

## REQUEST FOR QUOTATION (RFQ)

|                               |  |               |                           |
|-------------------------------|--|---------------|---------------------------|
| <b>Request for Quotation:</b> | <b>The Supply of Interior Design and Spatial Planning Services</b> |               |                           |
| <b>RFQ Number:</b>            | <b>RFQ/INTERIOR DESIGN/2022/8</b>                                  |               |                           |
| <b>Opening Date:</b>          | <b>20 September 2022</b>   |               |                           |
| <b>Closing Date:</b>          | <b>04 October 2022</b>   | <b>Time:</b>  | <b>16h00</b>              |
| <b>Contact Person:</b>        | <b>Mphumzi Mehlomakulu</b>   | <b>Email:</b> | <b>mphumzim@ppecb.com</b> |
| <b>Bid Validity Period</b>    | <b>60 Days</b>   |               |                           |

### 1. PURPOSE:

To appoint a service provider who can provide the PPECB with interior design and spatial planning services for the redesign and layout of the PPECB Head Office in Platteklouf.

#### Background:

The PPECB head office in Platteklouf recently suffered severe water damage as the result of a burst water pipe in the upstairs bathroom. Floorboards, carpets, ceiling boards and furniture were damaged. The PPECB has however made the decision to not immediately replace these items but rather use the opportunity to restructure and redesign the building.

Following COVID the PPECB adopted a hybrid work model where employees are in the office on average twice per week. As a result, many of the offices and desk space is unused. We thus want to relook the layout of the building to create more space for collaboration and discussion along with hot desks and unassigned workspaces

### 2. PPECB BACKGROUND

The Perishable Products Export Control Board is a Schedule 3A statutory organization, established in June 1926. The PPECB conducts its business in terms of the Perishable Products Export Control Act of 1983 (PPECB Act). PPECB Act 9 of 1983

PPECB operates as a statutory body established by the Department of Agriculture, Forestry and Fisheries under the requirements of the Agricultural Products Standards Act (No. 119 of 1990). APS Act 119 of 1990. As a public entity, PPECB must adhere to the requirements of the Public Finance Management Act 1 of 1999. Public Finance Management Act 1 of 1999

PPECB currently acts as an independent service provider of quality certification and cold chain management services for producers and exporters of perishable food products. PPECB's services reduce the risk of producers and exporters of these products. PPECB controls all perishable exports from South Africa.

Customers and stakeholders include producers, producer organizations, pack-houses, manufacturers,

exporters, export agents, cold store operators, transport operators, shipping lines, port authorities, port terminal operators, retailers, and governments.  
Our Vat registration number is 4520 1111 98.

### **3. Scope:**

The items listed below are for quotation purposes only to appoint a preferred supplier. The PPECB reserves the right to alter/delete any of the items listed. A contract detailing the required services- will be drafted to be signed upon appointment.

#### **The Service provider is to provide a quotation for the following:**

- Moodboard that details the style and design approach for the building
- A Master Design plan with revised floorplan and layout for the building which includes:
  - Executive Offices
  - Boardroom
  - 3 x Meeting Rooms
  - 3 x Kitchens
  - Informal Gathering and Collaborative Spaces
  - Hot Desk Areas
- Detail joinery layouts where needed for kitchens, offices, meeting rooms, collaborative spaces, and hot desk areas
- Three-dimensional modelling on computer aided software for the abovementioned spaces
- Photo-realistic renders on computer aided software of one view for each of the following spaces:
  - Executive Office
  - Boardroom
  - Meeting Room
  - Kitchen
  - Informal Gathering and Collaborative Space
  - Hot Desk Area

The PPECB reserves the right to request the following quotations at a later stage from the appointed service provider as a second phase to the project:
- Municipal Submission Drawings if required
- Municipal Administration Fee for Online Submission, Amendments and Approval if required
- Sourcing and Scheduling of furniture if required
- The implementation and management of the execution of the upgrades and amendments if required

These will be dealt with in a separate quotation should the PPECB require these services

#### **For more information please contact:**

Tina-Louise Rabie  
021 930 1134  
Tina-LouiseR@ppecb.com

## **4. TERMS AND CONDITIONS OF BID**

### **4.1 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 [Mphumzim@ppecb.com](mailto:Mphumzim@ppecb.com)

Or

submitted electronically via Microsoft One Drive and shared with this email address

[Mphumzim@ppecb.com](mailto:Mphumzim@ppecb.com) This submission must contain all information and documentation relating to the **RFQ/INTERIOR DESIGN/2022/8**

### **4.2 Closing Date.**

4.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.

4.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

### **4.3 Revisions to Request for Quotations.**

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.

### **4.4 Bid Validity Period**

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

### **4.5 CSD Registration**

4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.

4.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number to enable the PPECB to verify the supplier's status on the CSD.

4.5.3 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.

### **4.6 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.

### **4.7 Insurance.**

4.7.1 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

### **4.8 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.

### **4.9 Reservations**



- 4.9.1 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.
- 4.9.2 Quotations 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.
- 4.9.3 PPECB may, during and after the evaluation of the quotations and in its sole and absolute discretion, decide to:
- Accept a Quotations other than the lowest priced quotations.
  - Refuse to consider any Quotations 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.

#### **4.10 Data Protection**

- 4.10.1 The bidder herewith consents to the processing of it's 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.
- 4.10.2 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.
- 4.10.3 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.
- 4.10.4 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.
- 4.10.5 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.
- 4.10.6 The personal information of the successful bidder must be retained in accordance with the PPECB's document retention policy.
- 4.10.7 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.

#### **4.11 News and press releases**

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

#### **4.12 Disclaimer**

- 4.12.1 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.

- 4.12.2 By submission of its quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 4.12.3 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.

#### **4.13 General Terms and Conditions**

- 4.13.1 The attached terms and conditions (refer **Attachment X**) must be signed and send back with the RFQ response.

### **5. COMPLIANCE DOCUMENTS**

The following documents are required for the quotation 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.
- 7.

### **6. RFQ EVALUATION PROCESS AND CRITERIA**

All quotation 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.

#### **6.1 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 4.11**. 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.

#### **6.2 Stage 2 - Functional/Technical Evaluation**

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

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

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

**Service providers are thus to submit responses/evidence pertaining to the following points as part of their quotation accompanying their quotation.**

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

| No. | Evaluation Criterion   | Minimum Points | Maximum points |
|-----|--|----------------|----------------|
| 1.  | <p><b>Commercial Interior Design References:</b> The service provider is to provide contactable references (not older than 3 years) where interior design services have been rendered in a commercial space</p> <ul style="list-style-type: none"> <li>• 3 References = 20 points</li> <li>• 2 References = 10 points</li> <li>• 1 References = 5 points</li> </ul>  |                | 20             |
| 2.  | <p><b>Floorplan and Layout Examples:</b> The service provider is to provide examples of floorplans/layouts that have been created for commercial spaces.</p> <ul style="list-style-type: none"> <li>• 3 Examples = 20 points</li> <li>• 2 Examples = 10 points</li> <li>• 1 Examples = 5 points</li> </ul>   |                | 20             |
| 3.  | <p><b>Interior Design Experience:</b> A minimum of 5 years' experience in the provision of interior design services is required. Service providers are to state their length of experience</p> <ul style="list-style-type: none"> <li>• Over 5 years' experience = 20 points</li> <li>• Between 3 to 5 years' experience = 10 points</li> <li>• Between 1 to 2 years' experience = 5 points</li> </ul>     |                | 20             |
| 4.  | <p><b>Payment Terms:</b></p> <p>Service provider must confirm in writing acceptance of 30 Days payment terms from Invoice date</p>   |                | 20             |
| 5.  | <p><b>Delivery:</b> The service provider is able to deliver the items requested under scope within the below timeframe:<br/>4 weeks from date of quote acceptance = 20 points<br/>4 to 6 weeks from date of quote acceptance = 10 points<br/>6 to 8 weeks from date of quote acceptance= 5 points</p> <p>Service providers are to indicate when they are able to deliver the items in their quotation.</p> |                | 20             |
|     | <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.

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

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

- 6.3.1 **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.
- 6.3.2 **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.

**6.4 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:

- 6.4.1 The risk of fruitless and wasteful expenditure to the PPECB.
- 6.4.2 The risk of an abnormally low bid.
- 6.4.3 The risk of a material irregularity.
- 6.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 6.4.5 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.

**7. DECLARATION BY THE BIDDER**

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 / quotation 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 quotation.

I confirm that I am satisfied with the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 authorized to sign this quotation.

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

WITNESSES:



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Platteklouf, Cape Town  
7560

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1 .....

2 .....