



SOUTH AFRICAN TOURISM

Delivered by e-mail

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RFQ-15-FAC-2022

Dear Bidder,

SUBJECT MATTER: SUPPLY AND DELIVERY OF STATIONERY THROUGH AN ONLINE ORDERING SYSTEM ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY (36) MONTHS.

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

Having regard for the aforementioned, SA Tourism is hereby extending an invitation to suppliers submit a cost proposal for online stationery ordering on an as and when required basis.

1. SCOPE OF WORK

South African Tourism require supply and delivery of stationery on an as and when required basis. This includes improved and efficient stationery ordering, supply and delivery process. Competent suppliers are requested to submit cost proposal for online stationery ordering regime for the contract duration spanning thirty-six (36) months.

1.1. ORDERING PROCESS

Business Unit Coordinator shall be issued with unique online login details to link with the appointed supplier for placement of orders. An annual Purchase Order (PO) will be created from which each delivery and invoices can be funded. When the PO gets depleted, an additional PO will be created. The total orders on this contract will be capped at R1 million including VAT. Upon delivery, Business Unit Coordinators shall confirm, verify quantities and ensure correctness of items ordered.

Prescribed stationery delivery address: South African Tourism, Bojanala House, 90 Protea Road, Chislehurst, Johannesburg, Gauteng, South Africa

The cost proposals shall be limited to the following business-wide stationery requirements:

1.2. STATIONERY LIST

NO	ITEM DESCRIPTION	UNIT OF MEASURE	RATE PER ITEM		
			YEAR 1	YEAR 2	YEAR 3
1	Pritt glue sticks 43gr (or equivalent Brand)	Each			
2	Bostik Prestik 100g (or equivalent Brand)	Each			
3	28mm Paper Clips Box	Box			
4	50mm Giant Paper Clip Box	Box			
5	51mm Foldback Clips	Box			
6	41mm Foldback Clips	Box			
7	32mm Foldback Clips	Box			
8	Pilot retractable ballpoint pen super grip oil based ink pens - Black Ink (or equivalent Brand)	Box			
9	Pilot retractable ballpoint pen super grip oil based ink pens - Green Ink (or equivalent Brand)	Box			
10	Pilot retractable ballpoint pen super grip oil based ink pens - Red Ink (or equivalent Brand)	Box			
11	Pilot retractable ballpoint pen super grip oil based ink pens - Blue Ink (or equivalent Brand)	Box			
12	Corvina Ballpoint Pen - Fine point - Black Ink (or equivalent Brand)	Box			
13	Boxes OPTIPLAN Medium-weight Files (200 files per box)	Box			
14	A4 Carry Folder with press stud - Clear Colour (or equivalent Brand)	Box of 10s			
15	Packs of Self-Adhesive Sticky Notes - 75mm x 75mm	Each			
16	Sign here post-it flags & dispenser 25mm x 43mm 50 flags	Pack			
17	Artline 70 black Perm Maker (or equivalent Brand)	Box			
18	Black Crystal Ballpoint pen	Box			
19	PENTEL Superb Ball Pen BK 77 (or equivalent Brand)	Box			
20	Clutch Pencil 0.5mm Pilot begreen	Box			
21	Endorsing Ink for Stamp pads	Each			
22	Magic clips 6.4mm (or equivalent Brand)	Box			
23	Post it Notes 73x73 (medium) Yellow	Pack			
24	Post it Notes 75x100 (large) Yellow	Pack			
25	Post it Notes 127x76 (large) Yellow	Pack			
26	Post it Notes 73x73 (medium) multicolor	Pack			
27	Labels: Arch Lever Files	Box of 10s			
28	Croxley Lever Arch Files A4 70mm PVC (or equivalent Brand)	Box of 10s			
29	PVC A4- SECRETARIAL FOLDER L-WED BLUE	Each			

NO	ITEM DESCRIPTION	UNIT OF MEASURE	RATE PER ITEM		
			YEAR 1	YEAR 2	YEAR 3
30	Puncher Rexel P425 (or equivalent Brand)	Each			
31	Printing and production of business cards	Box of 500s			
32	Financial Calculator FC100V	Each			
33	Rexel Stapler (Medium) (or equivalent Brand)	Each			
34	Stabilo Highlighter Assorted Wallet 6 (or equivalent Brand)	Pack of 6s			
35	Calculators Sharp EL-2128v Grey	Each			
36	Red or black arch lever files - A4 70 mm Polyprop Lever Arch file Esselte (or equivalent Brand)	Box of 10s			
37	A4 hard cover book 1 ruled Quire (F/M)	Each			
38	A5 hard cover book ruled	Each			
39	Note book with lines - Meeco A5 Black ENB01A5B1 (80 page) (or equivalent Brand)	Each			
40	Boxes Duracel Batteries AA (or equivalent Brand)	Pack of 6s			
41	Boxes Duracel Batteries AAA (or equivalent Brand)	Pack of 6s			
42	A1 Flipcharts	Each			
43	Paperpro Easy Touch Stapler Standard Full strip 2-20 (or equivalent)	Each			
44	Cupboard Clipboards 355 x 230mm	Each			
45	A4 BL45101 Blue File	Box of 10s			
46	Sharp Calculator EL124T Grey (or equivalent Brand)	Each			
47	5 Turquoise A4 70 mm Polyprop Lever Arch file Esselte	Box of 10s			
48	5 Orange A4 70 mm Polyprop Lever Arch File Esselte	Box of 10s			
49	Assorted A4 Board dividers - index 5 tab Jan - Dec (Multi- Colour)	Pack of 10s			
50	Assorted A4 Board dividers 10 multi-colour	Pack of 10s			
51	Bantex A4 PVC Delux Quotation Folders (Green & Red)	Each			
52	Rolodex Classic Rotary - for business cards	Each			
53	Pilot BPS Ballpoint pen black (F) 3010001	Pack			
54	Pilot BPS Ballpoint pen red (F) 3010002	Pack			
55	Parrot Highlighters (carded 4) PH0401A	Pack of 4s			
56	Bostick Prestik 25g	Each			

NO	ITEM DESCRIPTION	UNIT OF MEASURE	RATE PER ITEM		
			YEAR 1	YEAR 2	YEAR 3
57	A4 Meeco Notebook (Neon Yellow NNB01A4Y1	Each			
58	Files' Foolscap Document Wallets (Yellow)	Each			
59	A3 White printing paper (Typek, Rotatrim or equivalent)	500 Sheets per Box			
60	A4 White printing paper (Typek, Rotatrim or equivalent)	500 Sheets per Box			
61	Box Packing Tape brown	Each			
62	Staple Remover	Each			
63	Staples no 56s	Box			
64	Heavy Duty Stapler 100	Each			
65	Heavy Duty Staples	Box			
66	(Rexel) Giant Stapler (code 010408) EO 2030 - (uses staples no 66/11 sheet capacity)	Box			
67	Staples no 66/11 sheet capacity	Box			
68	Classic Sharp Stainless Steel Symmetrical Handle Scissors	Units/each			
69	Cartridges				
	951 x L Magenta	Units/each			
	951 x L Cyan	Units/each			
	951 x L Yellow	Units/each			
	950 x L Black	Units/each			
70	Toner Cartridges for portable colour printers:				
	HP Color LaserJet 2600n (Full set)	Set			
	Sharp MX-C300W Colour (Full set)	Set			
71	Off-site Instant Folding Storage Boxes - Large + Lid 43cm X 32.5cm X 36cm	Box with Lids			
72	(Post-it) Sign Here Stickers (48mmx20 mm - assorted colors)	Pack of 5s			
73	Rubber Bands (Pack) (Croxley or equivalent brand)	RUB14100LT			
74	Perforated Waste Bin (Back)	Each			
75	A4 Envelopes (White x 250)	Box			
76	A4 Lever Arch File	Each			
77	Butterfly Pocket File (20Pockets)	Each			
SUB-TOTAL			R	R	R
VAT @15%			R	R	R
TOTAL			R	R	R

2. Format of proposals - Cost Structure

Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicted below: -

- Bidders must price for all items on the pricing schedule.
- VAT inclusive financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment.

3. EVALUATION METHOD

Phase 1: Administrative Requirements

- (a) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (b) Valid copy of B-BBEE certificate or Sworn Affidavit - B-BBEE Exempted Micro Enterprise;
- (c) Invitation to bid - SBD1;
- (d) Pricing Schedule (Firm Prices) - SBD3.1; and
- (e) Declaration of Interest - SBD 4

Phase 2: Technical Evaluation

PHASE 2 A: DESKTOP TECHNICAL FUNCTIONAL EVALUATION	
Criteria	Weight Allocated
I. PREVIOUS RELATED EXPERIENCE Previous experience Similar to current RFQ Scope/Work Bidder must have specific experience and submit at recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s) and contact details (telephone number and email address) where similar work was undertaken. <u>A reference letter that does not meet any of the above requirements is not acceptable.</u> Scoring No Submission = 0 points <ul style="list-style-type: none"> • 4 years = 1 • 5 - 9 years = 2 • 10 or more years = 3 	55
II. RESOURCE CAPACITY - DELIVERY VEHICLE (S) Bidder Must Submit Proof ownership of Delivery Vehicle/bakkie(s). In case where the vehicle will be provided by a third party, bidders must submit proof of agreement between the parties. SCORING No submission = 0 points EVALUATION WILL BE BASED ON THE EVALUATION SCORING MATRIX	15
TOTAL FOR PHASE 2A	70
<i>Only bidders who score a minimum of 55 out of 70 points from Phase 2. A will qualify and be considered for presentation and online order system demonstration in Phase 2. B</i>	
PHASE 2 B: PRESENTATION AND ONLINE BOOKING ORDER SYSTEM	

DEMONSTRATION		
Criteria		Weight Allocated
I. ORDER SYSTEM DEMONSTRATION Provide a demonstration of online stationery order system demonstration which will cater for the below requirements - Electronic ordering capability - Provide login credentials for multiple users - Seamless invoicing process B: EVALUATION WILL BE IN ACCORDANCE WITH THE TECHNICAL FUNCTIONAL EVALUATION SCORING MATRIX		30
TOTAL FOR PHASE 2B		30
TOTAL (PHASE 2A + PHASE 2B)		100
SCORING MATRIX		
Rating	DEFINITION	SCORE
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and Quality measures required to provide the goods/services. Response Identifies factors that will offer potential value, with supporting Evidence.	3
Acceptable	Satisfies the requirement with minor additional benefits, above Average demonstration by the supplier of the relevant ability, Understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence	2
Average	Submission meets the minimum requirement with major reservations. Considerable reservations of the supplier’s relevant ability, Understanding, experience, skills, resources, and quality measures Required to provide the goods/services, with little or no supporting Evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient Information provided to demonstrate that the supplier has the ability, Understanding, experience, skills, resources & quality measures Required to provide the goods/services, with little or no supporting Evidence.	0

Bidders are required to meet a minimum of **75** percent on technical evaluation (Phase 2A + Phase 2B) in order to be further evaluated on comparative price and B-BBEE contribution.

Phase 3: Evaluation of Price and B-BBEE

The cost proposals will be evaluated on comparative price and B-BBEE level of contribution, using the 80/20 preference point system contemplated in the Preferential Procurement Regulations 2017 where 80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations

The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates issued by a SANAS credited agency or certified copies thereof together with their price quotations, to substantiate their B-BBEE rating claims.

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million. A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017

Bidders who do not submit B-BBEE Status Level Verification Certificates or Sworn affidavits, in the case of EME's and QSE's, or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.

4. Deadline for submission

All proposals must be uploaded using the link <https://forms.gle/Xn85EzwkAvADcwTTA> no later than **14h00 on Thursday, 27 October 2022** and should remain valid for at least 45 days after the closing date.

5. Confidentiality

The request for a cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

6. Terms of Engagement

No service should be provided to SA Tourism and no amount will become due and payable by SA Tourism before an official purchase order has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order.

7. Payments

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the assignment, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

8. Non-compliance with delivery terms

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's sourcing specialist must be given immediate written notice to this effect.

9. Retention

Upon completion of the assignment and/or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

10. Cost

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

11. Cancellation of the request

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request, to amend the term or to postpone this work by email notice to all parties who have received this request.

12. Clarification

Any clarification required on any aspect concerning this request is to be requested in writing.
quotes@southafrica.net

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism