

REQUEST FOR QUOTATION (RFQ)

Request for Quotation:	The Supply and Delivery of Technical Equipment for a period of 1 year on an As and When required basis.		
RFQ Number:	RFQ/TECHEQUIP/2023/04		
Opening Date:	12 June 2023 13 June 2023		
Closing Date:	22 June 2023 27 June 2023	Time:	16h00pm
Contact Person:	Portia Jonginyanga	Email:	portiaj@ppecb.com
Bid Validity Period	60 Days		

1. PROJECT PURPOSE

The Perishable Products Export Control Board (PPECB) seeks to identify and appoint a supplier to supply and deliver Product inspection and Cold chain technical equipment for the PPECB operations for a period of one (1) year with an option to renew for one (1) year, on an as-and-when-required basis. The appointed supplier will submit a quotation on request by the PPECB, and a Purchase Order will be issued with required quantities. When the contract reaches the limit threshold value for RFQ's, which is R 1 million the contract will be cancelled even before it reaches its 1-year contracted period.

However, PPECB reserves the right to amend, remove, request quotations from the successful supplier for technical equipment items, that are not included in this RFQ during the contract period.

2. SPECIFICATION

PPECB will be acquiring the following technical equipment:

No.	Description	Qty
1	Comark BT42C Bluetooth Thermometer	1
2	PX22L/C Thermistor penetration Probe	1
3	PPECB Mod 4.5 & Female Type T Miniature Connector	1
4	Security Strapping for C series	1
5	SANAS Certificate Temp 3 Probe	1
6	Atago Master 0-33% Brix	1
7	Atago Alfa 33% Refractometer	1
8	FT444 Penetrometer - 20Kg	1
9	SANAS Penetrometer Certificate	1
10	Vernier Caliper 150mm Metric(sizer)	1
11	SANAS Certificate Vernier Caliper	1
12	Citrus Fruit Caliper(30 to120mm)(sizer)	1
13	SANAS Certificate Citrus Caliper	1
14	CITRUS FRUIT CALIPER 90-190MM SIZER	1
15	SANAS Certificate Citrus Caliper	1
16	Magnifier M0161 35mm Linen Tester	1

17	Pipette [20ml] graduated Bulb	1
18	KX9542 Probe PX22/L 300mm 1m Cable	1
19	Masspiece Cast Iron 100g	1
20	Masspiece Cast Iron 2kg	1
21	SANAS Certificate Mass pieces RAP56713	1
22	Verification of Mass Pieces	1
23	Mass Pieces Full Set (1g - 5Kg) 15 Pieces	1
24	MEASURING CYLINDER 55MM DIAMETER	1
25	MEASURING CYLINDER 65MM DIAMETER	1
26	MEASURING CYLINDER 75MM DIAMETER	1
27	Comark KM22 Thermometer	1
28	Comark C21 Thermometer	1
29	Comark C22 Thermometer	1
30	Comark KM20 Ref Reference Thermometer	1
31	SANAS Certificate 1 Probe for Thermometer	1
32	Lux Meter - Testo 540	1
33	SANAS Certificate	1
34	Penetrometer Calibration Jig E2354-001	1
35	Scale for Penetrometer Jig 30 x 0.1kg ADWC- E2354	1
36	SANA Certificate Scale RAP 30kg RAP64636/2	1

2.1 Delivery Locations:

Delivery cost of technical equipment is to be included in the unit price quoted. Items will need to be delivered to the below office points depending on request.

No	Regional Office	Address
1	Head Office	45 Silverboom Avenue, Platteklouf, Cape Town, 7500
2	Durban Office	2 Old Mission, Bluff, Durban, 4052
3	Centurion (Laboratory)	Centurion Close, B, 119 Gerhard Street, Centurion, 0157
4	Gauteng Office	Unit B, 70 Monument Corner Office Park Monument and Commissioner Street Kempton Park, 2196
5	Port Elizabeth	63 Newton Street, Newton Park, 6055
6	Ceres	37 Voortrekker Road, Van Eeden Building, Ceres, 6835
7	Paarl	Zomerlust Estate, Bergrivier Boulevard, Paarl, 7646
8	Citrusdal	65 Voortrekker Road, Citrusdal, 7340
9	Grabouw	Cnr. Forest Ave & Hofmeyr St, Grabouw, 7160
10	Groblersdal	17 Gemsbok Street Groblersdal 0470
11	Robertson	12 Paul Kruger Street, Robertson, 6705
12	Cape Town Montague Gardens	Unit A5 Arden Grove Park, Corner Racecourse & Omuramba Road, Montague Gardens, 7441
13	Nelspruit	5 Emkhe Street, Nelspruit 1200
14	Tzaneen	2 Thiem Street, Tzaneen, 0850

3. TERMS AND CONDITIONS OF BID

3.1 Bid Submission

All quotations must be submitted to the email address and instruction as stipulated in the SBD1 or in the following method:

Via email to: PortiaJ@ppecb.com

Closing Date.

- 3.1.1 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

3.2 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

3.3 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

3.4 CSD Registration

- 3.4.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 3.4.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 3.4.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

3.5 Acknowledgement and Acceptance

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

3.6 Insurance.

- 3.6.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

3.7 Response Preparation Cost and Ongoing Engagement

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

3.8 Reservations

- 3.8.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 3.8.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to

facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.

3.8.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:

- Accept a Quotation other than the lowest priced quotation.
- Refuse to consider any Quotation not conforming with the requirements of this RFQ.
- Ask any Service Provider to supply further information after the closing date.
- Cancel this RFQ or any part thereof at any time.
- Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers.
- Not to award the quotation at all.

3.9 Data Protection

3.9.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

3.10 News and press releases

3.10.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

3.11 Disclaimer

3.11.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

3.11.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.

3.11.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

3.12 General Terms and Conditions

3.12.1 The attached terms and conditions must be signed and send back with the RFQ response.

4. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

5. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

5.1 Stage 1 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

Weighted Functional Criteria

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	Evaluation Criterion	Maximum points
1.	Bidder to confirm ability to deliver all specified items in the Requirements. <ul style="list-style-type: none"> Deliver all items = 20 points Not all items = 0 point 	20
2.	Lead Time Capability: <ul style="list-style-type: none"> 7-10 days = 20 Maximum lead time of 3 weeks = 10 points 	20
3.	Payment terms: Bidders to confirm in writing the acceptance of 30 days from invoice, PPECB payment terms = 10 points	10
4	References: Bidders to provide (At least 3 contactable written reference letters from clients (on the client letter head) not older than 3 years, where technical equipment have been supplied). The written reference letters must demonstrate the following: <ul style="list-style-type: none"> Supply of order On Time and In Full (OTIF) Quality of product as per agreed specifications. Adherence to agreed Lead time. a) 3 Or More written reference letters = 20 points b) 2 written reference letters = 10 points c) 1 written reference letter = 5 points	20
5	Company Background: Please state the length of your experience in the supply and delivery of the listed technical equipment <ul style="list-style-type: none"> More than 5 years = 20 points 3 - 5 years = 15 points c) 1 - 2 years = 5 points 	20
6	National Delivery <ul style="list-style-type: none"> Bidder to confirm ability to deliver orders nationally (to all the offices specified under section 2.1) = 10 Points State method of delivery to be used (own vehicles, courier or outsourced). = 10 Points 	20
	Total Points	110

Functional Threshold

The minimum functional threshold is 90. Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

5.2 POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 10 % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS	Total Points: 5 % Shareholding and Points allocation out of total of 5 points.	

		Approved certificate or Commissioned affidavit or Shareholding certificate	70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	Total Points: 5 EME = 5 QSE = 5 Enterprises with turnover above R50m = 1	
	Total Specific Goals		20	

5.3 Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 5.3.1 The risk of fruitless and wasteful expenditure to the PPECB;
- 5.3.2 The risk of an abnormally low bid;
- 5.3.3 The risk of a material irregularity;
- 5.3.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5.3.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

6. SPECIFICATION APPROVAL

Specification Expert: ...JJ Petersen ...



Date: 12 June 2023.....

Executive: *Anlins*

Date: 12/06/2023.....

7. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.
RFQ No:[] **for the entire PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) Signature

WITNESSES:

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