



National Gambling Board
South Africa

a member of **the dtic** group

REQUEST FOR QUOTATION

RFQ 012(2026/2027):

**REQUEST FOR QUOTATION ON SUPPLY AND
DELIVERY OF OFFICE GROCERIES**

1. BACKGROUND

- 1.1 The National Gambling Board (the NGB) hereby invites price quotations from the service providers for the supply and delivery of groceries for the NGB office.

2. PURPOSE OF REQUEST FOR QUOTATION

- 2.1 The purpose of this RFQ is to call for quotations from suitably qualified service providers to supply and deliver groceries to the NGB office on an ad hoc basis for a period of twelve (12) months.

3. SPECIFICATIONS

- 3.1 The following is the list of groceries that will be requested as and when required:

No.	Item description	Quantity
1.	Clover Full Cream Milk 1litre	180 boxes (6 in a pack)
2.	Clover Low Fat Milk 1litre	60 boxes (6 in a pack)
3.	Jacobs Coffee 200g	120 bottles
4.	Nescafe Classic 200g	120 bottles
5.	Freshpak Pure Rooibos 500g Teabags	120 boxes
6.	Joko Strong Quality 500g Teabag	120 boxes
7.	Cremora Coffee and Tea Creamer 750g	120 boxes
8.	Selati Golden Brown Sugar 2kg	180 bags
9.	Mr. Sheen automatic dishwasher tablets 2kg	24 bags

- 3.2 Kindly note that where brands are mentioned; equivalent products will be considered.
- 3.3 Provide a quotation based on the item description and quantities provided. This quantity is based on our current monthly consumption multiplied by twelve (12) months.
- 3.4 Service providers must provide a unit price for each item. Orders will be placed once a month at the unit cost provided for the duration of the contract.
- 3.5 The unit cost and total cost must be inclusive of all anticipated price fluctuations. The quotation submitted must be firm for the duration of the contract.

4. FUNCTIONALITY CRITERIA

4.1 The quotations received will be evaluated according to the criteria below, which aligns with the specification:

No	Criteria	Bidder's Response		
		Yes	No	Supporting documentation
1.	Did a service provider quote for: <i>Clover Full Cream Milk 1litre 180 boxes (6 in a pack)?</i>			
2.	Did a service provider quote for: <i>Clover Low Fat Milk 1litre 60 boxes (6 in a pack)?</i>			
3.	Did a service provider quote for: <i>Jacobs Coffee 200g 120 bottles?</i>			
4.	Did a service provider quote for: <i>Nescafe Classic 200g 120 bottles?</i>			
5.	Did a service provider quote for: <i>Freshpak Pure Rooibos 500g Teabags 120 boxes?</i>			
6.	Did a service provider quote for: <i>Joko Strong Quality 500g Teabag 120 boxes?</i>			
7.	Did a service provider quote for: <i>Cremora Coffee and Tea Creamer 750g 120 boxes?</i>			
8.	Did a service provider quote for: <i>Selati Golden Brown Sugar 2kg 180 bags?</i>			
9.	Did a service provider quote for: <i>Mr. Sheen automatic dishwasher tablets 2kg 24 bags</i>			

5. RFP TERMS AND CONDITIONS

5.1 The following conditions will apply:

5.1.1 All prospective service providers must be registered on National Treasury's Central Supplier Database (CSD) prior to submission of quotations;

- 5.1.2 Prices quoted must be firm prices and VAT inclusive;
- 5.1.3 Quotation must be valid for **30** days;
- 5.1.4 Tax PIN must be submitted;
- 5.1.5 The 80/20 Preference points system will apply in terms of Preferential Procurement Regulations 2022;
- 5.1.6 The following documents must be submitted with the quotation:
- SBD 4; and
 - Complete the SBD 6.1 form.

Failure to submit any of the documents as requested in 5.1.6 above will result in your quotation not being considered (disqualification).

5.2 Evaluation criteria

Phase 1: Submission of statutory documents mentioned in paragraph 5.1.6 above. **Failure to submit any of the documents as requested in 5.1.6 above will result in your quotation not being considered for further evaluation (disqualification).**

Phase 2: Quotations will be evaluated in accordance with the functional criteria contained in paragraph 4 above. **Proposals that do not comply with the evaluation criteria set out in paragraph 4 will not advance to be evaluated on price and specific goals.**

Phase 3: Evaluation on price and specific goals.

The evaluation on price and specific goals will be conducted as follows:

Price and Specific goals

The evaluation on price and specific goals will be conducted as follows:

Points awarded for price

The 80-preference points system for price will be utilised.

The following formula will be applied:

$$Ps = 80[1 - Pt - Pmin / Pmin]$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

Points awarded for specific goals:

A maximum of 20 points will be awarded for specific goals:

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED <u>(90/10 SYSTEM)</u>	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED <u>(80/20 SYSTEM)</u>
Persons historically disadvantaged on the basis of race	100% black ownership	4	8
	75% - 99% black ownership	3	6
	60% - 74% black ownership	2	4
	51% - 59% black ownership	1	2
	0 – 50% black ownership	0	0

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED <u>(90/10 SYSTEM)</u>	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED <u>(80/20 SYSTEM)</u>
Persons historically disadvantaged on the basis of gender (ownership by women)	100% black women ownership	2.5	5
	75% - 99% black women ownership	2	4
	60% - 74% black ownership	1.5	3
	51% - 59% black women ownership	1	2
	0 – 50% black women ownership	0	0

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED <u>(90/10 SYSTEM)</u>	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED <u>(80/20 SYSTEM)</u>
Persons historically disadvantaged on the basis of disability	1 - 100% disabled ownership	2	4
	0% disabled ownership	0	0

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (90/10 SYSTEM)	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (80/20 SYSTEM)
RDP goals: Business enterprises which are classified as SMMEs (EMEs or QSEs)	Yes	1.5	3
	No	0	0

6. DISCLAIMER

6.1 The NGB reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any quotation. The NGB reserves the right to:

6.1.1 Award the contract or any part thereof to one or more service providers.

6.1.2 Reject all quotations.

6.1.3 Decline to consider any quotation that does not conform to any aspect of the bidding process.

6.1.4 Request further information from any service provider after the closing date, for clarity purposes.

6.1.5 Request further information from any service provider after the closing date, for clarity purposes.

7. NOTES TO BIDDERS

7.1 The NGB will not be liable to reimburse any costs incurred by the bidder during the quotation process.

7.2 Evaluation of quotations will be carried out by the NGB. The NGB may, if necessary, contact bidders to seek clarity on any aspect of the quotation.

7.3 Payments shall be made promptly by the NGB, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier provided that services have been satisfactorily rendered.

- 7.4 The supplier shall furnish the NGB with an invoice upon fulfillment of obligations to the satisfaction of the NGB.
- 7.5 Prices charged by the service provider for services rendered under the contract shall not vary from the prices quoted by the supplier.

8. ENQUIRIES

- 8.1 Supply Chain Management: Contact Ms. Nkosinomsa Maseko Tel: (010) 500 /3163 or e-mail to: scm@ngb.org.za.

9. DEADLINE FOR SUBMISSION OF QUOTATIONS

- 9.1 A quotation may be e-mailed for the attention of Ms. Nkosinomsa Maseko Tel: (010) 500 /3163 or e-mail to scm@ngb.org.za.
- 9.2 The deadline for the submission of quotations is **17 August 2026 at 11:00 Central African Time**.

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