

RFQ Number	NO-88/2023
Issue Date	2 August 2023
Closing Date	8 August 2023, by no later than 23:30pm
Submission Instruction on or before the closing date and time	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p>via email - <a href="mailto:mmokaila@seda.org.za">mmokaila@seda.org.za</a></p> <p>OR</p> <p><u>Hand delivered</u></p> <p>Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Mr M Mokaila at Tel: (012) 441-1000 or (012) 441- 1171</p>

PRICE QUOTATION REQUIRED FOR:		
Detailed Specification of Services/ Goods Required		Quantities
<p>1. The <u>assessment</u> of ICT equipment (Inverters) energy requirements for the Seda KZN Provincial Office and Branches. The successful service provider is required to assess power requirements for the server room, red plugs, laptops and lights for the Seda branch &amp; Provincial Offices. The scope excludes non-ITC electrical equipment such as refrigerators, microwaves, televisions.</p> <p>2. Based on the assessment, the successful service provider will assess the IT equipment <u>inverter</u> requirements and submit a detailed quotation of the required inverter and allied equipment that will power the ICT equipment for 6 hours, for <b>all Seda branches and the Provincial Office</b>.</p> <p>3. The assessment of the sampled sites should include a detailed quote that includes the following:</p> <ol style="list-style-type: none"> <li>Inverter size and power requirements (KVa &amp; KWA).</li> <li>The nature and size of the batteries.</li> </ol>		<p>1. Sample methodology to be used for assessment = 3 Seda branches per province (2 Seda branches + Provincial Office)</p> <p>2. Final solution inverter quotation must be for all SEDA branches in the province, but be based on a sample of three sites (2 branches and a Provincial Office)</p>
<p>1. Provincial Offices are headed by the Provincial Managers, assisted by the Operations Managers and Branch Managers. The list of the nature, size and number of ICT equipment is attached. Additional information or clarification can be requested from IT Provincial Specialists during execution.</p> <p>2. Attached is the list of IT Inventory per branch and the contact details of SEDA Provincial IT Specialists for clarification.</p> <p>3. On the list of Branches provided, the bidder can <b>sample three branches</b> (small, medium, big/provincial office) per province.</p> <p>4. The assessment quotation must be based on the sample of two branches and one Provincial Office per province. The cost of the final inverter requirements must be for all Seda offices in the province.</p>		

Suppliers must provide a quotation that meets the exact requirements.

## 1. EVALUATION OF PRICE QUOTATIONS

### 1.1 Phase 1: SCM Document Assessment Criteria

The following assessment will form the basis of the evaluation all price quotations and failure to comply may result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

**1.2 Phase 2: Compliance to the \*Specification of Goods Required /\*Scope of Service Required**

Only price quotations that met the document assessment criteria will be evaluated further on compliance to the exact requirements 100% of the \*specification of goods required/\*scope of services required. Failure to meet the exact requirements will result in the elimination of the price quotation for further evaluation on 80/20 preference points system.

**1.3 Phase 3: Preference Points System**

Only price quotations that met the exact requirements of the \*specification of goods required/ \*scope of services required will be evaluated further on the 80/20 preference points system as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ									Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise									8	
Small Enterprise									6	
Medium Enterprise									3	
Large Enterprise									1	
BBBEE Level Ownership - Women/Youth/Persons with Disabilities									6	
L1	L2	L3	L4	L5	L6	L7	L8	L9		
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
Targeted Group: Youth									2	
Target Group: Non-Youth									1	
Spatial: Rural and Townships									4	
Spatial: City									1	

**2. TERMS AND CONDITIONS**

- 2.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 2.2 No late price quotations will be accepted under any circumstances.
- 2.3 Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 2.4 Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- 2.5 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 2.6 This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

**Seda wishes to thank you in advance for your price quotation.**