (L x H): 270mm x 180mm, mounting hole 250mm diameter</li> <li>• White</li> </ul>	 	01

5.	<p><b>Barcode Scanner</b></p> <p>Equivalent to model Zebra LS 2208 which support 2D and QR scanning</p> <p>7 ft Black.</p> <p>Scanner type: 1D</p> <p>Sensor type: Laser</p> <p><b>Decoding standards:</b> UPC/EAN UPC/EAN with Supplementals UCC/EAN 128 Code 39 Code 39 Full ASCII Code 39 TriOptic Code....</p> <p><b>Standard interfaces:</b> RS-232,RS-485,Keyboard wedge, USB</p> <p><b>Cable length:</b> 2.1 m.</p> <p><b>Product Colour:</b> Black</p> <p><b>Weight:</b> 146 g. Dimensions (WxDxH): 63.5 x 84.8 x 152.4 mm</p> <p><b>Multiple interfaces on-board - Ensures flexible connectivity, allowing for host future proofing</b></p> <p><b>Reduced Space Symbology (RSS) - Helps you leverage your hardware investment</b></p> <p><b>Scan element based on LIM technology - Durability you can count on with a lifetime warranty</b></p> <p><b>Universal cables for sharing - Allows for easy replacement and/or upgrades</b></p> <p><b>Working range: contact to 17 in./43 cm on 100 percent UPC - Improves user productivity</b></p> <p><b>Bright LED and beeper with adjustable volume - Multiple modes of confirmation ensure positive user feedback</b></p> <p><b>Ergonomic design - Reduces user fatigue with sleek, balanced form</b></p> <p><b>Fast performance - Reads 100 scans per second</b></p>	<p>02</p> 
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	<p><b>Flash memory - Facilitates updates/customization of product in the field</b></p> <p><b>Global Trade Item Number (GTIN) Compliant - Capable of decoding and transmitting 14-digit GTINs where appropriate</b></p> <p><b>Advanced Data Formatting (ADF) enables users to modify data prior to sending to host computer - Eliminates costly modifications to the host software</b></p>		
6.	<p><b>Cabinet</b></p> <p>6u wall mounted steel cabinet with glass door and one fan on top.</p> <p>To be mounted at site and supplied with electricity inside as well as a five way multi plug inside.</p>		01
7.	<p><b>Data Network Cable</b></p>		01
	<p>The appointed bidder will be required to supply, install and configure and mount all the equipment. Please cost including travel, substance and sundries cost.</p> <ul style="list-style-type: none"> <li>• The successful bidder will be required to supply, install, configure and mount all the equipment at SASSA Head Office against the walls and route the HDMI cables to the cabinet.</li> <li>• The successful bidder will be required to place all supplied speakers at SASSA Head Office and route the speaker cables to the cabinet.</li> </ul>		

## 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.

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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{max}$  = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
<b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</b>				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

#### 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:** .....

.....

.....

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## STANDARD BIDDING DOCUMENT (SBD) 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** 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 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.

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<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.



## STANDARD BIDDING DOCUMENT (SBD) 4

**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:

.....

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.....

**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;

## **STANDARD BIDDING DOCUMENT (SBD) 4**

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.

3.5 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.

3.6 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.

3.7 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

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<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.

**STANDARD BIDDING DOCUMENT (SBD) 4**

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