



REQUEST FOR QUOTATION (RFQ)

TO SUPPLY AND DELIVERY OF UPRIGHT AND WALL MOUNTED HAND SANITISING DISPENSERS WITH HAND SANITIZER FOR A PERIOD OF 24 MONTHS

Item	Quantity	Description	Brand and model	Country of manufacture	Price Rand	Cent
1	19	Supply and deliver foot pedal operated sanitiser with floor stand and drip tray as per technical specification				
2	22	Supply of automatic hand sanitizer stands with 1L sanitiser per stand as per technical specification.				
3	17	Supply of automatic hand sanitizer dispenser with 1L sanitiser as per technical specification				

No	Specification	Yes or No Compulsory	
		Yes	No
1	<p><u>Supply of 19 food pedal operated hand sanitizer stands</u></p> <p>Design and functionality features :</p> <ul style="list-style-type: none"> • Must be foot pedal operated • Stand must offer corrosion resistance to all types of environments. • Stand must be firm and steady • Stand must be designed to adapt to bottle sizes in length and diameter (250ml to 750ml) • Nozzle of the bottle to be around adult waist height • The pump type must be liquid • Must have drip tray • Sanitizer must be placed in a lockable device to reduce the risk of theft. • Two keys must be supplied for dispenser • Each stand must be designed to be wall or floor mountable • Stands must be made from galvanised mild steel and must be powder coated white • Each stand must have a sign clearly indicating the following: <ul style="list-style-type: none"> ○ <i>DO NOT enter the facility unless your hands are sanitised</i> ○ <i>Instruction on how to sanitise hands</i> 		

2	<p><u>Supply and deliver 22 automatic hand sanitiser dispenser with floor stand.</u></p> <p>Design and functionality features of stand:</p> <ul style="list-style-type: none"> • Stand must offer corrosion resistance to all types of environments. • Stand must be firm and steady • The nozzle of the dispenser to be around adult waist height • Must have drip tray • Each stand must be designed to be wall or floor mountable • Stands must be made from galvanised mild steel and must be powder coated white • Dispenser must be made of Acrylonitrile butadiene styrene (ABS) plastic • Must offer a stylish reliable touch free delivery system of hand sanitizer • Must have a 1L filling capacity • The pump type must be liquid • Must be lockable to reduce the risk of theft • Two keys must be supplied for dispenser • Powered with batteries • Sight window on the dispenser's front to easily monitor disinfectant fill levels. • Each stand must have a sign clearly indicating the following: <ul style="list-style-type: none"> ○ <i>DO NOT enter the facility unless your hands are sanitised</i> ○ <i>Instruction on how to sanitise hands</i> 		
3	<p><u>Supply and deliver 17 automatic hand sanitiser dispenser with hand sanitiser</u></p> <p>Design and functionality features of automatic dispenser:</p> <ul style="list-style-type: none"> • Dispenser must be made of Acrylonitrile butadiene styrene (ABS) plastic • Must offer a stylish reliable touch free delivery system of hand sanitizer • Must have a 1L filling capacity • Must have drip tray • The pump type must be liquid • Must be lockable to reduce the risk of theft • Two keys to be supplied • Must be wall mounted • Powered with AC adapter and/or batteries • Sight window on the dispenser's front to easily monitor disinfectant fill levels <p>HAND SANITISER MUST CONTAIN THE FOLLOWING:</p> <ul style="list-style-type: none"> • 70% Alcohol manufactured to WHO standards • Chlorhexidine 		

Does this offer comply with Specifications	Yes/No	Does the item conform to S.A.N.S / S.A.B.S specification	Yes/No
Price should be firm		State delivery Period E.G. 1 day, week	

Special conditions

- i. Bidders will be expected to provide clear illustrations of the equipment with their proposals for aesthetics confirmation purposes
- ii. Supplier will be responsible to assemble units
- iii. Supplier will be responsible to mount units in areas as identified by Artscape

Date Goods or Service required:	01 Nov 2022
Delivered to :	Artscape, DF Malan Street, Foreshore, Cape Town
For more information (Technical)	Mr Marius Golding
For more information (Supply Chain Management)	mariusg@artscape.co.za
RFQ Closing date & Time:	25 Oct 2022 11:00
Submit RFQ To:	natasjap@artscape.co.za

SUPPLIER RESPONSE

Name of Supplier:	
Address of Supplier:	
Contact Tel :	Email:

*Insert more rows if needed.

*Brochures/Catalogues can be submitted with quotation.

*All prices must be firm and VAT Inclusive.

- The 80/20 price/preference point system will be applied to the evaluation of responsive quotations, whereby the order(s) will be placed within the Supplier(s) scoring in the highest total number of adjudication points. Price shall be scored as follows: $P_s = 80 \times \frac{1 - (P_t - P_{min})}{P_{min}}$
- **Where:** P_s is the number of points scored for price; P_t is the comparative price of the quoted under consideration; P_{min} is the comparative price of the lowest responsive quotation.
- Preference points shall be scored as follows:
Points will be awarded to tenderers who are eligible for preference in respect of B-BBEE contribution.

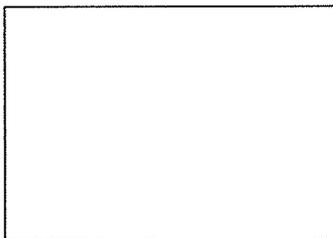
By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ and Description** of goods or services _____, as described in this document.

Signature

Date

Print name: _____

On Behalf of the Supplier (duly authorised)



COMPANY STAMP

Note: It is advised that documents be returned in PDF

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder²):

Company Registration Number:

Tax Reference Number:

VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

- 2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL
 CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status Level of contribution together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;

2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6 **"EME"** means any Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- 2.7 **"functionality"** means the ability of a tender to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.8 **"prices"** includes all applicable taxes less all unconditional discounts;
- 2.9 **"proof of BBBEE status of contribution"** means:
- 2.9.1 BBBEE Status level certificate issued by an authorized body or person;
- 2.9.2 A Sworn affidavit as prescribed by the BBBEE Codes of Good Practice;
- 2.9.3 Any other requirement prescribed in terms of the BBBEE Act;
- 2.10 **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- 2.11 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

4 Points awarded for B-BBEE Status Level of Contribution

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12

5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contribution.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?.....
- (iv) whether the sub-contractor is an EME or QSE?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

(v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in term Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdevelopment areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

8 DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm

8.2 VAT registration number :

8.3 Company registration number

:

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business?

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution of contributor indicated in paragraph 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and

directors who acted on a fraudulent basis, 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

WITNESSES:

1.

..... SIGNATURE(S) OF BIDDER(S)

4.

DATE:.....
ADDRESS:.....
.....