

RFQ 22/23/18/BICYCLES/DW**SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS****1. DESCRIPTION OF SERVICE.**

To supply Post Office with heavy-duty postman's mail delivery bicycles capable of performing over variable types of terrain in all weather conditions whilst carrying a maximum static load of 25 kg.

2. POINT OF DELIVERY OF SERVICES

Silverton
SA Post Office Supply Chain Management Cnr James Drive and Moreleta Street Silverton Pretoria 0184

3. PRICE BASIS

- 3.1 Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- 3.2 Bidders are required to complete Pricing Schedule (Annexure F) for all quotations. Failure to complete (Annexure F) will disqualify the bid. The bid price shall be fixed. It must include all escalations as well as VAT.
- 3.3 Bidders shall quote prices in South African Rand and Value Added Tax shall be included.
- 3.4 Bidders shall quote on the basis indicated in the Pricing Schedule (Annexure F).
- 3.5 SAPO requires an all inclusive and fully transparent cost structure.
- 3.6 Pricing of goods and services must be linked to the Specification.
- 3.7 Bidders must indicate what portion of the total price will be allocated to each member of the JV or Consortium where a Bidder is constituted of more than one member.
- 3.8 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 3.9 Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be fixed for a period of one hundred and twenty **(120)** days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
- 3.10 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

- 3.11 Bidders must warrant to the South African Post Office and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver the contract on the prices quoted.
- 3.12 Bidders shall indicate whether they offer any discount

4. PAYMENT

- 4.1 The Post Office shall pay the amount reflected on the invoice once the Post Office has verified that the services set out in the schedule have been rendered and the invoice amount has been approved by the Post Office Official.
- 4.2 Payment shall be made to the Supplier or Service Provider thirty **(30)** days from date of Invoice.
- 4.3 Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
- 4.4 Supplier shall comply with the requirements of the VAT Act.
- 4.5 Failure to comply with clause 4.4 may result in late payment of the total amount of the invoice by Post Office to the supplier and the Post Office shall not be liable for any cost incurred by the supplier as a result of such late payment.

5. PROPOSAL DOCUMENTS

- 5.1 Bidders responding to this RFQ are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFQ.
- 5.2 RFQ must be hand delivered to the address above. It is the bidder's sole responsibility to ensure that the quotation has been received by the **29 July 2022 not later than 11h00AM.**

Send the documents to the below email address: 29 July 2022 at 11:00AM.

**SAPORFQ@postoffice.co.za or Matthew.slabbert@postoffice.co.za; or
Gloria.wagner@postoffice.co.za**

- 5.3 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.

6. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid.

The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Contact Details
(Procurement Specialist) Desiree Waterson	(012) 845 2429 <u>Desiree.Waterson@postoffice.co.za</u>

7. CLARIFICATIONS

- 7.1 Bidders are encouraged to submit clarification questions (where applicable) in writing to South African Post Office Officials mentioned above not later than **26 July 2022**. No further questions will be entertained after this period.
- 7.2 SAPO will respond in writing to queries and distribute to all invited bidders.
- 7.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFQ unless and until they have been confirmed in writing.
- 7.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFQ.

8. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be one hundred and twenty (**120**) days from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance. No adjustment will be accepted during validity period.

9. COST OF THE BID

Each Bidder shall bear all costs (of whatsoever nature) associated with the preparation or submission of its RFQ and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the bidders in connection with or arising out of the competitive procurement process.

10. CONDITIONS OF BID

- 10.1 The South African Post Office reserves the right to reject and /or disqualify any proposal:
- 10.1.1 Received without all the data and information requested.
 - 10.1.2 That fails to comply with the specification.
 - 10.1.3 That contains any information that is found to be incorrect or misleading in anyway. Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- 10.2 The South African Post Office reserves the right:
- 10.2.1 Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
 - 10.2.2 To negotiate with one or more Bidders, regarding any terms and conditions, including price.
 - 10.2.3 To accept part of a bid rather than the whole bid.

- 10.2.4 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.
- 10.2.5 To split the award of the bid between two or more Bidders.
- 10.2.6 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.
- 10.2.7 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services quoted for, whether before or after adjudication of the bid.
- 10.2.8 To award the contract to a Bidder whose bid was not the lowest in price.
- 10.2.9 To award the bid to a Bidder who is not highest scoring bidder.
- 10.2.10 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.
- 10.2.11 The bid will be evaluated as follows:
- Price (80/100) and,
 - BBBEE (20/100).
- 10.2.12 No attempt may be made, whether directly or indirectly, to canvas any members of SAPO staff before the award of the contract. Any enquiry must be referred, in writing, to the specified person.
- 10.2.13 Bidders are allowed to sub-contract but bidders will not be awarded points if they are intending to subcontract more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that the bidder qualifies for, unless the intended subcontractor is an exempted micro enterprise that has the capability and ability to execute the service subcontracted to them

NOTE:: Bidders must provide samples within 3-4 days after requested to do so.
Bidders must deliver 15 bicycles per week after receipt of an official order.

NOTE: If you have not been contacted within 30 days of the closing date of this RFQ, please accept that your quotation was unsuccessful.

11 SAMPLES (WHERE APPLICABLE)

SAPO shall not pay for samples provided and damaged/ destroyed samples as a result of destruction testing.

12 WARRANTY (WHERE APPLICABLE)

The warranty or maintenance of products/goods/services shall be for a period not less than twelve (12) months.