

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>THE SUPPLY OF CORPORATE CLOTHING TO THE PPECB</b>		
<b>RFQ Number:</b>	<b>RFQ/Marketing/Corp-Clothing/2023/08</b>		
<b>Opening Date:</b>	<b>7 September 2023</b>		
<b>Closing Date:</b>	<b>20 September 2023</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. PROJECT PURPOSE

To appoint a service provider who can provide the PPECB with corporate clothing for the organization's employees. The contract is for a period of 24 months with the option to renew for a further 12 months.

### 2. PPECB BACKGROUND

The PPECB is a Schedule 3A national public entity that is constituted and mandated in terms of the PPEC Act, No. 9, of 1983 to perform cold chain services. The PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Land Reform and Rural Development under the APS Act, No.119 of 1990.

The PPECB's Executive Authority is the Minister of the Department of Agriculture, Land Reform and Rural Development who appoints the board members. The board comprises of representatives from the perishable product industries.

The PPECB employs ± 1 200 people, who deal with more than 200 products and 500 varieties. There are more than 50 service types, over 30 offices in 13 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices the PPECB also has several sub offices that operate on a seasonal or ad-hoc basis.

The PPECB, mandated by the Minister of the Department of Agriculture, Land Reform and Rural Development has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

The PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored and transported at specific temperatures and optimum conditions. Please visit the PPECB's website on [www.ppecb.com](http://www.ppecb.com) for more information on the PPECB.

Our Vat registration number is 4520 1111 98.

### 3. SCOPE

For the purpose of appointing a service provider the quotation that is to be provided by potential suppliers is to be limited to the below items. The PPECB however reserves the right to amend or remove any items ordered or to order alternative items during the contract period. The PPECB furthermore reserves the right to not order any items based on business need.

All quotes are to include all set-up fees and one colour embroidery on each item in one colour unless otherwise specified.

Delivery is to be provided by the selected supplier to PPECB offices countrywide. Delivery costs are to be quoted separately following the finalisation of the order and numbers per region. A list of offices can be found on the PPECB website <https://ppecb.com/contact/>

### **Sweater**

For the purpose of this quotation the supplier is to quote on the below sweater option.

- Available in navy
- Available in both men's and ladies' cuts
- To include embroidery of the PPECB logo in either navy or white – to be confirmed.

#### **STANFORD SWEATER**

Mens code BAS-9702 / Ladies code BAS-9703

Specifications - 260 g/m<sup>2</sup>, 100% polyester jersey knit and spun polyfleece with brushed inner



### **Jackets**

For the purpose of this quotation the supplier is to quote on the below sweater option.

- Available in navy
- Available in both men's and ladies' cuts
- To include embroidery of the PPECB logo in either navy or white – to be confirmed.

#### **VALLARTA JACKET (BAS-11212/3)**

Mens code BAS-11212 / Ladies code BAS-11213

Specifications: 100% nylon, lining: 100% polyester, padding: polyester, fully padded and quilted outer, full zip, concealed pockets, standard fit



### Supply and Delivery

- Items are to be available within 6 weeks from date of the order being confirmed (PO issued)
- The supplier is to provide the price for all available sizes and indicate if there is an increased cost for larger sizes
- Jackets must all be labelled in the collar with the size of the jacket and whether it is a men's or ladies cut
- Orders are to be packed by the supplier according to the office that placed the order and delivered to the relevant office
- Each item is to be packed in a transparent plastic bag before being packed for delivery
- The confirmed amount to be ordered will be confirmed by the PPECB following successful appointment and contracting and is dependent on business needs.
- The service provider is not to apply any minimum order quantities above 20 items.

### Branding Guidelines:

- The PPECB logo featured below is to appear on all corporate clothing items (in either white or navy – colour will be confirmed by the PPECB)
- Embroidery fees and all set-up costs are to be included in the price quoted
- Prior to the confirmation of all orders, artwork is to be sent to the PPECB for approval



### Sizes

- The successful bidder is to ensure that the items are correctly labelled with the correct size and mens/ladies cut.
- The successful bidder is to ensure that sizes are in line with commonly accepted sizing standards in South Africa

### Samples

- PPECB reserves the right to order additional samples for its regional offices. All samples will be paid for.

### Final Approval

- Following appointment of the successful bidder and prior to the confirmation of the order, a sample of each item is to be submitted by the successful bidder to the PPECB for approval. This is to include a sample of men's and ladies cuts where applicable. These samples are to include branding.
- The PPECB is to approve the quality of the sample and the embroidery and ensure it is aligned to the scope of the RFQ. Contracting will only proceed following successful receipt of the sample.

### Quotation

For the purpose of this request, suppliers are to ensure their proposal includes a quotation which reflects the following. A unit price is to be provided for each of the following.

- Stanford Sweater incl embroidery and set-up fees and packaging – Men's Cut Size Small to Large
- Stanford Sweater incl embroidery and set-up fees and packaging – Men's Cut Size Large and above
- Stanford Sweater incl embroidery and set-up fees and packaging – Womens Cut Size Small to Large
- Stanford Sweater incl embroidery and set-up fees and packaging – Womens Cut Size Large and above
- Vallarta Jacket incl embroidery and set-up fees and packaging - Men's Cut Size Small to Large
- Vallarta Jacket incl embroidery and set-up fees and packaging - Men's Cut Size Large and above
- Vallarta Jacket incl embroidery and set-up fees and packaging – Womens Cut Size Small to Large
- Vallarta Jacket incl embroidery and set-up fees and packaging – Womens Cut Size Large and above
- Delivery costs are NOT to be included in the pricing and are to be quoted separately following confirmation of the order

### Security:

- The bidder is to have adequate security measures (security gates, alarm system and / or security guard) in place to safeguard the items prior to delivery to the PPECB.
- Should any damage or theft befall the items while in the care of the supplier and prior to the PPECB taking receipt of the items the supplier is to manufacture replacement items within 6 weeks from the date of the incident at their own cost.
- The supplier is to have adequate insurance to cover PPECB's items while in their possession and prior to delivery to the PPECB.
- Security and insurance of the items remains the responsibility of the supplier until PPECB has taken receipt of the items.

## 4. TERMS AND CONDITIONS OF BID

### 4.1 Bid Submission

All quotations must be submitted in the following method:

Via email to [Mphumzim@ppecb.com](mailto:Mphumzim@ppecb.com)

This submission must contain all information and documentation relating to the **RFQ/Marketing/Corp-Clothing/2023/08**

### 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 Quotation.

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 in order 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 this Request for Quotation.

### 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 Quotation other than the lowest priced quotation.
- Refuse to consider any Quotation 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 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 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.

## 6. RFQ EVALUATION PROCESS AND CRITERIA

All quotations 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 5**. 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.

No.	Mandatory Criterion	Functional/Technical Evaluation	Comply	Comments / X-Ref in Quotation
1.			<input type="checkbox"/> YES <input type="checkbox"/> No	
2.			<input type="checkbox"/> YES <input type="checkbox"/> No	
3.			<input type="checkbox"/> YES <input type="checkbox"/> No	

### 6.2 Stage 2 - Functional/Technical Evaluation

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

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

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

No.	Evaluation Criterion	Minimum Points	Maximum points
1.	<b>Lead Time Capability:</b> The lead time for delivery from the date of approval and confirmation of order is stated as below. a) Ability to deliver all items in 6 weeks or less = 20 points b) Ability to deliver all items in 6 to 8 weeks = 10 points c) Ability to deliver items in more than 8 weeks = 0 points	10	20
2.	<b>Payment Terms:</b> Payment terms are to be clearly stated. a) 30 days from invoice following successful delivery = 20 points b) If deposit is required prior to delivery = 10 points		20
3.	<b>References:</b> (At least 3 contactable written reference letters from clients not older than 5 years, where corporate clothing has been supplied)  a) 3 or more written reference letters = 20 points b) 2 written reference letters = 10 points c) 1 written reference letter = 5 points		20
4.	<b>Company Background:</b>	20	30

	Please state the length of your experience in the supply and delivery of corporate clothing.  a) More than 5 years = 30 points b) 3 - 4 years = 20 points c) 1 - 2 years = 10 points		
<b>5.</b>	<b>Compliance with Scope:</b> The quote provided by the bidder includes the correct items as specified by the PPECB in the Scope section of this document. The quotation includes all requested information as outlined in the Quote section of this document.	30	30
	<b>Total Points</b>		<b>120</b>

#### ***Functional Threshold***

The minimum functional threshold is **[90]**. Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

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

#### **6.3 POINTS AWARDED FOR SPECIFIC GOALS**

- 3.1. 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:
- 3.2. 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 the 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.)**

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system)

				(To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 10</b> % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 5</b> % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 5</b>	
<b>Total Specific Goals</b>			<b>20</b>	

#### 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. SPECIFICATION APPROVAL

Specification Expert: T Rabie Date: 06/09/2023

Executive: Awina Date: 07/09/2023  
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#### 8. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: **RFQ/Marketing/Corp-Clothing/2023/08 for the entire PPECB**

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 participated 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 accept each page of this RFQ.

I confirm that I am duly authorized to sign this quotation.

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

WITNESSES:

1 .....

2 .....