**REQUEST FOR QUOTE FOR SUPPLY, DELIVERY AND INSTALLATION OF GOOD(S) – STANDARD FORMAT**

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| **RFQ** | **REQUEST FOR A QUOTE FOR SUPPLY, DELIVERY AND INSTALLATION OF MOTOR GATE** |
| **RFQ Z** |  |
| **ISSUE DATE** | **06 February 2023** |
| **CLOSING DATE** | **14 February 2023** |
| **CLOSING TIME** | **18h00** |

**REQUEST FOR A QUOTE FOR SUPPLY, DELIVERY AND INSTALLATION OF MOTOR GATE**

1. **Background to the National Museum**

The National Museum - a natural history, cultural history and art museum was established in 1877 and is a declared cultural institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions. More information about the organisation can be found at [www.nasmus.co.za](http://www.nasmus.co.za)

1. **Purpose and Background**

**Specifications of Good(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Product** | **Item Description (attached a photo where possible)** | **Transport required (yes or no)** |
| 1  1  1    1  20m | Centurion D5 motor  Centurion G-ultra 4G  12V 7Amp Battery  Labour  **20amp circuit breaker ,**  **COC**  **Cable**  Installation  **Deliver to museum,** | Cell Gate provides security products and service for wireless access control and monitoring over cellular networks and the internet. Cell Gate products run on cellular networks, they can be **installed virtually anywhere;** with our smart phone apps and the [**True Cloud web-based portal**](https://cell-gate.com/truecloud-2/), they can be **managed from anywhere.** | **yes** |

1. **Compulsory requirements**

The bidder must attach the following documents to the quotation as follows;

* + 1. the bidder must be an active company registered in the Republic of South Africa, and a copy of CIPC registration documents must be attached.
    2. completed, signed and witnessed SBD forms 4, 8 and 9 must be attached.
    3. the bidder must be tax compliant and a copy of a valid tax pin issued by SARS must be attached.
    4. a valid copy of BBBEE certificate or completed and signed BBBEE declaration must may be provided to score points, however it is not compulsory.
    5. the bidder must be registered on CSD and is also required to provide CSD supplier number (MAAA number).
    6. the bidder quotation must be in conformance to the requirements of specifications of the Museum.
    7. At least 3 years relevant experience in motor gate installation or equivalent. At least three (3) reference letters must be attached.
    8. CV and copies of qualification of an installer must be attached.

**Matters for noting**

1. Non-compliance to the above compulsory requirements will lead to a disqualification of the bidder, except for non-tax compliant with tax matter which is subject to grace period of at least 7 days that will be provided to a preferred service provider should that service provider is not compliant following bid evaluation.
2. Failure by this preferred service provider to rectify its tax matters to a compliant status within the grace period provided will lead to an automatic disqualification.
3. Validity period for bids or formal written quotations submitted shall be valid for a minimum period of thirty (30) days. The formal written price quotations received from the service provider/supplier will be regarded as valid for 30 days despite expiry date less than 30 days indicated on a quote.
4. Preference will be given to local installers in Bloemfontein and surrounding towns of Free State province.

**5 Price and Preference Points Evaluation**

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| --- | --- | --- |
|  | **Preference Points Criteria** | **Points Allocation** |
| 1 | Price | 80 |
| 2 | Broad – Based Black Economic Empowerment (BBBEE) | 20 |
|  | Total Points | 100 |

1. **Bid Evaluation.**

All bidders will be subject to a two-staged tactical procurement evaluation process as follows;

* 1. the bidder will be evaluated on 100% conformance of the quote to the specifications as issued by the Museum to be eligible for preferential procurement evaluation below;
  2. the bidder will be selected on lowest cost if the lowest cost is a value below R30 000.00 including VAT if applicable, However if the lowest cost is R30 000 and above including VAT, Preferential procurement calculation of 80/20, whereby 80 is for price and 20 points for BBBEE points will then be applied to select a successful bidder.

1. **Price**

The bidder must provider a cost inclusive quotation including VAT if applicable. The financial offer must be provided in the table below;

|  |  |
| --- | --- |
| **Activity** | **Amount** |
| Gate installation (Inc. VAT & other post) |  |

1. **BBBEE Assessment**

Preferential procurement calculation 80/20, whereby 80 is for price and 20 points for BBBEE points.

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| --- | --- |
|  |  |
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 14 |
| 5 | 12 |
| 6 | 10 |
| 7 | 8 |
| 8 | 6 |
| Non – contributor | 0 |