



## GAUTENG PROVINCE

PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

### REQUEST FOR QUOTATION FORM

SUPPLY CHAIN MANAGEMENT – PROCUREMENT  
Email: GPT.Quotations@gauteng.gov.za

**IMPORTANT:** This is a request for quotation and does **NOT** commit Gauteng Provincial Treasury to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. If you are unable to quote, please so indicate on this form and return it to the email address provided. Late submissions will not be considered.

**RFQ No.:** RFQ-FY24-0341  
**Published:** 2023/12/04  
**Closing Date:** 2023/12/12  
**Closing Time:** 11:00 am

**DESCRIPTION:** Request for Quote-Supply and Delivery of hot and cold-water Dispenser machines

BRIEFING SESSION INFORMATION		
<input type="checkbox"/> Compulsory briefing session	Contact Person	N/A
<input type="checkbox"/> Non-compulsory briefing session	Address	
<input checked="" type="checkbox"/> No briefing session		

Item #	Description	QTY	Unit of Measure (Each/Box)
1.	Request for Quote:- -Supply and Delivery of hot and cold Water Dispenser machines( see the attached specification)		

#### QUOTATION SUBMISSION:

- Price (s) quoted must be valid for at least sixty (60) days from closing date of the bid.
- Price (s) quoted must be firm and must be inclusive of VAT.
- Submission of price quotation on company's Letter head.

#### ADMIN COMPLIANCE

- Submission of completed and signed personal information processing form
- Submission of completed and signed Standard Bidding Documents (SBD)1, 4 and 6.1

- If there will be a share of services i.e., Joint Venture/Consortium, the bidder must submit a joint venture/consortium service level agreement signed by all parties to the agreement and provide supporting documents.

**NOTE:** Bidder/s that fail to meet required criteria stipulated under Administrative Mandatory Compliance shall not be considered for further evaluation.

#### **OTHER REQUIRED DOCUMENTS:**

- Bidders are required to submit their unique number Tax Compliance Status pin issued by South African Revenue Services (SARS)
  - Bidders are required to provide relevant evidence to claim for preference points
  - Bidders must provide their Central Supplier Database (CSD) number as per registration on the National Treasury Central Supplier Database.
  - Business Registration Certificate issued by the Companies and Intellectual Property Commission (CIPC).

#### **EVALUATION OF BIDS ON PRICE AND PREFERENCE POINTS**

##### **STAGE 2: PRICE AND PREFERENCE POINTS**

Award will be made in terms of Regulation 4: Preferential Procurement Regulations, 2022. Bids will be adjudicated in terms of 80/20 preference point system in terms of which points are awarded to bidders based on:

<b>Area</b>	<b>Points</b>
Price	80
Preference	20
<b>Total</b>	<b>100</b>

##### **Preference Points**

<b>Specific Goals</b>	<b>Points Allocated</b>
<b>Enterprises owned by Black People</b>	<b>10</b>
<b>Enterprises owned by People living with Disability</b>	<b>10</b>

- Points for the above specific goals will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/ PwD/youth. Therefore, this bidder will obtain 60% of the points allocated for the goal and the resultant number will be rounded off to two decimal places.

### **EVIDENCE REQUIRED TO CLAIM SPECIFIC GOALS POINTS**

**Tenderer must submit applicable returnable documents as stipulated below in order to be awarded points.**

<b>Specific Goal</b>	<b>Evidence required</b>
Women	Identity document / Valid B-BBEE Certificate/ Sworn Affidavit

- Bidders must complete and sign SBD 6.1 to claim points.
- A tenderer failing to submit supporting document for the specified goal/s as per the above Table will not be disqualified, but-
  - shall only score points out of 80 (eighty) for price; and
  - shall scores 0 (zero) points out of 20 (twenty) for specific goal/s.
- The points scored by a tenderer for specific goal will be added to the points scored for price.

Price and preference points evaluation will be conducted as per the prescribed formula on SBD 6.1

### **SUBMISSION**

Quotations/Proposals must be sent to [GPT.Quotations@gauteng.gov.za](mailto:GPT.Quotations@gauteng.gov.za)  
**ENQUIRIES**

**Enquiries may be directed to the following persons during office hours (08:00 - 15:30). All enquiries must be submitted not later than two days before the closing date.**

Bidders should not rely on any information provided by any person(s) other than those listed below:

**Procedural (SCM) enquiries should be directed to:**

Name: Ndanganeni Maseda

Tel:

Email: [GPT.Quotations@gauteng.gov.za](mailto:GPT.Quotations@gauteng.gov.za)

For technical enquiries please contact:

Name: Thabani Khumalo

Tel:

Email: [GPT.Quotations@gauteng.gov.za](mailto:GPT.Quotations@gauteng.gov.za)

*Bidders are encouraged to communicate in writing when enquiring.*

Kindly quote the RFQ number provided on your quotation/proposal and as the subject of your email.