

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>The Supply and Delivery of Office stationery for a period of 3 years on an As and When required basis.</b>		
<b>RFQ Number:</b>	<b>RFQ/PPECB/GRABOUW/STAT/2022/08</b>		
<b>Opening Date:</b>	<b>13 September 2022</b>		
<b>Closing Date:</b>	<b>27 September 2022</b>	<b>Time:</b>	<b>16h00</b>
<b>Contact Person:</b>	<b>Portia Jonginyanga</b>	<b>Email:</b>	<b>PortiaJ@ppecb.com</b>
<b>Bid Validity Period</b>	<b>60 Days</b>		

### 1. SCOPE:

The Perishable Products Export Control Board (PPECB) Grabouw office seeks to identify and appoint supplier/s to supply and deliver stationery items for a period of three (3) years with an option to renew for one (1) year, on an as-and-when-required basis. The appointed supplier/s will submit a quotation on request by the PPECB, and a Purchase Order will be issued with require quantities. When the contract reaches the limit threshold value for RFQ's, which is R 1 million the contract will be cancelled even before it reaches its 3-year contracted period.

However, PPECB reserves the right to amend, remove, request quotations from the successful supplier/s for stationery items, that are not included in this RFQ during the contract period.

An excel spreadsheet (Annexure A) has been attached for detailed specification and the quantities which must be quoted for unit price. Please ensure this page is returned and completed. This list will NOT necessarily be ordered in full as it will depend on the requirements at the time, it will only be used to evaluate the bids.

### 2. SPECIFICATION

<b>Item No.</b>	<b>Specification</b>	<b>Unit of Measure</b>
1.	Black pens fine point and click	Box of 50
2.	Blue pens fine point and click	Box of 50
3.	Red pens fine point and click	Box of 50
4.	Ruler	Each
5.	Eraser	Each
6.	Pencil	Box of 50
7.	Stapler	Each
8.	Staples 26/6	Box



9.	Staple Remover	Each
10.	Blue ink	Each
11.	Black ink	Each
12.	Red ink	Each
13.	Highlighters	Pack of 10
14.	Pritt	Each
15.	Pre stick	Each
16.	Calculator	Each
17.	White board markers assorted colors	Pack of 10
18.	Sticky notes/ yellow post it	Pack of 6
19.	Thick clear tape	Each
20.	Scissors	Each
21.	Manilla Folder 100 sheets Blue	100 Sheets pack
22.	Manilla Folder 100 sheets green	100 Sheets pack
23.	A4 PVS plastic sleeves 100 per pack	Pack of 100
24.	PVC File dividers A-Z or 1-10	Pack
25.	Lever arch file 70mm and 40mm polyprop	Each
26.	Clear packaging tape	Each
29.	Brown buffer tape to seal samples send to lab	Each
30.	AAA Duracell batteries	Pack of 12
31.	AA Duracell batteries	Pack of 12
32.	File fasteners	Pack of 50
33.	Elastic bands	100g
34.	Finger cone various sizes	Pack of 10
35.	Diaries A4 and A5 annual	Each
36.	Masonite clip board	Each
37.	Photocopy paper	Box of 5 reams (500 sheets)
38.	Punch Large and small	Each
39.	Large stapler	Each
40.	Staples or large stapler	Box

41.	Pen organizer holders	Each
42.	Flip Files (30 pocket sleeves)	Each
43.	Brother barcoded labels	Roll
<b>Delivery Address:</b>		
<b>PPECB Grabouw Office</b> C/o Hofmeyer Street & Forrest Ave, Grabouw, 7160		

## 2.1 PRICING

For this request, bidders are to provide pricing as per the pricing schedule provided (Annexure A). A unit price is to be provided for each/unit of measure of the items.

- Delivery costs are to be included in the pricing
- Fixed price for the 12 months period.

## 3. TERMS AND CONDITIONS OF BID

### 3.1 Bid Submission

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to [PortiaJ@ppecb.com](mailto:PortiaJ@ppecb.com)

### 3.2 Closing Date.

- 3.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.
- 3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

### 3.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

### 3.4 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

### 3.5 CSD Registration

- 3.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 3.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 3.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

### **3.6 Acknowledgement and Acceptance**

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

### **3.7 Insurance.**

- 3.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.
- 3.7.2 Upon award of contract and prior to beginning work, the successful Service Provider must provide proof of insurance. Insurance must be maintained for the duration of the contract.
- 3.7.3 Please provide a sample certificate of insurance that indicates your company's limitations of liability as part of your RFQ response.

### **3.8 Response Preparation Cost and Ongoing Engagement**

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### **3.9 Reservations**

- 3.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 3.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 3.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
- Accept a Quotation other than the lowest priced quotation.
  - Refuse to consider any Quotation not conforming with the requirements of this RFQ;
  - Ask any Service Provider to supply further information after the closing date;
  - Cancel this RFQ or any part thereof at any time.
  - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
  - Not to award the quotation at all.

### **3.10 Data Protection**

- 3.10.1 The bidder herewith consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the evaluation, adjudication, and appointment of a successful bidder.
- 3.10.2 Where applicable, the bidder warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for this bid.
- 3.10.3 The bidder consents that PPECB may verify personal information, where necessary, with the National Treasury CSD website and any other regulatory/ industry or any accredited/certification bodies.
- 3.10.4 Should the bidder wish to withdraw its consent as discussed above at any time, it must do so in writing and address such notification to the Procurement Manager of the PPECB.
- 3.10.5 The personal information collected for the purpose of this bid will be retained for a period of three years after the bid has been awarded.
- 3.10.6 The personal information of the successful bidder must be retained in accordance with the PPECB's document retention policy.
- 3.10.7 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

### **3.11 News and press releases**

- 3.11.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

### **3.12 Disclaimer**

- 3.12.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 3.12.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 3.12.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

### **3.13 General Terms and Conditions**

- 3.13.1 The attached terms and conditions ( Annexure A) must be signed and send back with the RFQ response.

#### 4. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

#### 5. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

##### 5.1 Stage 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 3.11**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Compliance Evaluation criteria may be disqualified and not be considered for further evaluation.

##### 5.2 Stage 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

##### ***Mandatory Functional/Technical Criteria***

The bidder must comply with the specification requirements outlined in Section 2

##### ***Weighted Functional Criteria***

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	Evaluation Criterion	Maximum Points
1.	Bidder to confirm ability to deliver all specified stationery item in the Requirements	20
2.	<u>Lead Time Capability</u> <ul style="list-style-type: none"> <li>• 7-10 days – 20 points</li> <li>• Maximum lead time of 3 weeks = 10 points</li> <li>• Lead time more than 3 weeks = 0 point</li> </ul>	20
3.	Bidders to confirm in writing the acceptance of 30 days from invoice, PPECB payment terms	20
4.	<b>Provide Trade References:</b> <ul style="list-style-type: none"> <li>• 3 References – 20 points</li> </ul>	20

	<ul style="list-style-type: none"> <li>• 2 references – 10 points</li> <li>• 1 reference – 5 points</li> </ul>	
<b>5.</b>	<b>Company Experience in the provision of stationery:</b> <ul style="list-style-type: none"> <li>• 5-10 years – 20 points</li> <li>• 4 years – 10 points</li> <li>• 1 – 3 years – 5 points</li> </ul>	<b>20</b>
	<b>Total Points</b>	<b>100</b>

### **Functional Threshold**

The minimum functional threshold is **80** Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

### **5.3 Stage 3 - Price / Preference Evaluation**

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

- 5.3.1 **Price and Preference** - Where the price of the lowest acceptable bidder is R10,000 or greater, the bid will be evaluated using the 80/20 preference point system as per the current Preferential Procurement Regulations;
- 5.3.2 **Price** - Where the price of the lowest acceptable bidder is less than R10,000, the bid will be evaluated using price as the key determinant.

### **5.4 Stage 4 - Objective Criteria**

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 5.4.1 The risk of fruitless and wasteful expenditure to the PPECB;
- 5.4.2 The risk of an abnormally low bid;
- 5.4.3 The risk of a material irregularity;
- 5.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 5.4.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

## **6. DECLARATION BY THE BIDDER**



45 Silberboom Ave  
 Platteklouf, Cape Town  
 7560

**Head Office**  
**T** +27 21 930 1134  
**F** +27 21 939 6868  
**E** ho@ppecb.com

**www.ppecb.com**

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: .....--/-- .....

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) ..... Signature .....

WITNESSES:

1 .....

2 .....