



REQUEST FOR QUOTATION

You are hereby invited to submit quotations to South African Post Office, Limited for the Supply and Delivery of goods/Services as outlined in Specification "A" [Bill of quantities] of this Request for Quotation.

SECTION 1 [to be completed by Bidder]

SAPO Vendor No:
[if available]

CSD Vendor No: **MAAA**

Bidder [Company] Name:

Bidder Contact Person:

Bidder Contact Details:

Cell Phone Number:

E-mail Address:

SECTION 2 [to be completed by Supply Chain Management]

Request for Quotation No:

RFQ 23/24/06/SS/EC

Issue date:

29 FEBRUARY 2024

Physical Address for Service
or Goods only:

Post Office EC Regional Office , 230 Govan Mbeki Street, Gqeberha, Eastern Cape

Validity Period:

120 DAYS [from date of RFQ closure]

Closing Date & Time:

12 March 2024 @11:00

Submission of Tender Documents:

Courier your submission to SA Post Office, no 8 Polly Street, City and Suburban, Johannesburg, 2001

Enquiries:

Name: _____

Contact numbers:

Office:

E-mail Address:

1. Background

South African Post Office is looking to appoint a service provider to Supply Stainless steel Submersible pumps and portable petrol powered pumps for their EC regional office

2. Objective of the bid

To appoint a service provider to supply Stainless Steel Submersible pumps and portable powered pumps for their Eastern Cape regional office according to specifications.

GATEKEEPER CRITERIA

- 1 Bidders must submit a completed Bill of Quantity in full and in the format provided by SAPO attached to the specifications.

BID CONDITIONS

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

1. Bidders are required to submit the following documents;
 - 1.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD).Bidders must submit full CSD report.
 - 1.2 Bidders must submit their unique personal identification number (pin) issued by SARS to enable the SAPO to view the bidder's profile and tax status. The unique personal identification number (pin) must be of the bidding company.
- 1.3 SAPO will not do business with a supplier who is not tax compliant.
- 1.3 Tenderers are required to submit proof of Specific goals [The Preferential Point System]
 - 1.3.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are at least [minimum] 51% Black ownership or more.
 - 1.3.2
 - Bidder must submit the below proof that the bidder is at least [minimum] 51% Black ownership or more.
 - Valid BBBEE Certificate or Sworn Affidavit
 - Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement changed by the DTI, the amendment shall apply.
 - Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
 - 1.3.3 20 Points will be scored for the proof that the bidder is at least [minimum] 51% Black ownership or more.
 - 1.3.4 The Preferential Point System that will be used for this tender are -20/80 (20 Preferential point and 80 Pricing)
- 1.4 Bidders must complete and submit SBD4 [Refer to page 8]

DECLARATION

I, the undersigned [name] _____ certify that I have read and understand the conditions of this Request for Quotation.

SIGNATURE : _____

NAME OF DELEGATED SIGNATORY : _____
[PRINT IN FULL] In his/her capacity of _____

DESIGNATION OF SIGNATORY : _____
[PRINT IN FULL] Who warrants his/her authority to sign on behalf of _____

NAME OF BIDDER [COMPANY] : _____

DATE : _____

BID EVALUATION CRITERIA [as per Specification]

The bid will be evaluated in three [3] phases:

1. **Phase 1: Gatekeeping Criteria**

Only bidders that have complied with the gatekeeping criteria will be evaluated for functionality

2. **Phase 2: Commercial**

Price [80/100] and Preferential Point [20/100] according to threshold

THE RFQ EVALUATION REQUIREMENTS

1. Stage 1 – Price Evaluation
2. Stage 2 – Preferential Point Evaluation

The RFQ will be evaluated on the 80/20 preference point system

The following formula will be used to calculate the points for price in respect of Bids/Procurement with a Rand value +up to a Rand value of R5 000 000.00 [Inc. VAT]

$$\text{Formula: } PS = 80 \left\{ 1 - \frac{PT - P_{\min}}{P_{\min}} \right\}$$

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 goals 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 less		0

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ23/24/06/SS/EC	CLOSING DATE:	12 March 2024	CLOSING TIME:	11:00 am
DESCRIPTION	Supply Stainless Steel Submersible and portable petrol powered pumps according to specification				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
South African Post Office , No 8 Polly Street, City and Suburban, Johannesburg , 2001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sydney Sekete		CONTACT PERSON	Sihle Mkhize	
TELEPHONE NUMBER	011 221 5871		TELEPHONE NUMBER	031 336 3356	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Sydney.sekete@postoffice.co.za		E-MAIL ADDRESS	Sihle.mkhize@postoffice.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER : _____

CAPACITY UNDER WHICH THIS BID IS SIGNED : _____
(Proof of authority must be submitted e.g. company resolution)

DATE : _____

BIDDER'S DECLARATION OF INTEREST

1. Any legal person or persons having a kinship with persons employed by the South African Post Office Limited may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the Bidder or his/her authorized Representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where –
 - The legal person on whose behalf the bidding document is signed, has a relationship with person/ a person who are/is involved in the evaluation/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:

QUESTIONS		ANSWER: YES/NO	IF, YES, STATE PARTICULARS
2.1	Are you or any person connected with the Bidder, employed by the South African Post Office?		
2.2	Do you or any person connected with this Bidder, have any relationship [family, friends, other] with a person employed by the South African Post Office and who may be involved with the evaluation and/or adjudication of this bid?		
2.3	Are you or any person connected with the Bidder, aware of any relationship [family, friends, other] with a person who may be involved with the evaluation and/or adjudication of this bid?		
2.4	Were you or any person in your company involved or assisted SAPO employees in the development and/or drafting of the specification for this bid?		
INITIALS AND SURNAME		IDENTITY NUMBER [ID]	
2.5	Shareholders of this Company		
2.6	Directors		
2.7	Trustees		

2.8 Director/Trustee must declare as follows:

INITIALS AND SURNAME	IDENTITY NUMBER [ID]	EMPLOYEE NUMBER

3. Non-disclosures shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.
4. The Bidder acknowledge that the stipulation of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting for a breach by the Bidder shall be payable by the Bidder should he/she be proven guilty.

DECLARATION

I, _____ the undersigned [FULL NAMES]

Certify that the information furnished in paragraph 2.1 to 2.8 above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

SIGNATURE : _____

NAME OF DELEGATED SIGNATORY : _____
[PRINT IN FULL] In his/her capacity of _____

DESIGNATION OF SIGNATORY : _____
[PRINT IN FULL] Who warrants his/her authority to sign on behalf of _____

NAME OF BIDDER [COMPANY] : _____

DATE : _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES		NO	
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2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Names	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES		NO	
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2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES		NO	
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- 2.3.1 If so, furnish particulars:

3. DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract
- 3.5** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

²Joint venture or consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.