

# SASSA 01 (QO)

## INVITATION FOR QUOTATIONS

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QOUTATIONS FOR THE PROCUREMENT OF:

|                |                                                                                  |
|----------------|----------------------------------------------------------------------------------|
| Project title: | <b>OFFICE IMPROVEMENT AT MODIMOLE LOCAL OFFICE</b><br><b>NO BRIEFING SESSION</b> |
|----------------|----------------------------------------------------------------------------------|

|               |              |                  |                |
|---------------|--------------|------------------|----------------|
| Quote no:     | LP01/08/2024 | Closing Date:    | 30 August 2024 |
| Closing time: | 11:00        | Validity period: | 30 Days        |

### 1. COMPLETION OF QUOTATION/BID DOCUMENTS:

- All quotations documents must be completed in ink, Completed forms must be addressed to the South African Social Security Agency
- This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.
- Your quotation must be detailed and must include total price and must be VAT inclusive, (**where applicable**)
- Quotations must be accompanied by a BBBEE Certificate or a sworn affidavit.
- **Please indicate validity of quotation.**
- Suppliers to declare if they have running orders or contracts with SASSA. Please indicate order number and date of the running contract on your current quotation.
- **Quotation must be accompanied by SBD Forms.**
- SBD forms must be completed in full when submitting a quotation, failure to do so **MAY** invalidate your quotation.
- 80/20 preference point system will apply.
- Where the response is to be sent through email. Bidders should ensure that their email attachments are 15 MB or less. In a case where the attachments are more than 15 MB, bidders must send the attachments through separate emails. All emails must reach us before the closing date and time.
- Bidders must use the RFQ description as the email subject.
- **Quotations must be Deposited into the tender box at reception area @ SASSA Waterberg District Modimolle written " MODIMOLLE LOCAL OFFICE IMPROVEMENT"**

### 2. Special conditions

- **Bidders must have CIDB grading of 1GB or higher.**

#### 2.1. DESCRIPTION OF SERVICE REQUIRED:

| Item Number | Description                | Quantity |
|-------------|----------------------------|----------|
| 1.          | See attached Specification | 1        |

### 3. ENQUIRIES RELATED TO DOCUMENTS MAY BE ADDRESSED TO: SEE THE TABLE BELOW

|                                |           |               |            |
|--------------------------------|-----------|---------------|------------|
| BUYER:                         | MASEKO EN | Telephone no: | 0147183643 |
| Cell no:                       | N/A       | Fax no:       | N/A        |
| E-mail: Evelynmas@sassa.gov.za |           |               |            |



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at the right time and place. NJALO!*

| Item                                                    | Description                                                                                                                                      | Um             | QTY | Rate | Amount |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|------|--------|
| <b>MODIMOLLE LOCAL OFFICE IMPROVEMENT SPECIFICATION</b> |                                                                                                                                                  |                |     |      |        |
| <b>IMPROVEMENTS</b>                                     |                                                                                                                                                  |                |     |      |        |
|                                                         | <u>Taking up and removing floor coverings, vinyl floor coverings, carpets, etc to dumping site and preparing screeds for new floor coverings</u> |                |     |      |        |
| 01                                                      | Carpet tile floor covering                                                                                                                       | m <sup>2</sup> | 55  |      |        |
| 02                                                      | Cutting of door to fit tiles                                                                                                                     | no             | 02  |      |        |
|                                                         | <u>350 x 350 x 5mm ceramic floor tiles fixed with adhesive to power floated concrete and flush pointed with white tinted grout</u>               |                |     |      |        |
| 03                                                      | On floors and landings                                                                                                                           | m <sup>2</sup> | 68  |      |        |
|                                                         | <u>Taking up and removing door closer</u>                                                                                                        |                |     |      |        |
| 04                                                      | Delayed action door closer, size 2 - 3                                                                                                           | no             | 01  |      |        |
|                                                         | <u>Taking up and removing steel safe and mount to another office</u>                                                                             |                |     |      |        |
| 05                                                      | Relocation and mounting of 750mm x 450mm x 450mm safe                                                                                            | no             | 01  |      |        |
|                                                         | <u>Water dispenser</u>                                                                                                                           |                |     |      |        |
| 06                                                      | Supply and connect water cooler dispenser Hot and Cold with 18.9L bottle                                                                         | no             | 01  |      |        |
|                                                         | <u>Split type units</u>                                                                                                                          |                |     |      |        |
| 07                                                      | Supply and install 24000BTU ceiling mounted unit with refrigerant and drain piping to outside, with condenser section mounted on external wall   | no             | 01  |      |        |
| 08                                                      | Supply and install 9000BTU wall mounted unit with refrigerant and drain piping to outside, with condenser section mounted on external wall       | no             | 01  |      |        |
|                                                         | <u>Fire Extinguisher</u>                                                                                                                         |                |     |      |        |
| 09                                                      | Supply and mount 9kg DCP Fire Extinguisher with signage's                                                                                        | no             | 03  |      |        |

|    |                                                                                                                                                                                                                                                                                                                                                                          |      |    |          |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|----------|--|
|    | <u>Doors Locking System</u>                                                                                                                                                                                                                                                                                                                                              |      |    |          |  |
| 10 | Aluminium Cylinder Door Locking System with 150 x 150 Back Plate Handle                                                                                                                                                                                                                                                                                                  | no   | 02 |          |  |
|    | <b>PROVISIONAL SUMS</b>                                                                                                                                                                                                                                                                                                                                                  |      |    |          |  |
|    | <u>Handrails</u>                                                                                                                                                                                                                                                                                                                                                         |      |    |          |  |
| 11 | Provide the sum of R30 000. 00 for Supply and Installation "Maclock" Stainless Steel 304 Handrailing system Type HS / 1A / L two rail tubular series complete with equal sized hand, kneerails and bends to suit both for 10m. Stanchions to be bolted to the floor at site. Minimum loading requirement is 36kg/m with stanchions at a maximum of 1600mm centres apart. | Item | 01 |          |  |
|    | <u>General electrical installation &amp; repair</u>                                                                                                                                                                                                                                                                                                                      |      |    |          |  |
| 12 | Provide the sum of R12 000. 00 for general electrical distribution board upgrade, installation and repair and replacement of fluorescent tubes and globes                                                                                                                                                                                                                | Item | 01 |          |  |
| 13 | Provide the sum of R5 000. 00 for general electrical upgrade and installation of two red plugs and three white plugs                                                                                                                                                                                                                                                     | Item | 01 |          |  |
|    | <u>Branding and Signage's</u>                                                                                                                                                                                                                                                                                                                                            |      |    |          |  |
| 14 | Provide the sum of R10 000. 00 for branding and emergency exit signage's fix to the ceiling                                                                                                                                                                                                                                                                              | Item | 01 |          |  |
|    | <u>Lights and bulbs</u>                                                                                                                                                                                                                                                                                                                                                  |      |    |          |  |
| 15 | 9W Cool white 2G7 Lamp – 4 pin in line                                                                                                                                                                                                                                                                                                                                   | Item | 20 |          |  |
| 16 | <b>Grand Total Amount (VAT Incl.)</b>                                                                                                                                                                                                                                                                                                                                    |      |    | <b>R</b> |  |

3. ENQUIRIES RELATED TO DOCUMENTS MAY BE ADDRESSED TO: SEE THE TABLE BELOW

|                                |           |                      |            |
|--------------------------------|-----------|----------------------|------------|
| <b>BUYER:</b>                  | MASEKO EN | <b>Telephone no:</b> | 0147183643 |
| <b>Cell no:</b>                | N/A       | <b>Fax no:</b>       | N/A        |
| E-mail: Evelynmas@sassa.gov.za |           |                      |            |



SIGNATURE OF SUPPLY CHAIN PRACTITIONER

DATE: 13/08/2024



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## **STANDARD BIDDING DOCUMENT (SBD) 4**

### **BIDDER'S DISCLOSURE**

#### **1. PURPOSE OF THE FORM**

- 1.1** 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.
- 1.2** 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 interest<sup>1</sup> 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.

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<sup>1</sup> 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.



## STANDARD BIDDING DOCUMENT (SBD) 4

**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:

.....

.....

.....

.....

.....

### 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;

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## STANDARD BIDDING DOCUMENT (SBD) 4

- 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 consortium<sup>2</sup> 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.
- 3.5 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.
- 3.6 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

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<sup>2</sup> 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.

**STANDARD BIDDING DOCUMENT (SBD) 4**

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

.....  
Position

.....  
Name of bidder

**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**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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 |
|--------------------------------------------------|--------|
| <b>PRICE</b>                                     | 80     |
| <b>SPECIFIC GOALS</b>                            | 20     |
| <b>Total points for Price and SPECIFIC GOALS</b> | 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

|                                                     |           |                                                     |
|-----------------------------------------------------|-----------|-----------------------------------------------------|
| <b>80/20</b>                                        | <b>or</b> | <b>90/10</b>                                        |
| $Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$ | <b>or</b> | $Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$ |

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

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.)*

| <b>The specific goals allocated points in terms of this tender</b>                                                                                                                                                                                                             | <b>Number of points allocated (90/10 system) (To be completed by the organ of state)</b> | <b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b> | <b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b> | <b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership                                                                                                                                                                                                  | 10                                                                                       | 20                                                                                       |                                                                                  |                                                                                  |
| B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership                                                                                                                                                                                                        | 9                                                                                        | 18                                                                                       |                                                                                  |                                                                                  |
| B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership                                                                                                                                                                                      | 8                                                                                        | 16                                                                                       |                                                                                  |                                                                                  |
| B-BBEE Status Level 1 - 2 contributor                                                                                                                                                                                                                                          | 7                                                                                        | 14                                                                                       |                                                                                  |                                                                                  |
| B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership                                                                                                                                                                                            | 5                                                                                        | 12                                                                                       |                                                                                  |                                                                                  |
| B-BBEE Status Level 3 - 4 contributor                                                                                                                                                                                                                                          | 3                                                                                        | 8                                                                                        |                                                                                  |                                                                                  |
| B-BBEE Status Level 5 - 8 contributor                                                                                                                                                                                                                                          | 2                                                                                        | 4                                                                                        |                                                                                  |                                                                                  |
| Others                                                                                                                                                                                                                                                                         | 0                                                                                        | 0                                                                                        |                                                                                  |                                                                                  |
| <b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBBEE Certificate/Sworn Affidavit submitted by bidder/CIPC, etc.</b> |                                                                                          |                                                                                          |                                                                                  |                                                                                  |

#### 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:** .....