

**KZN GROWTH FUND TRUST  
REQUEST FOR QUOTATION (RFQ)  
RFQ REFERENCE NUMBER – KGFT RFQ 2023 - 04  
PURCHASE OF SECURITY SAFES FOR THE KZN GROWTH FUND TRUST**

Closing date : **20 June 2023**  
Time : **12:00pm**  
Submission format : email [scm@kznqf.co.za](mailto:scm@kznqf.co.za)

**Name of the respondent:** .....

Late bids will not be accepted

## BID DETAILS

Bid title : Request for Quotation for Security Safes

Procurement Reference Number : **KGFT – RFQ 2023 -04**

Description of Goods & Services : Security Safes for Three Offices

Date of RFP : 23 May 2023

Date of RFP CLOSING : **20 June 2023**

## CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

## BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

CELL PHONE NUMBER Code ..... Number .....

FACSIMILE NUMBER Code ..... Number .....

E-MAIL ADDRESS .....

**Signature of Bidder .....** **Date .....**

## **1. PURPOSE**

The Kwazulu-Natal Growth Fund Trust (KGFT) invites quotations from suitably qualified service providers to provide KGFT with Three Security Safes.

## **2. BACKGROUND**

KZN Growth Fund Trust (KGFT) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

### **2.1 Procurement Philosophy**

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

### 3. SCOPE OF SERVICES REQUIRED

KGFT seeks to appoint a suitably qualified and experienced service provider to purchase Security Safes for the KZN Growth Fund Trust and deliver them at our **offices on the (28<sup>th</sup> floor) from the ground floor.**

Description of item	Units
<b><u>Safe A</u></b> Height: 845mm; Width: 654mm; Depth: 670mm Weight: 450kg ; Body :70mm ; Door: 60mm	1
<b><u>Safe B</u></b> Height: 1145mm; Width: 645mm; Depth: 670mm Weight: 630kg; Body :70mm; Door: 60mm	2

### 4. AWARD OF THE RFQ

KGFT is not obliged to accept and award this tender to the lowest bidder or any other bidder.

### 5. EVALUATION PROCESS AND CRITERIA

Selection will be conducted over three stages as detailed below:

#### Stage 1 - Compliance with Minimum Requirements

#### Stage 2 – Price and Specific Goals

#### 5.1 STAGE 1 – COMPLIANCE WITH MINIMUM REQUIREMENTS

5.1 All proposals must be completed and accompanied by:

5.1.1 SBD 1, SBD 4 and SBD 6.1

5.1.2 Company Profile

5.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration)

5.1.4 Tax Compliance Status Pin

5.1.5 Three (3) Letters of reference or three (03) purchase order for the supply and delivery of safes.

**All bids duly lodged as specified in this RFQ will be examined to determine compliance with the minimum requirements and conditions. Failure to submit minimum requirements documents will disqualify the service provider from proceeding to the next evaluation stage.**

## 5.2 STAGE 2 - PRICE AND SPECIFIC GOALS

5.2.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

5.2.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation. See **Annexure A**

**FAILURE TO SUBMIT FIXED PRICE QUOTATION WILL DISQUALIFY THE SERVICE PROVIDER FROM PROCEEDING TO THE NEXT EVALUATION STAGE.**

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific Goals (see the below table)	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>

### SPECIFIC GOALS TABLE

Preference Points 80/20 - Specific Goals						
Management Control						
		<30%	<51%	<100%	100%	Total Points
<b>BBE</b>		0	0.5	1.25	2.2	3.95
<b>BWO</b>		0	0.5	1	1.5	3
<b>BYO</b>		0	0.5	1	1.5	3
<b>PWD</b>		0.25	0.3	0.5	1	2.05
						12
Skills Development Measured						
		Blacks	Youth	Women	PWD	
		1	1	1	1	
						4
Locality and establishment						
			<b>KZN</b>	<b>SA</b>		
			2.5	1.5		4
<b>Total</b>						<b>20</b>

The following may be used as proof for claiming preference points

- BBBEE Certificate or BBBEE Affidavit
- CSD Report
- ID Documents of the owners of the company

- Municipal Account or Lease Agreement
- Doctors Certificate / disability database from relevant institutions (for more research)

## 6. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a proposal, by **no later than 12:00pm on the 20 of June 2023**

## 7. SUBMISSION DETAILS

- Submissions must be emailed to [scm@kzngf.co.za](mailto:scm@kzngf.co.za) attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact [scm@kzngf.co.za](mailto:scm@kzngf.co.za) during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

**Approved by**



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Mxolisi Dlamini  
*Acting Chief Financial Officer*

## Annexure A

NAME OF BIDDER: \_\_\_\_\_

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFP.

Number	Description	Quantity	Unit Price	Total Price
1.	<b>Safe A</b> Height: 845mm; Width: 654mm; Depth: 670mm Weight: 450kg; Body :70mm; Door: 60mm	1		
2.	<b>Safe B</b> Height: 1145mm; Width: 645mm; Depth: 670mm Weight: 630kg; Body :70mm; Door: 60mm	2		
3.	<b>Deliver the safes to our offices on the (28th floor) from the ground floor.</b>	3		
<b>Sub-total</b>				
<b>VAT@ 15%</b>				
<b>Grand Total</b>				

Tenderers signature.....



COMPANY STAMP

**FAILURE TO SUBMIT FIXED PRICE QUOTATION WILL DISQUALIFY THE SERVICE PROVIDER FROM PROCEEDING TO THE NEXT EVALUATION STAGE.**

