

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ202324-R0030							
DATE ISSUED	24 July 2023							
PROJECT NAME/ DESCRIPTION OF GOODS/SERVICES	Travelling to Cape Town and East London							
PHYSICAL ADDRESS:	Menlyn Central Office Building, 125 Dallas Avenue, Waterkloof Glen, Pretoria 0010							
RFQ'S CLOSING DATE AND TIME	31 July 2023				16h00			
RFQ VALIDITY PERIOD	30 days							
NAME OF FAIS OMBUD SCM REPRESENTATIVE	Onthatile Rakale							
FAIS OMBUD SCM EMAIL ADDRESS	supplychain@faisombud.co.za							
BIDDER TO COMPLETE THE BELOW INFORMATION								
NAME OF A BIDDER/TENDERER								
TELEPHONE NUMBER								
EMAIL ADDRESS								
FULL NAME OF BIDDER OR HIS/HER REPRESENTATIVE								
NATIONAL TREASURY-CENTRAL SUPPLIER DATABASE (CSD) NUMBER: MAAA	MAAA:							
CSD OVERALL TAX STATUS <i>(Please tick the appropriate box)</i>	TAX COMPLIANT				NON-TAX COMPLIANT STATUS FOUND			
	Yes		No		Yes		No	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)								
COMPANY REGISTRATION NUMBER								
VAT REGISTRATION NUMBER <i>(If applicable)</i>								

PREFERENCE POINTS

1. In this request for quotation, the applicable preference point system envisaged is an 80/20 preference point.

TABLE 1: SPECIFIC GOALS FOR THE RFQ AND POINTS

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS RFQ	80/20 PREFERENCE POINTS ALLOCATED	PROOF OF CLAIM FOR A SPECIFIC GOAL
≥ 51% black owned	10	Sworn Affidavit/Latest CSD report
≥ 31 % black women owned	6	Sworn Affidavit /Latest CSD report
QSE or EME	4	Sworn Affidavit/ Latest CSD report
Total	20	Sworn Affidavit/ Latest CSD report

A. MANDATORY REQUIREMENTS		
ELIGIBILITY/MANDATORY REQUIREMENTS	Comply	Not Comply
(NB: FAILURE TO SUBMIT/OR REFLECT THE BELOW ELIGIBILITY REQUIREMENTS AND CONFORMANCE TO THE SCOPE OF WORK WILL RESULT IN NON-COMPLIANCE AND WILL LEAD TO THE BID BEING DISQUALIFIED.)		
I Registration on National Treasury Central Supplier Database with a compliant tax status		
II Submission of completed SBD 4		
III Submission of completed SBD 6.1		
IV Conformance to the Scope of Work/ Terms of Reference (ToR)		
V. Submission of quotation		
VI. BBBEE Certificate		

B. SCOPE OF WORK/ TERMS OF REFERENCE (TOR)

1. Background

The Office of the Ombud for Financial Services Providers ('FAIS Ombud') was established by the Financial Advisory and Intermediary Services Act 37 of 2002 ('FAIS Act'). The FAIS Ombud's role is to resolve disputes between financial services providers and their clients in a procedurally fair, informal, economical, and expeditious manner.

Suppliers are invited to provide a quotation for the below services required by the FAIS Ombud:

Kindly provide a quotation for travelling to Cape Town. See specifications below:

Date of travelling	Specifications	Travelers
11 August 2023	<u>Flights</u> Flights from OR Tambo International Airport to Cape Town International Airport (Economy Class) on Friday 11 August 2023. Arranged for 07h00 Flights from Cape Town International Airport to OR Tambo International Airport (Economy Class) on Friday 11 August 2023. Arranged for round about 16h00 <u>Shuttles</u> Pick up from House 71, Sandlelie str, Mooikloof Gardens Estate, Matt Str, Pretorius Park to OR Tambo International Airport. Pick up from OR Tambo International Airport to House 71, Sandlelie str, Mooikloof Gardens Estate, Matt Str, Pretorius Park. Pick up from No. 109 Frans Oerder Street, Groenkloof Pretoria to OR Tambo International Airport. Pick up from OR Tambo International Airport to No. 109 Frans Oerder Street, Groenkloof Pretoria	John Rinton Simpson ID: 7012075056083 Cell number:082 338 8036 Address: House 71, Sandlelie str, Mooikloof Gardens Estate, Matt Str, Pretorius Park Marc Julio Alves ID: 7509015263083 Cell Number: 066 249 1905 Address: No. 109 Frans Oerder Street Groenkloof Pretoria Candice Jane ID:8912210111082 Cell Number: 0736489963 Address: 16, 11th Avenue The Link (complex) Edenburg, Rivonia

	Pick up from 16, 11th Avenue the Link (complex) Edenburg, Rivonia Pretoria to OR Tambo International Airport. Pick up from OR Tambo International Airport to 16, 11th Avenue the Link (complex) Edenburg, Rivonia Pick up from Cape Town International Airport to Mutual Park, Pinelands Cape Town, one car for 3 passengers. Pick up from Mutual Park, Pinelands Cape Town to Cape Town International Airport, one car for 3 passengers.		
31 August 2023	<u>Flights</u> Flights from OR Tambo International Airport to East London Airport (Economy Class) on 31st August 2023. Arranged for 07h00 Flights from East London Airport to OR Tambo International Airport (Economy Class) on 31st August 2023. Arranged for round about 16h00 <u>Shuttles</u> Pick up from No. 109 Frans Oerder Street, Groenkloof Pretoria to OR Tambo International Airport. Pick up from OR Tambo International Airport to No. 109 Frans Oerder Street, Groenkloof Pretoria Pick up from 16, 11th Avenue the Link (complex) Edenburg, Rivonia Pretoria to OR Tambo International Airport. Pick up from OR Tambo International Airport to 16, 11th Avenue the Link (complex) Edenburg, Rivonia Pick up from East London Airport to East London Golf Club one car for 2 passengers.	Marc Julio Alves ID: 7509015263083 Cell Number: 066 249 1905 Address: No. 109 Frans Oerder Street Groenkloof Pretoria Candice Jane ID:8912210111082 Cell Number: 0736489963 Address: 16, 11th Avenue The Link (complex) Edenburg, Rivonia	

	Pick up from East London Golf Club to East London Airport, one car for 2 passengers.	
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Quotation and completed SBD documents and latest BBBEE certificate must be emailed to supplychain@faisombud.co.za

TERMS AND CONDITIONS:

- a) All goods or services purchased will be subject to FAIS OMBUD conditions, policies, and procedures.
- b) It is the responsibility of the bidder to ensure that the tax status on the National Treasury Supplier database is always compliant. The FAIS Ombud will not be doing business with bidders who have a non-compliant tax status.
- c) All purchases will be made through an official order form; therefore, no goods or services must be delivered or rendered before an official order has been received.
- d) Payments are effective within 30 days after receipt of the invoice.
- e) Successful bidder must be able to deliver the specified goods/services in full. No delivery will result in the cancellation of the purchase order.
- f) The appointed bidder is required to sign the SBD document truthfully.
- g) When a bidder responds to this request, accept FAIS Ombud's condition and confirm that should he/she is successful, will be able to offer and deliver quality service/goods.
- h) **Evaluation of quotation received will be based on 80/20 Preference points.**

<u>NAME AND SURNAME OF BIDDER</u>	<u>SIGNATURE OF BIDDER</u>

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.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship?

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.
with any person who is employed by the procuring institution? **YES/NO**

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.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring

2 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.

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

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**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) 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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	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 regarding 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 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 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
≥ 51% black owned	10	
≥ 31 % black women owned	6	
QSE or EME	4	
Total	20	

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;
- 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:

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