

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE POSTBANK SOC LIMITED

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 37/2023 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	Appointment of a service provider to provide bulk printing of Postbank Forms and Envelopes and the delivery of these items in bulk on as and when required basis for the period of 2 (two) years
RFQ ISSUED DATE	26 January 2024
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE AND TIME	9 February 2024 @ 11:00am
OFFICE ADDRESS	Freepen Building, Westdene. Bloemfontein 9301
RFQ RESPONSES MUST BE EMAILED TO:	Quotations should be emailed to RFQ.ProcurementNM@Postbank.co.za Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquires can be directed at this e-mail address Nokulunga.Moloi@postbank.co.za .

Important Notes to this RFQ:

Bidders /suppliers should ensure that RFQ responses are emailed to the correct email address, (RFQ.ProcurementNM@Postbank.co.za)

- If the quotation is late, it shall not be accepted for consideration.
- The Postbank reception is generally accessible 8 hours a day (07h30 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Bidders /Supplier to complete and sign all Annexures to this document (including Standard Bidding Document)
- Supplier must ensure compliance with their tax obligations

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SERVICE PROVIDER/SUPPLIER:

REGISTRATION NUMBER:

CSD UNIQUE SUPPLIER REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

EMAIL:

TEL:

- (I) Postbanks standard conditions of purchase shall apply.
- (II) Late submissions will not be accepted.
- (III) The recommended service provider/supplier will be required to complete and sign the Standard Bidding Documents (SBD) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
- (IV) It is the responsibility of the service provider/supplier to ensure that the Postbank has updated information on the status of their business.
- (V) No goods or services shall be delivered before the issuing of an official Postbank's Award Letter or Purchase Order (PO) signed by the authorised Postbank official. The Postbank reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the Postbank before the Postbank Award Letter or PO is issued.
- (VI) Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
- (VII) Postbank reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

1. BACKGROUND TO THE POSTBANK

The South African Postbank (SOC) Ltd is a bank established in terms of The South African Postbank Act, No. 9 of 2010, amended by the South African Postbank Amendment Act 44 of 2013. The South African Reserve Bank regulatory conditions are that Postbank needs to operate on its own.

In order to have a reputable Brand and an enticing image Postbank would like to procure the services of a reputable printing company that will supply standardized consumables that will be used across all our points of presence. Managing stock levels and re-ordering quantity ensuring that Quality approved consumables are in circulation and in use at every point we touch a client. Every re-order will be subject to QA testing before bulk orders are confirmed

2. OBJECTIVE OF THE BID

The objective of the Request for Quotations (RFQ) is to appoint a reputable, market leading and experienced service provider to provide bulk printing of Postbank forms and envelopes as well as the delivery of these items timeously in bulk on as and when required basis. Quality of work should be in line with the colors as per specification document, the color quality should be consistent in all the printed items (stock). The service provider to name/number all documents as per Postbank specification.

3. SCOPE OF WORK**PLEASE REFER TO “ANNEXURE A” ATTACHMENT FOR MORE DETAILED SPECIFICATION**

- The appointed service provider should take into consideration the organizations strategic objective, customer service and/or experience, by providing stock that will be of industry standards.
- A visit to the Premises of the service provider to verify operational capability to deliver on orders.
- Provide a sample of all forms and envelopes before the first order is placed to conduct a QA on the Stock to be printed.
- The Contract will be for a duration of two years with an initial order of minimum operational quantity. Afterwards orders will be placed as stock levels are below minimum order quantity.

TABLE OF FORMS, FORM NUMBERS/NAMES AND ENVELOPES

ITEM	NAME	Size	Quantity in a Box/pad	Item number
1	Deposit slip	As per spec	100 per pad	702557

2	Withdrawal slip	As per spec	100 per pad	702559
3	Envelope (B5) pre-addressed (white)	As Per spec	250 per box	701365
4	Envelope (B5) General use (Brown)	As per spec	250 per Box	701368
5	Manual Transactions form	As per spec	100 per pad	701378
6	Withdrawal list	A4 page size (Back to back Landscape). As per sample	100 per pad	WL0001
7	Adjustment of daily limits	As per spec	100 per pad	AD0001
8	Amendment of beneficiary account form	As per spec	100 per pad	AA0001
9	SASSA/SAPO account confirmation	As per spec	100 per pad	AC0001
10	Standard DL envelope (window)	As per spec	250 per box	702448
11	Standard DL envelope (no window)	As per spec	250 per box	702447
12	Standard C4 envelope (window)	As per spec	250 per box	
13	Standard C4 envelope (no window)	As per spec	250 per box	
14	Unsuccessful ATM/POS (merchant)/saswitch Branch transactions	As per spec	100 per pad	UA0001
15	Unsuccessful Branch transactions	As per spec	100 per pad	UB0001
16	Special Power of Attorney	As per spec	100 per pad	SPA0001
17	Instruction Form – Once Off	As per spec	100 per pad	701252
18	Risk-Cover File	As per Spec	100 per pack	RF0001
19	Term Deposit Redemption	As per sample	100 per pad	702561
20	Credit Order Instruction	As per Spec	100 per pad	CO0001
21	Credit Order Instruction – Addendum for Group accounts	As per Spec	100 per pad	CA0001
22	Application and Amendment form – Individual and Joint Accounts	As per Spec	50 per pad	A00001
23	Application and Amendment form – Group Accounts	As per Spec	50 per pad	G00001
24	Addendum to Group Accounts	As per Spec	50 per pad	A00001
25	Business Banking Account Application	As per Spec	50 per pad	BA0001
26	Application form – Government Beneficiaries	As per Spec	50 per pad	AG0001

4. The bid will be evaluated as follows:

4.1 Phase 1: Functionality requirement and

4.2 Phase 2: Commercial - Price (80) and Specific Goals (20)

4.1.1 Functionality Requirements

Functional Criteria	Sub-criteria	Weights
<u>Company Experience</u> The bidder must have supplied similar products with in the past five (5) years	Signed referral letter/s submitted on a letterhead from respective clients where similar products were supplied to, within the past five (5) years. 3 or more signed reference letters = 60 points 2 signed reference letters = 40points 1 signed reference letter = 20 points No reference letter = 0 points	60
<u>Delivery Lead Time</u> The bidder must be able to deliver the Postbank passbooks within a period of four (4) weeks from date of official order	Number of weeks to deliver. ≤ 4 Weeks = 40 points >4 - ≤6 weeks = 30 points >6 weeks = 0 points	40
Total		100

Only bidders scoring 70 points and above on functionality will be evaluated further on Price and Specific Goals

4.2.1 Commercial Requirements

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Specific Goals	20/100	Points will be awarded to bidders according to the specific goals claimed

Annex D :**COST BREAK DOWN**

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO)/Award Letter is issued.
5. The service provider warrants that the pricing quoted above is free of any errors and omissions and that he/she is able to deliver the contract on the price quoted.

Item	Description/Name	Quantity in a Box/pad	Price year 1 VAT Excl.	Price year 2 VAT Excl.
1	Deposit slip	100 per pad		
2	Withdrawal slip	100 per pad		
3	Envelope (B5) pre-addressed (white)	250 per box		
4	Envelope (B5) General use (brown)	250 per box		
5	Manual Deposit/Withdrawal	100 per pad		
6	Withdrawal list	100 per pad		
7	Adjustment of daily limits	100 per pad		
8	Amendment of beneficiary account form	100 per pad		
9	SASSA/SAPO account confirmation	100 per pad		
10	Standard DL envelope (window)	250 per box		
11	Standard DL envelope (no window)	250 per box		
12	Standard C4 envelope (window)	250 per box		
13	Standard C4 envelope (no window)	250 per box		
14	Unsuccessful ATM/POS (merchant)/saswitch Branch transactions	100 per pad		
15	Unsuccessful Branch transactions	100 per pad		
16	Special Power of Attorney	100 per pad		
17	Instruction Form - Once Off	100 per pad		
18	Risk-cover File	100 per pad		
19	Term Deposit Redemption	100 per pad		
20	Credit Order Instruction	100 per pad		
21	Credit Order Instruction – Addendum for Group accounts	100 per pad		

22	Application and Amendment form – Individual and Joint Accounts	50 per pad		
23	Application and Amendment form – Group Accounts	50 per pad		
24	Addendum to Group Accounts	50 per pad		
25	Business Banking Account Application	50 per pad		
26	Application form – Government Beneficiaries	50 per pad		
	Total (Excl. VAT)			
	VAT 15%			
	Total Price (Incl. VAT)			

The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;

- The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
- All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
- No price changes will be accepted after official Purchase Order (PO) is issued

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

Bidder's Name:

Signature:

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 are 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**

- 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 Name	Identity Number	Name of institution	State

- 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**

- 2.2.1 If so, furnish particulars:

.....
.....

- 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**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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.

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.
- 3.5 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.
- 1.6 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.
- 1.7 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

² Joint 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.

Annex F :

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULA FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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 either the 90/10 or 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged individuals	8	
Women	7	
Disabled	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety

- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

Annex G : GENERAL CONDITIONS OF CONTRACT AND STANDARD BIDDING DOCUMENTS

1. Bidders are required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

Detailed information on the General Condition of Contract are found in the link below:

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf