

SUBMISSION

To: Supply Chain Department
From: Facilities
Date: Thursday, 29 February 2024
Subject: **REQUEST FOR QUOTATION (RFQ): SUPPLY AND INSTALLATION OF THREE (03) SPLIT AIR CONDITIONERS - sefa OFFICE: MTHATHA**

TERMS OF REFERENCE

1. PURPOSE OF THE SPECIFICATION

1.1. The purpose of this Request for Quotation (RFQ) is to appoint a service provider who has electrical background and experience in the installation of air conditioners to Supply and Install three (03) Split Air Conditioners at the Small Enterprise Finance Agency (**sefa**) as per the Scope of Work in Par. 3.

2. BACKGROUND

2.1. Small Enterprise Finance Agency (SOC) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).

2.2. **sefa's** mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.

**Note for SCU only*

RFQ No.	3422
Issue Date	29 February 2024
Closing Date and Time	15 March 2024 at 11:00am
Compulsory Briefing session	Compulsory site inspection will be held 08 March 2024 at 11:00am to 12:00 Noon. Address: ECDC Fortgale (the "building"), 7 Sisson Street, Fortgale, Mthatha
Method of submission.	Responses should be submitted electronically to tamsangam@sefa.org.za It is the Bidder's responsibility to ensure that the email is received on time by sefa .



3. SCOPE OF WORK / SPECIFICATIONS

3.1. **sefa** hereby requests a quotation to appoint a service provider who has electrical background and experience in the installation of air conditioners to Supply and Install three (03) Split Air Conditioners at the Small Enterprise Finance Agency (**sefa**) as per the Scope of Work in Par. 3.

	DESCRIPTION	UNIT	CAPACITY	QTY	AREA
1	ELECTRICAL & AIR CONDITIONING				
(a)	Supply and Install Split Air Conditioner in two newly constructed offices.	Item	9 000BTU	Two (2)	New Offices
(b)	Supply and Install Split air conditioner in the newly constructed Boardroom.	Item	12 000BTU	One (1)	New Boardroom
	OTHER				
2	Electrical work, Installation, and Cabling.				
<i>NB: The quote should include all costs associated with the installation and commissioning of the three (3) split air conditioners</i>					

3.2. The Contractor will be required to perform some of the work during weekends to avoid disruptions and ensure compliance to Occupational Health and Safety.

3.3. The Contractors are requested to send architectural designs of the proposed plan.

4. EVALUATION CRITERIA

4.1. This RFQ will be evaluated in three (3) phases as follows:

- **Phase 1**- Administrative Compliance Requirements (Initial Screening Process)
- **Phase 2** – Mandatory Requirements
- **Phase 3** - Price and Preference (Specific Goals).

4.2. **Phase 1 - Administrative Compliance**

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;



- o In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit a separate proof of TCS or pin
- (e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

4.3. Phase 2 – Mandatory Requirements

No	Additional Requirements	Comply / Not Comply
1	<p>Experience of a Bidder on Similar Work:</p> <ul style="list-style-type: none">• Electrical, Installation of refrigerators or air conditioners• Minimum 2 years' experience. <p>Provide 2 reference letters of similar work completed on a client's letterhead with contact details in the past five (05) years (sefa reserves the right to contact any of the references).</p> <p>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer. Appointment letters and or purchase orders will not be accepted.</p>	
2	<p>Service providers must be registered with CIDB and must be 1EP/EB and 1 ME or 1GB or higher. Provide proof of registration or CRS No.</p>	
3	<p>The bidder must indicate a minimum threshold of 90% for the local content on electrical cables (refer to SBD 6.2 and annexures attached).</p> <p>Failure to complete and sign the SBD 6.2 and Annexures will lead to disqualification</p>	



Failure to comply with the requirements in Stage 2 (Mandatory Requirements) will lead to disqualification of the proposal.

4.4. Phase 3 - Price and Specific Goals

5.7.1 This RFQ will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFQ price is estimated to be less than R 50 00 000.00, RFQ responses will be evaluated on the 80/20 price & specific goals.

5.7.2 **The price quotations must be inclusive of all applicable taxes (including VAT).**

Bidders are requested to provide quotation on their company letterhead.

This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated in table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women's Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

Black ownership: 100% Black owned entities will score 10 points, and between 51% - 99% black-owned entities will score 4 points.

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.



5. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this RFQ **MUST** be addressed to Supply Chain Office at tamsanqam@sefa.org.za

Please note:

1. Quotations should be emailed to reach **sefa** by no later than **11:00 am** on **01 March 2024**.

2. Quotation should be valid for at least **60 days**.

3. Please indicate your delivery period: _____

4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
-----	----	-----

5. Is/are the price(s) firm for the duration of the _____ contract?

Yes	No	N/a
-----	----	-----

6. Is the offer strictly to specification?

Yes	No	N/a
-----	----	-----

7. If not to specification, state deviation(s); _____

8. All Prices must be **VAT inclusive if the Service Provider is VAT vendor**, if no indication is given, prices will be evaluated as inclusive;

9. **No quotations received after the closing time and date will be accepted.**

10. It is the responsibility of the **tenderer to verify the receipt** of any email forwarded to this office.

11. If you are unable to quote, please email this page back to the sender and state the reason below

Reason for no quote: _____

12. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

I / we agree that the offer herein shall remain binding upon me / us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.



Signature of Tenderer

Name and Capacity

Date

SBD 4

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 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:

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.



.....
.....

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 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

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.



Position

Name of bidder

SBD 6.1

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.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 in regard to 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 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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



80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest 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 either the 90/10 or 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)
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMEEs (Entities that are EME or QSE)	2	

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:



REQUEST FOR QUOTATION

To: Prospective Bidders
From: Small Enterprise Finance Agency
Date: Thursday, 29 February 2024
Terms of Reference: Appointment of a professional Electrical Engineer to conduct an assessment on the usage of electricity and to determine if the billing is correct for Nutlogix based in Port Elizabeth, Eastern Cape Province.
Subject:

TERMS OF REFERENCE

6. PURPOSE OF THE SPECIFICATION

6.1. The purpose of this Request for Quotation (RFQ) is to get the services of a mentor for assessment on the usage of electricity to ascertain if billing by landlord is correct, assess the reasonability of the usage, and proposed suitable solutions for the business.

7. BACKGROUND

7.1. Small Enterprise Finance Agency (SOC) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).

7.2. **sefa's** mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.

***Note for SCU only**

RFQ No.	001/ElecProf/2024
Issue Date	28 February 2024
Closing Date and Time	04 March 2024 at 11:00 am
Closing date for questions and answers	01 March 2024
Method of submission.	Responses should be submitted electronically to tamsangam@sefa.org.za It is the Bidder's responsibility to ensure that the email is received on time by sefa .



8. SCOPE OF WORK

The Professional Engineer will be responsible for assisting the client with the following:

- 8.1. Assess the electricity consumption of the business and ascertain if this is line with the norm of similar businesses with similar equipment.
- 8.2. Assess the reasonability of the billing system for the generator usage during and outside loadshedding.
- 8.3. Assess the billing and usage of diesel for backup generator (e.g. consumption capacity)
- 8.4. Provide possible practical solutions to implement so that the business remains operational during loadshedding at the most cost saving.
- 8.5. Propose the most effective and efficient alternative energy supply for the business, especially during loadshedding taking into account the cost vs benefit of such.

9. EVALUATION CRITERIA

9.1. This RFQ will be evaluated in three (3) phases as follows:

- **Phase 1** - Administrative Compliance Requirements (Initial Screening Process)
- **Phase 2** – Mandatory Requirements
- **Phase 3** - Price and Preference (Specific Goals).

9.2. Phase 1 - Administrative Compliance

- c) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.
- d) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (f) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
 - o In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit a separate proof of TCS or pin
- (g) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:



- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

9.3. Phase 2 - Mandatory Technical Requirements

Registration with the professional body	Comply	Not Comply
The proposed Electrical Engineer must submit valid proof of professional registration (the Engineering Council of South Africa (ECSA) as Pr. Eng / Pr. Tech.		

Bidder Experience and Qualification	Comply	Not Comply
<ul style="list-style-type: none"> • Bidder must provide at least 2 references. The bidder must provide at least two (02) relevant contactable referees on a reference of similar project on the closing time and date of the RFQ not older than three (03) years. Reference letter from previous and current clients on the client's letterhead, and the letter should contain the following or consolidated list of reference on the company letterhead: <ul style="list-style-type: none"> - Name of department/organisation. - Description of the project; - Contact person, email address and contact details 		

Failure to comply with the requirements in Stage 2 (Mandatory Requirements) will lead to disqualification of the proposal.



9.4. Phase 3 - Price and Specific Goals

9.4.1. This RFQ will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFQ price is estimated to be less than R 50 00 000.00, RFQ responses will be evaluated on the 80/20 price & specific goals.

4.4.2. The price quotations must be inclusive of all applicable taxes (including VAT).

Bidders are requested to provide quotation on their company letterhead.

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CRITERIA	POINTS
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TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated in table below:

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Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

Black ownership: 100% Black owned entities will score 10 points, and between 51% - 99% black-owned entities will score 4 points.

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBEE Certificate accredited by SANAS or a BBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.



10. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this RFQ **MUST** be addressed to Supply Chain Office at tamsanqam@sefa.org.za

Please note:

13. Quotations should be emailed to reach **sefa** by no later than **11:00 am** on **01 March 2024**.

14. Quotation should be valid for at least **60 days**.

15. Please indicate your delivery period: _____

16. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
-----	----	-----

17. Is/are the price(s) firm for the duration of the _____ contract?

Yes	No	N/a
-----	----	-----

18. Is the offer strictly to specification?

Yes	No	N/a
-----	----	-----

19. If not to specification, state deviation(s); _____

20. All Prices must be **VAT inclusive if the Service Provider is VAT vendor**, if no indication is given, prices will be evaluated as inclusive;

21. **No quotations received after the closing time and date will be accepted.**

22. It is the responsibility of the **tenderer to verify the receipt** of any email forwarded to this office.

23. If you are unable to quote, please email this page back to the sender and state the reason below

Reason for no quote: _____

24. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

I / we agree that the offer herein shall remain binding upon me / us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.



Signature of Tenderer

Name and Capacity

Date

SBD 4

BIDDER'S DISCLOSURE

3. 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.

4. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest³ 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 with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

3 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.



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**

3.3.1 If so, furnish particulars:

.....
.....

4 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 consortium⁴ 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 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.
- 3.7 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.

⁴ 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.



Total points for Price and SPECIFIC GOALS	100
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- 4.5 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.
- 4.6 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 in regard to preferences, in any manner required by the organ of state.

5. DEFINITIONS

- (f) **“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;
- (g) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (h) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (i) **“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
- (j) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

6. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.7. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4.8. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND



INCOME GENERATING PROCUREMENT

4.8.1. POINTS AWARDED FOR PRICE

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

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:

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—

(c) 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

(d) 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 either the 90/10 or 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)
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMEEs (Entities that are EME or QSE)	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3. Name _____ of company/firm.....

5.4. Company _____ registration number:

5.5. 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]

5.6. 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:

v) The information furnished is true and correct;



- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- vii) 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;
- viii) 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 –
 - (f) disqualify the person from the tendering process;
 - (g) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (h) 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;
 - (i) 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
 - (j) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



Dear Prospective Bidders

sefa takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663

FRAUD ALERT!

sefa warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663 **sefa**