



Reg 1995/009087/07 VAT 40301846029

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 23/24/72 Mail Bags/Docex/AM	
ISSUE DATE:	2024/02/20	
CLOSING DATE AND TIME:	2024/02/27	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	
HAND DELIVERY ADDRESS	Cnr James Drive & Moreleta Street Silverton 0184	
ENQUIRIES: PROCUREMENT SPECIALIST NAME:	Alexander Mhlongo Tel (012) 845 2554 Email address: alexander.mhlongo@postoffice.co.za	

THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

1. Evaluation Criteria

The evaluation of the bidders will be done as follows:

- Gatekeeping Criteria
- Bid Conditions
- Price and specific Goal (80- price and 20 – Specific Goal)

1.1 Gatekeeping Criteria

The bidder is required to provide DOCEX with the following in their bid proposal. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

- a) Bidders must complete pricing schedule **Annexure A** The pricing schedule must be completed in full and in the format provided by DOCEX in this bid document.

1.2 Bid Conditions

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within two (2) working days excluding statutory requirements that being tax compliance, Seven (7) working days for tax compliance shall apply from the date the request was sent by DOCEX. Failure to comply will result in the disqualification of their bid.

1.2.1 CSD Registration

Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

1.2.2 Tax compliance requirements

DOCEX will not do business with a supplier who is not tax compliant. The tax compliance requirements as follows:

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

1.2.3 Specific Goals

The specific goal that this project seeks to achieve is the empowerment and development of emerging micro enterprises (EME's) that are 51% Black owned. Bidders will be required to submit the below proof indicating that they are 51% black owned

- BBEE Certificate
- Or Sworn Affidavit

Only SANAS accredited BBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 20/10 for the specific goals envisioned with this project.

1.2.4 SBD Forms

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

1.3 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 an EME that is 51% Black owned or more		20
Bidding Company is not an EME that is 51% Black owned or more		0

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 but inclusive of 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 Days (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 (if any applicable).
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality.
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and specific goals.
11. The Docex 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 bid for, whether before or after adjudication of the bid.
- 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.

Pricing Schedule

Bid price is as per the requirements in the specification.

Pricing Schedule Annexure A

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 23/24/72 Mail Bags/AM
NAME OF BIDDER:	
CLOSING DATE:	2024/02/27

PRICING SCHEDULE

PROJECT COST STRUCTURE

NAME OF BIDDER / SUPPLIER.....

Bidders shall quote rates that **include** all the cost required to execute the service as described in Annexure 'D'

No.	Description	Qty	Unit of Measure	Unit Cost of a box (Excl VAT)	Total Cost of boxes(2000) required (Excl VAT)
1.	MAIL BAGS	2000	BAGS	R	R
Total Including VAT:	R				
Amount in words :					

The bidder warrants that the pricing quoted above is free of any errors and omissions and that the service will be executed at the price quoted.

SIGNATURE :.....



NAME OF DELEGATED SIGNATORY:.....

(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :.....

(PRINT) who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY) :.....

DATE :.....