



Glenwood Office Park Cnr. Oberon &
Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel : [\(012\) 845 2000](tel:0128452000)
www.idt.org.za

Request for Quotation

RFQ number: IDT/HO/HR/29/06/2023

Description: REQUEST FOR QUOTATION FOR THE RELOCATION OF HOUSEHOLD ITEMS
FROM CAPE TOWN TO MPUMALANGA

Closing date and time: 03 JULY 2023 @ 12:00PM

Submission of quotations: All quotations must be submitted on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number: MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Invitation to bid**) SDB 4 (**Bidder's Declaration**), SBD 6.1 (**Preference claim form**) attached in this RFQ document.

Compulsory returnable document: Where applicable:

Source Documents to be submitted with the Bid or RFQ

- | | | |
|----|---|---|
| 1. | *CIPC Document (Company Registration Document will be required for verification (CIPC DOC)) | |
| 2. | *Woman | (Originally Certified ID Document) |
| 3. | *Youth | (Originally Certified ID Document) |
| 4. | *People with Disability | (Letter from the Dr. Confirming the Disability) |
| 5. | *Black Male Ownership | (Originally Certified ID Document) |

Board of Trustees: Ms. Zimbini Hill (Chairperson), Ms. Lerato Kumalo (Deputy Chairperson), Mr. Timothy Sukazi, Dr. Michael Sutcliffe, Prof. Raymond Nkado, Ms. Karabo Siyila, Ms. Prudence Mkhwanazi, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Ms. Rehana Parker

Acting Chief Executive Officer: Ms. Tebogo Malaka.

Trust Registration No: IT 669/91



DETAILED SPECIFICATIONS/ TERMS OF REFERENCE FOR RFQ

TERMS OF REFERENCE – REQUEST FOR QUOTATION FOR THE REMOVAL OF HOUSEHOLD ASSET/ FURNITURE FROM CAPE TOWN TO MPUMALANGA

TERMS OF REFERENCE:

1. PURPOSE

Independent Development Trust (IDT) has a Policy Provision for relocation assistance for new and old employees where applicable. This Provision allows for the organization to provide relocation of household items including moving of household belongings for employees.

The IDT has appointed an official that requires assistance for relocating household belongings / furniture and other personal belongings from Cape Town Province to Mpumalanga Province.

2. SCOPE OF WORK

2.1 The scope of work includes but not limited to the following:

- Storage of household belongings
- Insurance
- Loading & off loading
- Packaging
- Packing
- Transporting of household belongings

To that end IDT is seeking services of a provider/s that will assist with the provision of these required services.



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2.2 List of Furniture:

LIST OF HOUSE CONTENT ITEMS	ITEM COSTS
Garage	
20l water urn	600
Fridge/Freezer - defy 552l eco combi-fridge	18000
15kg weight kettle bell	300
Christmas tree inside a box	600
Bathtub	1200
Three tier Shelf	2300
Dustpans, 3 brooms and buckets, 4 mops	4000
Wooden boards of an old kitchen and associated kitchen counter tops	150
chairs (standard cushioned and study chair)	6500
Pipes	200
Table	2400
2 sitter drawers chests	6000
Vacuums machine	1500
Garden Equipment(fork, spade, mowing machine, weed eater, hoe, 2 plastic forks, 1 steal fork, 3 hand held tree small clippers and 1.5 miters handheld tree clipper, grass clipper, 2 extension: white and black)	7000
Cleaning equipment, 2 normal brooms, metal broom, garden boom, heavy-duty broom, 4 stand-up dustpan sets, handheld dustpan sets)	3000
Two beach armrest chairs, 1 tri-port chair	14000
Squash racket and balls	1000
3 Braai racks and thongs	500
Gardening miscellaneous	2000
Miscellaneous cosmetics	3000
Total	74 250
Bedroom 3	
Basket	100
Table	2000
Guitar	600
Shoe holder	500

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Clothes and cushions inside the wardrobe	3000	
Books - home library	10000	
Dvd's - home library	5000	
Tool box and bag	3500	
Foot spar basin	350	
Exercise rebounder	900	
Red suitcase full of linen and clothes	40000	
Queen size bed inside a bed stand wardrobe	5000	
Computer hardware	1900	
Keyboard and mouse	150	
Total	73 000	
Bedroom2		
Pillows (2 big, 4 standard)	1350	
2 king size duvet rolls (goose dawn and thermal)	5000	
2 Bedcovers	2500	
Bed - Selly (matrass and base and linen on it)	8000	
3 Suitcases of bed linen	8500	
Bedside pedestrian, radio and flower vase	900	
Boxes (books and DVDs	5000	
Boxes (kitchen cutleries)	3500	
Miscellaneous bathroom1	300	
Miscellaneous bathroom2	1500	
Office chair	1000	
Professional torgurs puller bag	32000	
4 basket of linen and clothes		
clothes and linen/ curtains	7000	
Dribuddi	2100	
5 small blankets	2100	
Milex heater and air-freshener	1300	
Trainer	2000	
2 tennis rackets and balls	2450	
Total	86 500	
Main Bedroom 1		
Queen size Bed - Cloud 9 memory foam (matrass and base and linen on it)	20000	
Metal Bed base frame and side pedestals	3000	

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Lazy boy stretcher	2500
Study table	2000
Body magnetic spar	5000
Greenworld/super life supplements	15000
Office chair	1000
Clothes in the wardrobe	35000
King size Thermal duvet roll	
2 Bedcovers	2900
4 pillows (2 standard & small)	2000
Shoes (20 crocs, 10 boots, 5 green cross, 2 nine west, 7 running shoes, 3 sleepwear, 5 froggies, etc)	60000
Shoe rack	500
Silver explora decoder and a TV stick	1200
5x5 meter Persian mat roll	7500
Total	157 600

Living Room	
Two Oak dining tables	12000
10 table chairs (2 with cover bags with aprons)	8000
1 Study chair	750
2 X 1.8 Kudu Leather couches with 3 pillow sets	140000
1 Kudu side table	9000
1 TV pedestal cabinet	10000
1 55inch SAMSUNG TV	45000
6 set TV speakers	5000
1Black DSTV Explorer Decoder	5000
1 Blue-ray 3D SAMSUNG DVD player	3000
1 Defy Fridge/freezer	12000
1 Standard Chest Freezer	2500
6 Oak office/lounge chairs	2400
1 Oak/glass coffee/book table	3500
1 Mini Piano	2200
Movie DVDs	7700
Food trolley table	750
11 wing black Oil heater	3000
Book basket	700
2 Boxes CDs	2000

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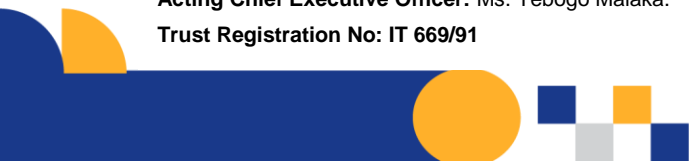
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1 Box Beads and shells	10000	
3 flower vases	1500	
Oak coat hanger	750	
Multipurpose vacuum machine	7000	
Mats (2 yoga and 2 traditional straw	3300	
Round drum with clothed	1200	
2 Fruit / miscellaneous thing baskets	650	
3 magnetic scanners	10500	
Ironing board and two irons	3600	
Clothes steamer	2500	
cables and art basket	3200	
Total	318 700	

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Kitchen		
3 Box cutlery miscellaneous	6700	
Greenworld teas and supplements capsules	6000	
2 Sprouts and Crock fermenting pot	1350	
3 Round Cake molds	1600	
3 Square cake molds	1600	
2 Bamboo basket steamer	1400	
12 Robinson 1kg spices	5000	
Miscellaneous spices and seeds	1500	
Basket and a picnic basket	2500	
Tupperware - variety	10000	
Leucrescent dishes (4 dinner plate, 4 casseroles dishes, 4 cereal/soup bowls, 2x utensil holders, 3x snack boxes, 6x350 mugs, 1 tea pot, 6 ramekins and 1 baking dish)	8000	
Leucrescent pots (12l, 10, 8l, 6l, 4, 2x2 2l, 1 x26cm skillet, 1 griller)	22000	
Cast iron pots: howck, 3 pot sets, 3 pen sets,	900	
Steel pot, baking ware (2 leucrescent loaf pan, grilling pan, baking tray) two round spring cake pans, 0 to 9 silicon cake molds, a variant of silicon cake molds	1800	
10 blue plates, 6 green plate, 10 red and white side plate, 3 dinners plate, 4 white dinner, 3 white site plates, 6 cereal dishes, 5 roast glassware,	7000	
Sieves	700	
8 Tier round easy-drier dehydrator	9000	
Square dehydrator	7000	
Food processor	10000	
Ice-cream maker	6000	
Popcorn maker	400	
Spice stone motor and pestil	1000	
Heavy duty Griller	4900	
Green star cold press juicer	12000	
Groceries (pilchards, rice, macaroni, spaghetti, beans, lentils, nuts, coffee, etc.	3000	
Counter top hand miller	1200	
8 minute marinater	600	
handheld mixer	800	
Stone baking rolling pin set on a wooden stand	1200	
Dehydrator motor	1200	
Microwave	5000	

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Detergents (body soaps, washing machine soaps, stay soft, jick, salts, liquid soaps, etc.	5000
Baking/grilling treys, muffin treys/baking stone, etc.	1700
Laundry washing machine	10500
Dishwasher	7900
Total	166 450
Insurance	
Grand Total	876 500

DETAILS:

Employee: Mpumalanga

DELIVERY ADDRESS:

Unit 2, 18 Theo Klynhans Street, White river, 1240

1. ENQUIRIES

All queries related to this RFQ must be submitted in writing to:

Technical: Ms, Mihle Tshetsha

Telephone (012) 845 2148

E-mail: MihleTs@idt.org.za

SCM Enquiries: Ms. Tebogo Hakala

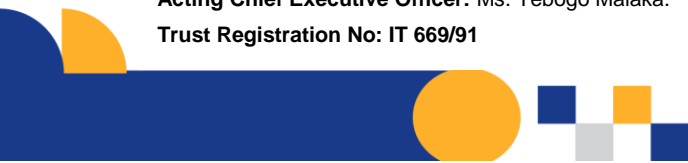
Email: TebogoH@idt.org.za

2. SUBMISSION OF PROPOSALS

All quotations must be submitted to quotations@idt.org.za on or before the closing date and time stipulated above

NB: No query shall be allowed 24 hours prior to the closing date and time of this Request for quotation.

NB: *The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.*





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SBD 4

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.

2.2	Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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.





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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**

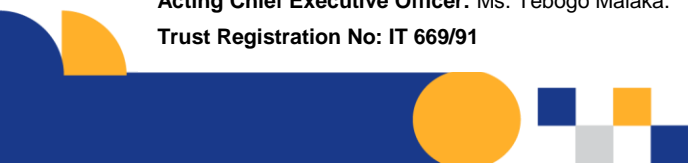
2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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.
- 3.4 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.





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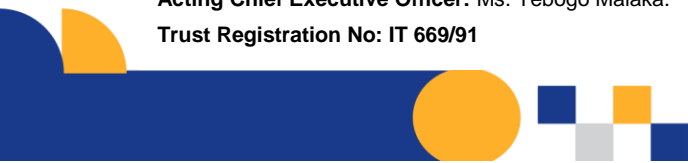
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by 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

³ 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.





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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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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





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shall be awarded for:

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

1.4 To be completed by the organ of state:

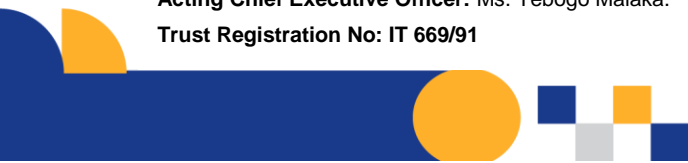
The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women Ownership	3	6
Youth Ownership	3	6
People with Disabilities Ownership	2	4
Black Male Ownership	2	4
Total points for Price and SPECIFIC GOALS	100	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





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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. FORMULAE 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:

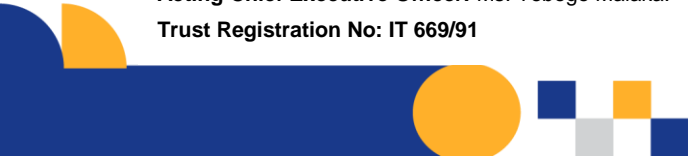
80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender





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3.2. FORMULAE 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:

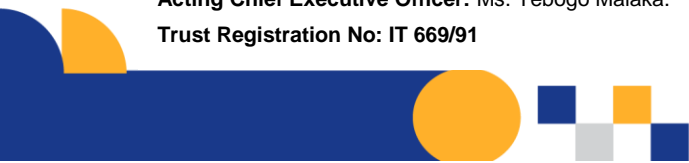
80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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





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tender will be used to determine the applicable preference point system; or

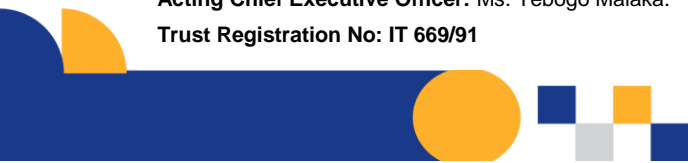
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership	3	6		
Youth Ownership	3	6		
People with Disabilities Ownership	2	4		
Black Ownership	2	4		





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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

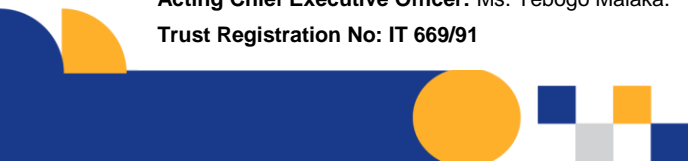
4.5. TYPE OF COMPANY/ FIRM

- ☐ 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;





Glenwood Office Park Cnr. Oberon &
Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel : [\(012\) 845 2000](tel:0128452000)
www.idt.org.za

- 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:

