



ERRATUM

PART A

INVITATION TO BID – SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 09/01/2023	DATE OF ISSUE:	17/02/2023	CLOSING TIME:	12H00
		CLOSING DATE:	07/03/2023		
DESCRIPTION	Re-issued: Supply, Delivery and Maintenance of Water Coolers on a Rental basis and Supply a Maximum of 60 units of 20 Litres Monthly for a period 36 Months transported to ICASA (NOTE: if you submitted previously, kindly resubmit on this new document)				
BID RESPONSE DOCUMENTS MUST BE EMAILED TO THE BELOW EMAIL)					
Submissions must be emailed to RFQResponses@icasa.org.za with the subject: RFQ 09/01/2022 Water Coolers / dispensers Rental and Purified water for 36 Months					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Siyathokoza Ntombela		CONTACT PERSON	Boitumelo Phayane	
TELEPHONE NUMBER	012 568 3833		TELEPHONE NUMBER	012 568 3892	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	sntombela@icasa.org.za		E-MAIL ADDRESS	bphayane@icasa.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
1.5. ORIGINAL CERTIFIED COPY OF A BBBEE CERTIFICATE ISSUED BY SANAS ACCREDITED VERIFICATION AGENCY OR ORIGINAL CERTIFIED SWORN AFFIDAVIT (TO CLAIM THE BBBEE POINTS, BIDDERS ARE URGED TO SUBMIT THEIR ORIGINAL CERTIFIED COPY OF A BBBEE CERTIFICATE ISSUED BY SANAS ACCREDITED VERIFICATION AGENCY OR ORIGINAL CERTIFIED AFFIDAVIT IN OUR TENDER BOX SITUATED AT OUR HEAD OFFICE, AT 350 WITCH HAZEL AVE, ECO POINT OFFICE PARK, ECO PARK, CENTURION ON BY CLOSING DATE 07/03/2023 AT 12:00PM)
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

SERVICES SCHEDULE

REQUEST FOR SUPPLY, DELIVERY & MAINTENANCE OF WATER COOLERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. Purpose

The ICASA seeks to appoint a prospective Service Provider for the supply, delivery, maintenance of water coolers and purified water to the ICASA Head Office in Centurion, for a period of **thirty-six (36) months**.

SCOPE OF WORK

Water Cooler (36 months rental)

1.1. Supply, delivery & maintenance of water coolers and purified water.

Quantity details:

1.1.1. Quantities: twenty-three (23) water coolers (hot & cold-water dispensers);

1.1.2. Quantities: 60 purified water bottles per month (size of the bottles 20 litres) .

1.2. Water coolers specifications

- 1.2.1. Supply 20 litre polycarbonate bottles with handle or equivalent;
- 1.2.2. Supply stand-alone units and freestanding bottle-type;
- 1.2.3. Non-spill cap to prevent splashing;
- 1.2.4. Built-in handle reducing the risk of injury when being replaced;
- 1.2.5. Quick and easy to clean water coolers/bottles;
- 1.2.6. Compressor cooling capability;
- 1.2.7. Cooling capacity: 3.0 It/hr at 10°C or equivalent;
- 1.2.8. Heating Capacity: 5.0 It/hr at 90°C or equivalent;
- 1.2.9. Ambient operation temperatures: 10°C - 38°C or equivalent;
- 1.2.10. Cooling power consumption: 112 W or equivalent;
- 1.2.11. Heating power consumption: 500 W or equivalent;
- 1.2.12. Dimensions: 31 x 31 x 96 cm or equivalent; and
- 1.2.13. Net weight: 17.0 kg or equivalent.

1.3. Water coolers maintenance

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

2. Special conditions of the Contract

- ICASA may, at its sole discretion, award the services or any part thereof to the service provider;
- Any damage to the water coolers/bottles should be reported to ICASA Immediately and it will be the responsibility of the service provider to replace the damaged water coolers at no cost.
- This contract is valid for thirty-six (36) months from the effective date;
- The water coolers should have environmentally friendly cooling systems;
- All bottled water should have a visible seal when arriving at the ICASA Head Office;
- Costs should be inclusive of VAT and annual escalation;
- Water quality certificates shall be submitted by the winning bidder immediately after delivery of the bottled water (where delivered);
- ICASA will liaise with the service provider as per the quantities required for that month depending on the consumption, if additional quantities are required then the service provider will invoice ICASA based on the delivered quantities for that month. If no additional water is ordered, the Service Provider will not claim the amount as part of the contract (maximum)of 60 (20L) bottles ; and
- The Service Provider must indicate the validity period of warranty/guarantee applicable.

PRICING SCHEDULE

Name of bidder.....	Bid number: ICASA RFQ 09/01/2023
Closing Time: 12:00pm	Closing date: 07th March 2023

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Description of goods and services	Rental Price Per each Water Cooler includes Maintenance	Quantity of Water Coolers	Total Rental for 23 Water Coolers & Maintenance Monthly	Rental Period	Total Price for 12 months
Year 1 Rental: Hot & cold-water coolers/dispensers Including maintenance.	R_____	23	R_____	12 months	R_____
Year 2 Rental: Hot & cold-water coolers/dispensers Including maintenance.	R_____	23	R_____	12 months	R_____
Year 3 Rental: Hot & cold-water coolers/dispensers Including maintenance	R_____	23	R_____	12 months	R_____
	Unit Price Per each 20 Litre	Quantity of 20 Litres	Total Price for 60 Units of 20 Litres Supplied monthly	Period	
Year 1: Supply and deliver 20 litres purified bottled water	R_____	60	R_____	12 months	R_____
Year 2: Supply and deliver 20 litres purified bottled water	R_____	60	R_____	12 months	R_____
Year 3: Supply and deliver 20 litres purified bottled water	R_____	60	R_____	12 months	R_____
Grand Total					R_____

EXAMPLE:

Rental Price Per each Water Cooler includes Maintenance	X	Quantity of Water Coolers	=	Total Rental for 23 Water Coolers & Maintenance Monthly	X	Rental Period	=	Total Price for 12 months
		23 units				12 months		

- Required by: Independent Communications Authority of South Africa (ICASA)

- At: 350 Witch-Hazel Avenue, Eco Point Office Park
Eco Park, Centurion

- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery

*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



BIDDER'S DISCLOSURE – SBD 4

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:

.....
.....

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.



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

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.



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



PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – SBD 6.1

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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



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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 Level	<u>4 Points</u> Level 1 - 4 Level 2 - 3 Level 3 - 2 Level 4 - 1 Level 5 - 0 Level 6 - 0 Level 7 - 0 Level 8 - 0 Non-compliant - 0	<u>8 Points</u> Level 1 - 8 Level 2 - 7 Level 3 - 6 Level 4 - 5 Level 5 - 4 Level 6 - 3 Level 7 - 2 Level 8 - 1 Non-compliant - 0		
Woman Owned	<u>2 Points</u> 51–100% - 2 0-50% - 0	<u>5 Points</u> 51–100% - 5 0-50% - 0		
Black Owned	<u>2 Points</u> 51–100% - 2 0-50% - 0	<u>3 Points</u> 51–100% - 3 0-50% - 0		
Youth	<u>1 Points</u> Yes – 1 No - 0	<u>2 Points</u> Yes – 2 No - 0		
People living with Disability	<u>1 Points</u> Yes – 1 No - 0	<u>2 Points</u> Yes – 2 No - 0		
Total				



Returnable Documents

Documents	Please tick of submitted
Original Certified BEE Certificate or an original Sworn Affidavit	
CIPC Document	
Original Sworn Affidavit	
CSD Report	

Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by RFQ closing will not result in disqualification (if tenderer is otherwise deemed to be responsive/acceptable in all other aspects). The tenderer will, however, be scored zero for Specific goals for purposes of PPPFA scoring and ranking.

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:
.....
.....
.....