

REQUEST FOR QUOTATION (RFQ)

Request for Quotation:	Supply and Delivery of Cheese Butyrometers		
RFQ Number:	RFQ/LAB/BUTY/2025/08/R		
Opening Date	14 November 2025		
Closing Date:	19 November 2025	Time:	16h00
Contact Person:	Portia Jonginyanga	Email:	PortiaJ@ppecb.com
Bid Validity Period	90 Days		

1. PROJECT PURPOSE


The Perishable Products Export Control Board (PPECB) requires the services of a service provider to Supply and Delivery of ~~butyrometers and glass pipettes~~ ^{Cheese Butyrometer} for dairy products.

2. BACKGROUND

The PPECB is a Schedule 3A entity in terms of the Public Finance Management Act 1 of 1999. The PPECB is established in terms of Section 2 of the Perishable Products Export Control Act 9 of 1983. The main purpose of the PPECB is to promote the orderly, efficient, and sustainable export of perishable products from South Africa. The PPECB manages and monitors the cold chain for the export of perishable products from South Africa. The PPECB operates under two mandates, namely the Agricultural Products Standards Act and the Perishable Products Standards Act 9 of 1983.

3. SCOPE

The PPECB will be acquiring the following:

Requirement	Specification Requirements	Description	(Minimum)
3230 – Cheese Butyrometer 	Quantity; 20 General specifications:		
	<ul style="list-style-type: none"> 0-40%:0.5, [accessory:3290, 3300,3321] 		

Delivery address:
Centurion Close,
Block B, Unit 4, 119 Gerhard Street
Centurion
Gauteng
0157

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: PortiaJ@ppecb.com

Or

submitted electronically via Microsoft One Drive and shared with this email address PortiaJ@ppecb.com

This submission must contain all information and documentation relating to the

RFQ/LAB/BUTY/2025/08/R

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 Bidders 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 bidder 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 Proposal.

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 Proposals 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 Proposals 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.

5. DATA PROTECTION

- 5.1 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.

6. NEWS AND PRESS RELEASES

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

7. DISCLAIMER

- 7.1. 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.
- 7.2. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 7.3. 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.

8. GENERAL TERMS AND CONDITIONS

The attached terms and conditions must be signed and send back with the RFQ response.

9. COMPLIANCE DOCUMENTS

The following documents are required for the proposal 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 B-BBEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

10. 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.

The following preference point systems are applicable to all bids whereby preference points shall be awarded for Price; and Specific Goals.

- the 80/20 Preference Point System for bids with a Rand value of more than R2,000-00 but not exceeding R50,000,000-00 (all applicable taxes included);

10.1 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 9**. Bidders must ensure that they complete and sign returnable documents.

10.2 STAGE 2 – MANDATORY CRITERIA /NA

10.3 STAGE 3 – 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.

Functional Criteria	Min. Points	Max. Points
Confirm lead time for Supply and Delivery from purchase order date 1-3 Days = 15 points More than 3 Days = 0 points	15	15
Total		15

The minimum functional threshold is [15]. Points. Bidders who score less than this threshold will be disqualified and not considered for any further evaluation.

10.4 STAGE 4 – PRICE AND SPECIFIC GOALS

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

- 10.4.1 **Price and Specific Goals** - Where the price of the lowest acceptable bidder is R 2,000 or greater, the bid will be evaluated using the 80/20 preference point system as per the current Preferential Procurement Regulations;
- 10.4.2 **Price** - Where the price of the lowest acceptable bidder is less than R 2,000, the bid will be evaluated using price as the key determinant.

10.5 POINTS AWARDED FOR SPECIFIC GOALS

10.5.1 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:

10.5.2 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

				claimed (80/20 system) (To be completed by the bidder)
1	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	Total Points: 20 EME = 20 QSE = 20 Enterprises with turnover above R50m = 5	
Total Specific Goals			20	

11. STAGE 3 - 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:

- I. The risk of fruitless and wasteful expenditure to the PPECB;
- II. The risk of an abnormally low bid;
- III. The risk of a material irregularity;
- IV. The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- V. 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.

12. SPECIFICATION APPROVAL

Specification Expert:	<u>Dimpho Kekana</u> (Name and Surname)	<u></u> (Signature)	<u>06/08/2025</u> (Date)
Line Manager:	<u>Thabang Ramogodi</u> (Name and Surname)	<u></u> (Signature)	<u>07/08/2025</u> (Date)
General Manager:	<u>Sinovuyo Ntiyantiya</u> (Name and Surname)	<u></u> (Signature)	<u>07/08/2025</u> (Date)
Executive:	<u>C Julius</u> (Name and Surname)	<u></u> (Signature)	<u>11/08/2025</u> (Date)

13. DECLARATION BY THE BIDDER

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

RFQ No: RFQ/LAB/BUTYRO/2025/08 - To supply and deliver Butyrometers and Glass pipettes for dairy products.



13. DECLARATION BY THE BIDDER

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

RFQ No: **RFQ/LAB/BUTY/2025/08/R - Supply and Delivery of Cheese Butyrometers**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal 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 proposal.

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

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

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 authorised to sign this proposal.

NAME (PRINT) Signature

WITNESSES:

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