REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE SUPPLY AND DELIVERY OF GOODS/SERVICES

SECTION 1 **Section to be completed by bidder**

BIDDER NAME	

BIDDER CONTACT PERSON	

BIDDER CONTACT DETAILS	**FAX :**	**E-MAIL :**
	TEL :	**CELL :**

SECTION 2 **Section to be completed by SCM**

RFQ NUMBER:	**RFQ No 24-25-23/Supply and Delivery of Plastic Seals /RM**
OBJECTIVE OF BID:	To appoint a service provider for supply and delivery of Plastic Seals on an as and when required basis for the period of twelve (12) months to the Supply Chain Management in Silverton.
DESCRIPTION OF SERVICES:	**Supply and Delivery of Plastic Seals**
ISSUE DATE:	**2024/04/29**

CLOSING DATE AND TIME:	**2024/05/06**	**11:00**

RFQ VALIDITY PERIOD:	**90 DAYS (from closing date)**

HAND DELIVERY ADDRESS	**Cnr James Drive & Moreleta Street** **Silverton** **0184**

ENQUIRIES: **PROCUREMENT** **SPECIALIST NAME:**	Rosalia Malangabi Tel (012) 845 2432 Email address: **Rosalia.Malangabi@postoffice.co.za**

1. **BACKGROUND**
   SAPO procures an estimate of 5 different kinds of Plastic Seals per annum. The Plastic Seals are used by SAPO for tying of bags and Rolltainers to various Mail hubs and Post Office retail outlets throughout the country. The quantities are estimates and may change depending on the customer demand.
2. **OBJECTIVE**
   To appoint a service provider for supply and delivery of Plastic Seals on an as and when required basis for the period of twelve (12) months to the Supply Chain Management in Silverton.

3. **TYPES OF PLASTIC SEALS**

Material	Material Descriptions	Dimensions	Reference	Seal colours	Estimated monthly volumes	Estimated Annual Volumes
SEC020003	SEAL/SECURE/BLUE/GRIPRIP/MAIL/CAR 1000	See Figure 1 for Dimensions	Figure 1 (Annexure D)	Blue	25	300
SEC020004	SEAL/SECURIT/BLACK/INTERNATIONAL/CAR1000	See Figure 1 for Dimensions	Figure 1 (Annexure D)	Black	25	300
SEC020005	SEAL/SECURITY/RED/SECUREMAIL/CAR 1000	See Figure 1 for Dimensions	Figure 1 (Annexure D)	Red	25	300
SEC020006	SEAL/SECURITY/WHITE/RETAIL/CAR 1000	See Figure 2 for Dimensions	Figure 2 (Annexure D	White	25	300
SEC020007	SEAL/SECURE/ORANGE/SPEED SERVICE/CAR1000	See Figure 1 for Dimensions	Figure 1 (Annexure D)	Orange	25	300

NOTE:
The preferred bidder will be requested to bring a sample as per the specification provided prior to purchase order (PO) award.

4. THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

The bid will be evaluated as follows:

- Phase 1: Gatekeeping Criteria.
- Phase 2: Bid Conditions.
- Phase 3: Commercial - Price (80) and Specific Goal (20).

4.1 Gatekeeping Criteria

The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

4.1.1 Bidders must complete and submit pricing schedule Annexure A.

4.2 Bid Conditions

Bidders must submit the following documents with their proposals. Should the bidder fail to submit the below bid condition/s requirements at the time of closing of the bid, the bidder will be requested to submit the outstanding bid condition/s document(s) within two (2) working days, this excludes statutory requirements that being tax compliancy. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

4.2.1 Commitment letter

Bidders must submit a signed ccommitment letter (on their company letterhead) that they will conform or met SAPO requirements.

4.2.2 Delivery leads time.(Maximum of 10 working days)

The bidder must submit signed letter (on their company letterhead) confirming that they will be able to meet SAPO lead time of maximum of 10 working days.

4.2.3 CSD Report

The bidder(s) must be registered on National Treasury Central Supplier Database (CSD).Bidders must submit CSD full report.

4.2.4 Tax compliance requirements

SAPO will not do business with a supplier who is not tax complaint.

- A CSD MAAA number provided by the bidder on the **SBD1 form** will enable SAPO to verify a bidder’s tax compliance status

4.2.5 SBD Forms

- ✓ Bidders must complete and submit SBD4
- ✓ Bidders must complete and submit SBD1

Note: SAPO shall disqualify bidders that are in the National Treasury list of restricted supplies.

4.2.6 Specific Goals (the preferential point system)

The specific goal that this project seeks is to appoint a service provider/s that is as follows;

- At least 51% Black owned or more.

The following will be used to assess the specific goal

- A SANAS accredited BBBEE Certificate OR
- Signed Sworn Affidavit attested by a Commissioner of Oaths(EMEs and QSEs) OR
- CIPC/DTI BBBEE Certificate (EMEs and QSEs)

The Preferential Point System that will be used are **20/80** (20 Preferential Point and 80 Pricing).

4.3 COMMERCIAL (PRICE (80) AND SPECIFIC GOALS (20)

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 goal table below:
Specific Goal		**Scores**
Bidding Company is 51% Black ownership or more		20
Bidding Company is not 51% Black ownership or more		0

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20 for the specific goals but zero (0) point will be scored.

3. PRICING SCHEDULE ANNEXURE A

PROJECT COST STRUCTURE
Name of Bidder/Supplier:____
Offer Valid for ninety (90) days from the closing date of bid.

The supplier is requested to provide pricing for the following according to the table below:

Item	Material number	Description	Estimated volume per annum	Unit of Measure	Unit cost Excl VAT	Total Cost Excl VAT
1.	SEC020003	SEAL/SECURE/BLUE/GRIP RIP/MAIL/CAR 1000	300	CAR	R	R
2.	SEC020004	SEAL/SECURIT/BLACK/INTERNATIONAL/CAR1000	300	CAR	R	R
3.	SEC020005	SEAL/SECURITY/RED/SECUREMAIL/CAR 1000	300	CAR	R	R
4.	SEC020006	SEAL/SECURITY/WHITE/RETAIL/CAR 1000	300	CAR	R	R
5.	SEC020007	SEAL/SECURE/ORANGE/SPEED SERVICE/CAR1000	300	CAR	R	R
Total Bid Price Excl VAT		**R**				
Total Bid Price Incl VAT:		**R**				
Amount In Words						

Standard Terms and Conditions

1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.

5. Bidders are required to complete Annexure A (Pricing Schedule) for all quotations. Failure to complete Annexure A will disqualify the bid. The bid price shall be fixed. It must include all escalations and VAT.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of ninety (90) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months or more depending on the requirement of the bid.
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality where applicable
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and specific goals.
11. The South African Post Office reserves the right:
    - Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
    - To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
    - To accept part of a bid rather than the whole bid. To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which; these will be purchase out of contract.
    - To split the award of the bid between two or more Bidders.
    - To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
    - To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidded for, whether before or after adjudication of the bid.
    - To award the contract to a Bidder whose bid was not the lowest in price.
    - To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
12. Poor performing suppliers will be removed from the SAPO database.
13. Bid price is as per the requirements in the specification.

DECLARATIONS

I, _________, hereby understand the terms and conditions and declare that the information provided above is correct.

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SIGNATURE OF BIDDER

...

NAME IN CAPITALS

COMPANY STAMP

SIGNATURE …………………………………………………………..

CAPACITY ……………………………………………………………..