



Independent Communications Authority of South Africa
350 Witch-Hazel Avenue, Eco Point Office
Park Eco Park, Centurion.
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EXPRESSION OF INTEREST FOR THE SUPPLY OF TWO (2) VENDING MACHINES FOR INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA (ICASA) – 350 WITCH HAZEL AVENUE, ECO PARK, CENTURION

1. Purpose

This purpose of this request is to source and appoint a service provider that offers vending machine services.

2. Site

ICASA Head Office, 350 Witch Hazel Avenue, Eco Park, Centurion for Block B and C.

3. Number of employees

Head Office head count is between **280 – 290** and operates from Monday to Friday. In addition, there are clients and contractors who visit Head Office on a daily basis.

4. Background

ICASA is calling on interested service providers to submit proposals of providing two (2) vending machines services at ICASA Head Office, 350 Witch Hazel Avenue, Eco Park, Centurion, at own cost. Note ICASA will not be paying any money to the appointed service provider.

4.1 Interested Service Providers to note the following:

4.1.1. ICASA will provide space and electricity for the vending machines;

5. TYPE OF VENDING MACHINES

The vending machines must have an attractive, distinctive and fresh look with graphics and verbiage to indicate healthy vending.

6. SPECIFICATION OF PRODUCTS TO BE OFFERED

6.1 Cold beverages

- 100% Fruit Juices
- Soft drinks
- Energy blend beverages

NB. The Service Provider shall include a list and number of proposed juice products. All beverages must be provided and dispensed in recyclable aluminum cans with “litter-free” pop-tops, or recyclable plastic bottles or cartons.

6.2 Snacks

- Healthy Energy Bar & other chocolates
- Nuts
- Crisps
- Sweets

NB. Any product offered must be fresh when delivered and stock must be rotated on a regular basis to maintain a fresh supply. Equipment that is not located in an air-conditioned environment must be refrigerated in order for items like chocolate not to melt.

Evaluation Criteria

Applications will be evaluated on the basis of the below criteria.

In order to assist with an efficient evaluation process, please include all supporting documentation, where applicable.

Table 1: RFQ Evaluation Criteria

<u>EVALUATION CRITERIA</u>		
		DOCUMENTATION

RFQ for the vending machine services.

CRITERIA	ANSWER	REQUIRED
ELIMINATION PHASE – RFQ submissions WILL BE ELIMINATED FROM FURTHER EVALUATION FOR FAILURE TO COMPLY WITH THE ANY OF THE FOLLOWING;		
Does your company have the necessary experience and ability to supply a	Provide company profile or other information confirming ownership	References to include contact personnel and

<u>EVALUATION CRITERIA</u>		
CRITERIA	ANSWER	DOCUMENTATION REQUIRED
vending service to ICASA in Centurion	and/or access to proposed vending machines Include contactable references where vending machines are currently stationed	contact details (e.g. email, telephone etc)
BIDDERS ARE REQUIRED TO SUBMIT THE FOLLOWING INFORMATION. A TENDER MAY BE ELIMINATED FROM FURTHER EVALUATION FOR FAILURE TO COMPLY WITH THE ANY OF THE FOLLOWING		
In case of a vending machine breakdown, do you have technical Personnel to fix the machines, or do you outsource the maintenance		N/A

RFQ for the vending machine services.

and repairs?		
Tenderer to confirm the commercial proposal. Vending machines must be provided at Bidders own cost		N/A
What is your turnaround time in the case of a breakdown in the vending machines?		N/A
What is your turnaround time to replenish stock		N/A
How often do you service the vending machines?		N/A
Please provide the name and contact details of the person who submitted this		N/A

<u>EVALUATION CRITERIA</u>		
CRITERIA	ANSWER	DOCUMENTATION REQUIRED
tender and with whom ICASA can communicate i.e.,for further clarifications,etc.		
Indicate the number of active/contract sites where you have		

RFQ for the vending machine services.

vending machines		
Declaration of Interest - Does your company have any conflict of interest or potential conflict of interest with ICASA as defined in ICASA`s Procurement Policy. If so, provide full disclosure.		

1. Declaration

By applying to install and service Vending machines:-

- (a) the information provided is true and correct;**
- (b) the person applying electronically is duly authorised to apply on your behalf;**
- (c) the application is completed independently from, and without consultation, communication, agreement or arrangement with any competitor.**
- (d) documentary proof regarding any proposal will be submitted to the satisfaction of ICASA when called upon to do so;**

- (e) You understand and acknowledge that any award made will be subject to the conclusion of a written agreement between the Parties.**