

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR A SERVICE PROVIDER TO REPLACE FIRE EXTINGUISHER EQUIPMENT AT TRADE AND INVESTMENT KWAZULU NATAL.

RFQ Date	RFQ 202425/24
RFQ Issue Date	10 March 2025
Briefing Session	N/A
RFQ Description	REQUEST FOR A SERVICE PROVIDER TO REPLACE FIRE EXTINGUISHER EQUIPMENT AT TRADE AND INVESTMENT KWAZULU NATAL
Closing Date & Time	13 March 2025 @ 12:00 p.m.
Location for Submissions	quotations@tikzn.co.za

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use above mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

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DIRECTORS: R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

DETAILED SPECIFICATION

A REQUEST FOR A SERVICE PROVIDER TO REPLACE FIRE EXTINGUISHER EQUIPMENT.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

The procurement of Fire Extinguishers Equipment by Trade & Investment KwaZulu-Natal is strategically aligned with its objectives to enhance operational capabilities and promote the province as a premier business destination. The maintenance and servicing of all equipment is compliant with the relevant standards and regulations to enhance safety and operational readiness.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable service providers to replace Fire Extinguishers Equipment for Trade & Investment KwaZulu-Natal.

4. SCOPE OF WORK

Description	Quantity
Replace 4,5kg extinguisher DCP	11
Pressure test 4,5kg extinguisher	11
Pressure test 9kg DCP fire extinguisher	1
NB: Extinguishers must be collected at TIKZN Offices.	

5. EVALUATION PROCESS

5.1 Phase 1: SCM Administrative Requirements

- 5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.1.2 The SBD 4 form must be completed, signed by the authorised company representative.
- 5.1.3 The SBD1 form must be completed, signed by the authorised company representative.
- 5.1.4 The POPIA consent form must be completed, signed by the authorised company representative.
- 5.1.5 The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information may lead to bidder's proposal not being considered further.

5.2 Phase 2: Compliance with RFQ specifications

- 5.2.1 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.2.2 Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.3 Phase 3: Price and Specific Goals Scoring

5.3.1 Pricing Considerations

- a) Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders' total price weighs 80 points.

5.3.2 Specific Goals

- a) The bidder must submit SBD 6.1 preference points claim form.
- b) B-BBEE Certificate / Affidavit.
- c) Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
1. Promotion of enterprises located in KZN province for work to be done or services to be rendered= 10 points Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councilor.	20
2. Race ownership: 100% Black owned = 5 points Proof of claim: ID Copies of Directors/CSD Report/BBBEE Certificate/Affidavit.	
3. Ownership: disabled owned = 5 points Proof of claim: medical certificate from a registered professional.	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will results in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.