

**REQUEST FOR QUOTATION (RFQ)**

<b>Request for Quotation:</b>	The Supply and Delivery of Office stationery and Consumables for a period of 3 years with an option to renew for 2 years on an As and When required basis.		
<b>RFQ Number:</b>	RFQ/PPECB/HEADOFFICE/STATCONS/2023/08		
<b>Opening Date:</b>	<del>July 2023</del> 04 September 2023		
<b>Closing Date:</b>	<del>August 2023</del> 15 September 2023	<b>Time:</b>	16h00
<b>Contact Person:</b>	Portia Jonginyanga	<b>Email:</b>	Portiaj@ppecb.com
<b>Bid Validity Period</b>	60 Days		

**1. PROJECT PURPOSE**

The Perishable Products Export Control Board (PPECB) Head Office at Plattekloof seeks to identify and appoint supplier/s to supply and deliver stationery and consumables items for a period of three (3) years with an option to renew for one (1) year, on an as-and-when-required basis. The appointed supplier/s 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 R1 million the contract will be cancelled even before it reaches its 3-year contracted period.

However, PPECB reserves the right to amend, remove, request quotations from the successful supplier/s for stationery and consumable items, that are **not** included in this RFQ during the contract period.

An excel spreadsheet (Annexure A) has been attached for detailed specification and the quantities which must be quoted for unit price. The Bidders to submit a fixed price for a period of 12 months (year) as outlined on the excel spread sheet. Price for year two (2) and year three (3) will be reviewed and approved on annual basis. This list will NOT necessarily be ordered in full as it will depend on the requirements at the time, it will only be used to evaluate the bids.

**2. SPECIFICATION**

Item No	Stationery Specification	Unit of Measure
1.	Black pens fine point	Box of 50
2.	Blue pens fine point	Box of 50
3.	Red pens fine point	Box of 50
4.	Pencil HB	Box of 12
5.	Staplers	Each (small standard)
6.	Staple Remover	Each
7.	Staples	Each (26/6)
8.	Pritt	Each (40g)
9.	Prestik	Each (100g)
10.	Calculator	Each
11.	Scissors	Each (Large)
12.	Bubble Wrap	Roll (100mm)
13.	Flipchart Paper refill	Each
14.	White board markers assorted colours	Pack of 10
15.	Permanent Marker	Each

Item No	Stationery Specification	Unit of Measure
16.	Highlighters	Pack of 5
17.	Sticky notes / yellow post it	Pack of 6 (small and big)
18.	Post It Flags - tags	Pack
19.	Sellotape	Each (18mmx66m)
20.	Clear packaging tape	Each (48mmx50m)
21.	Brown packaging tape	Each (48mmx50m)
22.	Liquid to clean whiteboard	Each
23.	A4 PVS plastic sleeves	Pack of 100
24.	AAA batteries	Pack of 12
25.	AA batteries	Pack of 12
26.	Plain White Paper	Box of 5 reams (500 sheets) 80grams
27.	Paper clips	Box (33mm) 100 pieces
28.	Bulldog clips	Box of 100
29.	White board eraser	Each
30.	Hard cover counter book	Each (page 192) A4
31.	Hard cover counter book	Each (page 192) A5
32.	Exam pad A4	Each (100 Sheets)
33.	Ring bind Shorthand book	Pack of 10 (A5)
34.	Flip files	Each (A4)
35.	White C5 Envelopes	Box of 100
36.	White A4 envelopes	Box of 100
37.	Key Tags for keys	Packet

Item No.	Consumables Specification	Unit of Measure
1.	Brown Sugar Sticks (1000x5gr)	Box
2.	White Sugar 2.5kg	Each
3.	Full Cream Milk (6x1L)	Box
4.	Cremora Creamer Carton 1kg	Each
5.	Rooibos Tea 80 Bags	Box
6.	Nescafe Instant Coffee 1.5kg	Each
7.	Nescafe Gold Coffee 200g	Each
8.	Assorted Biscuits 2kg	Box
9.	Sunlight Dish Washing Liquid 5L	Each
10.	Handy Andy Cream Ammonia 5L	Each
11.	Mr Min MP8 Regular Multi-Surface Cleaner 300ml	Each
12.	Unbranded Refuse Bags Heavy Duty WPH19 (Pack 100)	Pack

Item No	Stationery Specification	Unit of Measure
13.	Air Freshener Assorted 225ml	Each
14.	Window Cleaner 750ml	Each
15.	Cloth Yellow Duster	Each
16.	Endearments Sweets Wrapped 1kg	Each
17.	Mop head	Each
18.	Mop	Each
19.	Toilet brush	Each
20.	Jik 2l	Each
21.	Domestos 2l	Each
22.	Toilet paper packets of 48	Pack
23.	Front mat	Each
24.	Pine gel 5L	Each
25.	Deo block 4 kg	Each
26.	Dust bin small	Each
27.	Window clean sponge long	Each
28.	Dish clothes (Pack of 6)	Each
29.	Feather duster	Each
30.	Cheddar (mini six packs)	Each
31.	Water 6 pack	Each
32.	Juices 6 pack	Each

**Delivery Address:**  
**PPECB Head Office,**  
 45 Silwerboom Ave,  
 Plattekloof,  
 Cape Town,  
 7560

### 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](mailto:PortiaJ@ppecb.com)

This submission must contain all information and documentation relating to the  
 RFQ/PPECB/HEADOFFICE/STATCONS/2023/08

### **3.2 Closing Date**

- 3.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.
- 3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

### **3.3 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.

### **3.4 Bid Validity Period**

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

### **3.5 CSD Registration**

- 3.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 3.5.2 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.
- 3.5.3 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.

### **3.6 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.

### **3.7 Insurance**

- 3.7.1 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.

### **3.8 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.

### **3.9 Reservations**

- 3.9.1 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.
- 3.9.2 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.
- 3.9.3 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.

### **3.10 Data Protection**

3.10.1 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.

### **3.11 News and press releases**

3.11.1 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.

### **3.12 Disclaimer**

3.12.1 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.

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

3.12.3 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.

### **3.13 General Terms and Conditions**

3.13.1 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 – Mandatory Functional/Technical Evaluation**

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 3.11**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Mandatory Functional/Technical Evaluation criteria will be disqualified and not be considered for further evaluation.

No.	Mandatory Functional/Technical Evaluation Criterion	Comply	Comments / X-Ref in Proposal
1.	Bidder must be based in Cape Town	<input type="checkbox"/> YES <input type="checkbox"/> No	

## 5.2 Stage 2 - 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 stationery and consumables items in the requirements as per Annexure A	20
2.	<u>Lead Time Capability</u> - 7-10 days = 20 points - Maximum lead time of 3 weeks = 10 points	20
3.	Bidders to confirm in writing the acceptance of 30 days from invoice, PPECB payment terms	20
4.	<b>Provide Written Trade References in the provision of Stationery and Consumables:</b> <ul style="list-style-type: none"> <li>• 3 references – 20 points</li> <li>• 2 references – 10 points</li> <li>• 1 reference – 5 points</li> </ul>	20
5.	<b>Company Experience in the provision of stationery and consumables:</b> <ul style="list-style-type: none"> <li>• 5-10 years – 20 points</li> <li>• 4 years – 10 points</li> <li>• 2-3 years – 5 points</li> </ul>	20
<b>Total Points</b>		<b>100</b>

#### ***Functional Threshold***

The minimum functional threshold is 80. 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:

#### **5.3 Points awarded for specific goals**

5.3.1 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:

5.3.2 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	<b>Total Points: 10</b> % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2.	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	<b>Total Points: 5</b> EME = 5 QSE = 5 Enterprises with turnover above R50m = 1	
3.	Enterprises based in the locality where the goods and service are needed	Proof of Municipal Bill/ Lease Agreement/ Rural/ Village can provide copy of permission from a local chief	<b>Total Points: 5</b>	
<b>Total Specific Goals</b>			<b>20</b>	

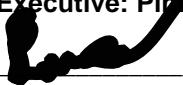
#### 5.4 Stage 4 - Objective Criteria

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:

- 5.4.1 The risk of fruitless and wasteful expenditure to the PPECB;
- 5.4.2 The risk of an abnormally low bid;
- 5.4.3 The risk of a material irregularity;
- 5.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5.4.5 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: Facilities and Health and Safety Coordinator Date: 15/08/23**

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**Executive: Pinki Luwaca****Date: 15/08/23****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 participated 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 accept each page of this RFQ.

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

NAME (PRINT) ..... Signature .....

WITNESSES:

1

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2

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