



Registration number 1991/005477/06

## REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE  
SUPPLY AND DELIVERY OF GOODS/SERVICES

### **SECTION 1**    Section to be completed by bidder

|                        |       |          |  |
|------------------------|-------|----------|--|
| BIDDER NAME            |       |          |  |
| BIDDER CONTACT PERSON  |       |          |  |
| BIDDER CONTACT DETAILS | FAX : | E-MAIL : |  |
|                        | TEL : | CELL :   |  |

### **SECTION 2**    Section to be completed by SCM

|                                            |                                                                                                      |       |
|--------------------------------------------|------------------------------------------------------------------------------------------------------|-------|
| RFQ NUMBER:                                | RFQ 22/23/19 BBBEE Verification Agency/AM                                                            |       |
| ISSUE DATE:                                | 2022/08/11                                                                                           |       |
| CLOSING DATE AND TIME:                     | 2022/08/18                                                                                           | 11:00 |
| RFQ VALIDITY PERIOD:                       | 90 DAYS (from closing date)                                                                          |       |
| HAND DELIVERY ADDRESS                      | RFQ 22/23/19/ BBBEE Verification Agency/AM<br>Cnr James Drive & Moreleta Street<br>Silverton<br>0184 |       |
| ENQUIRIES:<br>PROCUREMENT SPECIALIST NAME: | Alexander Mhlongo                                                                                    |       |

## THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

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### Stage 1: Price & B-BBEE

#### Stage 1 – Price & B-BBEE Evaluation

The RFQ will be evaluated on the the 80/20 preference point system

The following formula will be used to calculate the points for price in respect of bids / procurement with a Rand value up to a Rand value of R1,000 000.00 (Including VAT)

Formula

$$PS = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

(2) A maximum of 20 points may be awarded to a bidder based on the BBEE contributor level. I

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 20               |
| 2                                  | 18               |
| 3                                  | 16               |
| 4                                  | 14               |
| 5                                  | 8                |
| 6                                  | 6                |
| 7                                  | 4                |
| 8                                  | 2                |
| Non-compliant contributor          | 0                |

## Terms and Conditions

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1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.
5. Bidders are required to complete Annexure A (Pricing Schedule) for all quotations. Failure to complete Annexure A will disqualify the bid. The bid price shall be fixed. It must include all escalations but excluding VAT.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of fourteen (14) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months or more depending on the requirement of the bid.
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality.
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and B-BBEE.
11. The South African Post Office reserves the right:
  - ✓ Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any bid.
  - ✓ To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
  - ✓ To accept part of a bid rather than the whole bid. To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which, these will be purchase out of contract.
  - ✓ To split the award of the bid between two or more Bidders.
  - ✓ To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
  - ✓ To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidded for, whether before or after adjudication of the bid.
  - ✓ To award the contract to a Bidder whose bid was not the lowest in price.
  - ✓ To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
12. Poor performing suppliers will be removed from the SAPO database.
13. Bid price is as per the requirements in the specification.

**Abbreviations:** is as the Procurement policy and procedures

## PRICING SCHEDULE

### ANNEXURE A (1)

|                                     |                                            |
|-------------------------------------|--------------------------------------------|
| REQUEST FOR QUOTATION (RFQ) NUMBER: | RFQ 22/23/19/ BBBEE Verification Agency/AM |
| NAME OF BIDDER:                     |                                            |
| CLOSING DATE:                       | 2022/08/18                                 |

Docex invites eligible and accredited service providers to submit a written quotation on the prescribed form, to conduct a BBBEE verification exercise on the Group. The quotation must be in the form of a proposal and must outline the following:

- Methodology.
- Verification for one (1) year.
- Assisting the organization to move from a non-compliant status to a credible procurement level. Detail interventions to help the organization.
- Cost implications including VAT.
- Submit at least three (3) reference letters where similar work of the same size and stature has been completed.

|                         | Duration |  | Total Price |
|-------------------------|----------|--|-------------|
| BEE Rating for SAPO     | One year |  | R           |
| Bid Price Excluding VAT |          |  | R           |

### Key Requirements

| Requirements                      | Yes | No |
|-----------------------------------|-----|----|
| • Valid Tax Clearance Certificate |     |    |
| • Valid BEE Certificate           |     |    |
| • Declaration forms               |     |    |

Please tick yes or no above.

In any of the above answers is NO please supply reason below.

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- The bidder warrants that the pricing quoted is free of any errors and that the pricing is in compliance to the specification.
- The bidder provides the South African Post Office with an **unconditional discount** of \_\_\_\_\_%

**SIGNATURE** .....

**CAPACITY** .....

**COMPANY STAMP**