

RFQ No.24/25/23/Supply and delivery of Plastic Seals/RM

SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. DESCRIPTION OF SERVICE.

To appoint a service provider for supply and delivery of Plastic Seals on an as and when required basis for the period of twelve (12) months to the Supply Chain Management in Silverton.

POINT OF DELIVERY OF SERVICES:

Supply Chain Management in Silverton.

2. PRICE BASIS

- 2.1 Bidders shall take into account that the SAPO total requirements may not be allocated to only one bidder.
- 2.2 Bidders shall quote prices in South African Rand and that is **Value Added Tax Inclusive**.
- 2.3 Bidders shall quote on the basis indicated in the Pricing Schedule (Annexure 'F') and as stated in the Proposal Questionnaire (Annexure 'G').
- 2.4 SAPO requires an **all-inclusive** and fully transparent cost structure.
- 2.5 Pricing of goods and services must be linked to the Specification set out in Annexure 'D'
- 2.6 Bidders must indicate what portion of the total price will be allocated to each member of the JV or Consortium where a Bidder is constituted of more than one member.
- 2.7 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 2.8 Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be fixed for a period of **Ninety (90)** days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
- 2.9 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.
- 2.10 Bidders must warrant to the SAPO and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver the contract on the prices quoted.
- 2.11 Bidders shall indicate whether they offer any discount

3. PAYMENT

- 3.1 The SAPO shall pay the amount reflected on the invoice once the SAPO has verified that the services set out in the schedule have been rendered and the invoice amount has been approved by the SAPO Official.

ANNEXURE 'B

- 3.2 Payment shall be made to the Supplier or Service Provider thirty (30) days from date of Invoice.
- 3.3 Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
- 3.4 Supplier shall comply with the requirements of the VAT Act.
- 3.5 Failure to comply with clause 4.4 may result in late payment of the total amount of the invoice by SAPO to the supplier and the SAPO shall not be liable for any cost incurred by the supplier as a result of such late payment.

4. PROPOSAL DOCUMENTS

- 4.1 Bidders responding to this RFQ are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFQ.
- 4.2 **RFQ shall be submitted to the tender box it is the bidder's sole responsibility to ensure that the quotation has been received by the 06 May 2024 at 11:00AM.**

NOTE; Bidders should not submit their proposal through email

- 4.3 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.

5. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted SAPO officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid.

The SAPO undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Lungile Nkomo (Act: Manager: Procurement) Rosalia Malangabi (Procurement Specialist)	SAPO Limited Supply Chain Management Cnr. James Drive and Moreleta Street Silverton, Pretoria.	(012) 845 2553/082 361 1901 Lungile Nkomo @postoffice.co.za (012) 845 2432/072 414 5154 Rosalia.Malangabi@postoffice.co .za

6. CLARIFICATIONS

- 6.1 Bidders are encouraged to submit clarification questions (where applicable) in writing to SAPO Officials mentioned above not later than **02 May 2024 at 16HRS**. No further questions will be entertained after this period.
- 6.2 SAPO will respond in writing to queries and distribute to all invited bidders.
- 6.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFQ unless and until they have been confirmed in writing.
- 6.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFQ.

7. VALIDITY PERIOD OF PROPOSAL

The period during which the SAPO shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be Ninety (**90**) days from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance. No adjustment will be accepted during validity period.

8. COST OF THE BID

Each Bidder shall bear all costs (of whatsoever nature) associated with the preparation or submission of its RFQ and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the bidders in connection with or arising out of the competitive procurement process.

9. CONDITIONS OF BID

- 9.1 Docex reserves the right to reject and /or disqualify any proposal:
 - 9.1.1 Received without all the data and information requested.
 - 9.1.2 That fails to comply with the specification.
 - 9.1.3 That contains any information that is found to be incorrect or misleading in anyway. Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the noncompliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- 9.2 DOCEX reserves the right:
 - 9.2.1 Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
 - 9.2.2 To negotiate with one or more Bidders, regarding any terms and conditions, including price.
 - 9.2.3 To accept part of a bid rather than the whole bid.
 - 9.2.4 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.

9.2.5 To split the award of the bid between two or more Bidders.

9.2.6 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.

9.2.7 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services quoted for, whether before or after adjudication of the bid.

9.2.8 To award the contract to a Bidder whose bid was not the lowest in price.

9.2.9 To award the bid to a Bidder who is not highest scoring bidder.

9.2.10 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.

9.2.11 The bid will be evaluated as follows:

- ✓ Gatekeeping Criteria
- ✓ Bid Conditions
- ✓ Preferential Point -specific goals and Commercial –Price (90) and specific goals (10) or Price (80) and specific goals (20)
- ✓ Compliance Documents

9.2.12 No attempt may be made, whether directly or indirectly, to canvas any members of SAPO staff before the award of the contract. Any enquiry must be referred, in writing, to the specified person.

NOTE: If you have not been contacted within 30 days of the closing date of this RFQ, please accept that your quotation was unsuccessful.

10 SAMPLES (APPLICABLE)

SAPO shall not pay for samples provided and damaged/ destroyed samples as a result of destruction testing.

11 WARRANTY (WHERE APPLICABLE)

The warranty or maintenance of products/goods/services shall be for a period not less than twelve (12) months.