



Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on CSD with completed SBD 4.**

## RFQ FOR THE SUPPLY AND DELIVERY OF A SMALL VACUUM CLEANER

### Delivery Address

Dr. JL Dube House  
12 Eastbourne Road  
Morningside, Durban  
4001

Detailed description of specification for the supply and delivery services required		Quantity
1	<b>Small Vacuum Cleaners</b>  Threaded suction hose with cuffs 3-piece stainless steel suction tube set Combo floor tool Plastic crevice tool Round dust brush Upholstery nozzle with brush Capacity 9 litre (dry only) Weight 8.1 kg	<b>X1</b>

### THE INVITATION TO QUOTE EVALUATION CRITERIA

- ❖ The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.

- o **Phase 1:** (Adherence to the specifications / Functionality): Evaluation in terms of all items required as per specification is quoted by the bidder.

- **Only bidders who quoted all items required as per specification will be considered for phase 2.**

Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure that the bidder will be disqualified.

- o Phase 2: **Disqualification Administration Requirement's**

- **Only bidders who submitted quote according to the below will be considered for phase 3**

- 📌 **Quotation validity period must be 90 days.**
- 📌 Quotes must be submitted as per the prescribed closing dates.
- 📌 Supplier must be registered on CSD (Central Supplier Database)
- 📌 Bid/quotations submitted **after** closing date will not be considered

- o Phase 3: **Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.**

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTs FOR PRICE AND SPECIFIC GOALS	100

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**




*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification

Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

**NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100**

#### General requirements

-  SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3
-  Tax matters must be compliant on CSD before final award if **not you will notified to correct within 7 workings days failure that you will be disqualified**
-  Banking details must be verified if **not you will notified to correct within 7 workings days failure that you will be disqualified**