



## 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	<table><tr><td>FAX :</td><td>E-MAIL :</td></tr><tr><td>TEL :</td><td>CELL :</td></tr></table>	FAX :	E-MAIL :	TEL :	CELL :
FAX :	E-MAIL :				
TEL :	CELL :				

### **SECTION 2**    Section to be completed by SCM

RFQ NUMBER:	RFQ 23/24/10/ Electronic/Virtual Meeting Platform /AVW	
ISSUE DATE:	2023/06/28	
CLOSING DATE AND TIME:	2023/07/04	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	
HAND DELIVERY ADDRESS	Cnr James Drive & Moreleta Street Silverton 0184	
ENQUIRIES: PROCUREMENT SPECIALIST NAME:	Anton Van Wyk Tel (012) 845 2653 Email address: <a href="mailto:anton.vanwyk@postoffice.co.za">anton.vanwyk@postoffice.co.za</a>	

## THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

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### 1. EVALUATION CRITERIA

The evaluation of the bidders will be done as follows:

- Gatekeeping Criteria and Bid Conditions
- Commercial (Price (80) and Specific Goal (20))

#### 1.1 Gatekeeping Criteria

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

- a) The bidder must complete the pricing schedule **Annexure F**. The pricing schedule must be completed in full and in the format provided by SAPO in this bid document.

#### 1.2 Bid Conditions

Bidders must submit the following documents with their proposals.

##### 1.2.1 Reference Letters

Bidders must submit minimum of 1 signed client reference letter on the client letterhead where they have done the Implementation and hosting of Electronic/Virtual Meeting Hosting Platform Solution.

##### 1.2.2 Project Plan (Methodology)

Bidder must submit and overall project plan with project timelines of their solution as per the specification requirements in point 1.2.1, the project plan must not exceed a period of 15 days

##### 1.2.2 CSD Report

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](http://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.

##### 1.2.3 Tax compliance requirements

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

In the bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

SAPO will use the CSD report in extracting the bidder's tax compliance status.

### 1.2.4 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 (Large entities or QSE's)
- Or Sworn Affidavit (EME's and/or QSE's)

**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 for the specific goals envisioned with this project.

### 1.2.5 SBD4

Bidders must complete and submit the SBD4 form accompanied by this bid.

### 1.2.6 Restricted Suppliers

SAPO will disqualify bidders that are in the National Treasury list of restricted suppliers. Therefore, a verification by a SAPO official will be done.

## 1.3 Commitment letter

### 1.3.1 Core Board Pack Solution Functionality Required (commitment must be explicit that the solution will cover all the below items listed on 1.3.1.1 below)

1.3.1.1 Bidders must submit commitment letter confirming that the solution for the Electronic/Virtual Meeting Platform comply with the following key requirements for licensed users:

- Ability to schedule meetings
- Hosting of meetings/ video and audio
- Security of access to meetings
- Security of recordings of meeting
- Capability of muting/unmuting participants
- Capability of notes in-meeting
- Voting and comment capability
- Integration capability with MS Outlook and Gmail
- Integration ability with MS Calendar
- Integrate user contact lists into the platform
- Cloud Recording capability
- Large meeting hosting capability for one licensed user (1000 Participants)
- 100 G of Cloud Recoding Space
- Implementation & Methodology
- Operating Systems ( Product must be compliant with Windows/IOS/Android)
- Types of devices it works on (compatibility). Bidders to provide a solution where data shall be hosted in secure cloud space.

## 1.4 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 with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black ownership or more		0

## 2. Pricing Schedule

### Pricing Schedule

**NB: Pricing must be provided in RSA Currency**

Name of Bidder \_\_\_\_\_  
Offer Valid for ninety (90) days from the closing date of bid.

Product Description	Quantity	Unit Price Incl. VAT	Total Price VAT	Bid Incl.
11 (eleven) Standard licences for SAPO Users	11	R	R	
1 (one) Large meeting Hosting licence (1000 Participants)	1	R	R	
<b>Total Bid Price Including VAT</b>			R	
<b>Total Bid Price Including VAT in Words:</b>				

1. The bidder warrants that the pricing quoted above is free of any errors or omissions and that he/she is able to deliver the scope of work on the prices quoted.
2. The bidder must bid/quote for all items in the pricing schedule. It is compulsory that the pricing schedule be completed fully and correctly.
3. Bidders will not be requested to correct the prices after the closing of the bid. Incomplete pricing will be deemed as a non-responsive bid and will not be considered in the evaluation process.

### DECLARATIONS

I, \_\_\_\_\_, hereby understand the terms and conditions and declare that the information provided above is correct.

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**SIGNATURE OF BIDDER**

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**NAME IN CAPITALS**

**SIGNATURE** .....

**CAPACITY** .....

**COMPANY STAMP**



**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 F (Pricing Schedule) for all quotations. Failure to complete Annexure F will disqualify the bid. The bid price shall be fixed. All prices are 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 (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 minimum period of twelve (12) months.
9. The RFQ will be awarded as per clause **1.4** as well as the evaluation criteria applicable to this bid.
10. The South African Post Office 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 bidded for, whether before or after adjudication of the bid.
- ✓ To award the contract to a Bidder whose bid was not the lowest in price.
- ✓ 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.

11. Poor performing suppliers will be removed from the SAPO database.

12. Bid price is as per the requirements in the specification.

Key Requirements

Requirements	Yes	No
<ul style="list-style-type: none"><li>Valid Tax Clearance Certificate</li></ul>		
<ul style="list-style-type: none"><li>Valid BEE Certificate</li></ul>		
<ul style="list-style-type: none"><li>Proof of CSD Registration</li></ul>		
<ul style="list-style-type: none"><li>Declarations of interest</li></ul>		
<ul style="list-style-type: none"><li>Declarations of Past SCM Practices</li></ul>		

Please tick yes or no above.

In any of the above answers is NO please supply reason below.

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