



## REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE  
SUPPLY AND DELIVERY OF GOODS/SERVICES

### **SECTION 1**    Section to be completed by bidder

BIDDER NAME			
BIDDER CONTACT PERSON			
BIDDER CONTACT DETAILS	FAX :	E-MAIL :	
	TEL :	CELL :	

### **SECTION 2**    Section to be completed by SCM

RFQ NUMBER:	RFQ 23/24/47/Adobe Creative Cloud/BM	
ISSUE DATE:	2023/10/30	
CLOSING DATE AND TIME:	2023/11/02	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	
HAND DELIVERY ADDRESS	Cnr James Drive & Moreleta Street Silverton 0184	
ENQUIRIES: PROCUREMENT SPECIALIST NAME:	Amos Matjutla Tel (072) 700 7586 Email address: <a href="mailto:amos.matjutla@postoffice.co.za">amos.matjutla@postoffice.co.za</a>	

## THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

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### 1. EVALUATION CRITERIA

#### 1. Phase 1: GATEKEEPER

**Failure to comply to submit the mandatory documents / proof which would sufficiently cover the gate keeping requirements will result in the bid being deemed as non-responsive and will not be further evaluated.**

#### 1.1 Adobe Accreditation

1.1.1 The service provider must accredited as adobe supplier, proof of accreditation must be provided.

#### 1.2 Pricing

1.2.1 The service provider must submit pricing that include VAT, in the format provided by the SA Post Office

### 2. STANDARD CONDITIONS TO BID

Bidders must submit the following documents with their proposals.

#### 2.1 CSD Report

Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered the bidder can register online at the following website [www.csd.gov.za](http://www.csd.gov.za) to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

#### 2.2 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.  
The tax compliance requirements as follows:

In the bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

SAPO will use the CSD report in extracting the bidder's tax compliance status.

#### 2.3 Specific Goals

The specific goal that this project seeks to achieve is the empowerment and development of emerging micro enterprises (EME's) or qualifying Small Enterprises (QSE's) (that are 51% Black owned. Bidders will be required to submit the below proof indicating that they are 51% black owned.

- BBBEE Certificate (Large entities or QSE's)
- Or Sworn Affidavit (EME's and/or QSE's)

**Note:** Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 20 for the specific goals envisioned with this project.

## 2.4 SBD4

Bidders must complete and submit the SBD4 form accompanied by this bid.

## 2.5 Restricted Suppliers

SAPO will disqualify bidders that are in the National Treasury list of restricted suppliers. Therefore, a verification by a SAPO official will be done.

## 3 PRICING SCHEDULE

### Pricing Schedule Annexure F

Name of Bidder _____
Offer Valid for ninety (90) days from the closing date of bid.

Product Description	Quantity	Total Price inclusive of VAT
Adobe Creative Cloud for teams All Apps ALL; Team Licensing	2	R
Adobe Stock for teams (Other) ALL Multiple Platforms Multi E above is 40 assets per month	1	R
<b>Total overall Price Including VAT</b>		R
<b>Total overall Price Including VAT in Words:</b>		

1. The bidder warrants that the pricing quoted above is free of any errors or omissions and that he/she is able to deliver the scope of work on the prices quoted.
2. The bidder must bid/quote for all items in the pricing schedule. It is compulsory that the pricing schedule be completed fully and correctly.
3. Bidders will not be requested to correct the prices after the closing of the bid. Incomplete pricing will be deemed as a non-responsive bid and will not be considered in the evaluation process.

## DECLARATIONS

I, \_\_\_\_\_, hereby understand the terms and conditions and declare that the information provided above is correct.

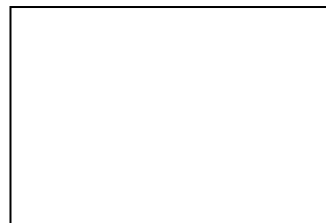
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**SIGNATURE OF BIDDER**

.....  
**NAME IN CAPITALS**

SIGNATURE .....

CAPACITY .....

COMPANY STAMP



## 7. STANDARD TERMS AND CONDITIONS

1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.
5. Bidders are required to complete Annexure F (Pricing Schedule) for all quotations. Failure to complete Annexure F will disqualify the bid. The bid price shall be fixed. All prices are inclusive of Vat.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of ninety (90) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a minimum period of twelve (12) months.
9. The RFQ will be awarded as per clause 1.2 as well as the evaluation criteria applicable to this bid.
10. The South African Post Office reserves the right:
  - ✓ Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
  - ✓ To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
  - ✓ To accept part of a bid rather than the whole bid. 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.
  - ✓ To split the award of the bid between two or more Bidders.
  - ✓ 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.
  - ✓ To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidding for, whether before or after adjudication of the bid.

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

11. Poor performing suppliers will be removed from the SAPO database.

12. Bid price is as per the requirements in the specification.

### Key Requirement documents

Requirements	Yes	No
• Valid Tax Clearance Certificate		
• Valid BEE Certificate		
• Proof of CSD Registration		
• Declarations of interest		
• Declarations of Past SCM Practices		
• SBD1 Document		

Please tick yes or no above.

In any of the above answers is NO please supply reason below.

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