

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR A SERVICE PROVIDER TO SUPPLY AND INSTALL DOORS, LOCKS, AND KEYS AT TRADE & INVESTMENT KWAZULU-NATAL.

RFQ No.	RFQ202425/18
RFQ ISSUE DATE	26 February 2025
BRIEFING SESSION	28 FEBRUARY 2025 11H00am TIKZN OFFICES, KINGSMEAD OFFICE PARK, DURBAN 4001
RFQ DESCRIPTION	REQUEST FOR A SERVICE PROVIDER TO SUPPLY AND INSTALL DOORS, LOCKS, AND KEYS AT TRADE & INVESTMENT KWAZULU-NATAL.
CLOSING DATE & TIME	05 MARCH 2025 @12H00
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 questions, please use the 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 quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO) _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

KwaZulu-Natal Office
 Trade & Investment House, 1 Arundel Close
 Kingsmead Office Park, Durban 4001
 South Africa
 PO Box 4245, Durban 4000, South Africa
 + 27 (0) 31 368 9600

Gauteng Office
 Financial Place, 99 George Storrar Avenue
 Groenkloof, Pretoria 0181
 +27 (0) 12 346 4386/6763
 +27 (0) 12 346 4774
 info@tikzn.co.za
 www.tikzn.co.za / www.exportkzn.co.za



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

DETAILED SPECIFICATION

REQUEST FOR A SERVICE PROVIDER TO SUPPLY AND INSTALL DOORS, LOCKS, AND KEYS AT TRADE & INVESTMENT KWAZULU-NATAL

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 chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:

- Identify, develop, market and promote investment opportunities in the province to international and domestic investors;
- Develop the export capacity of the province;
- Develop the export market of the province;
- Foster trade and investment within the province;
- Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
- 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

Trade & Investment KwaZulu-Natal (TIKZN) is committed to maintaining secure and functional office facilities. To ensure smooth operations and security within the premises, TIKZN requires the supply and installation of essential office infrastructure, including doors, locks, and keys. This request seeks a qualified service provider to undertake the necessary installations and replacements to enhance office accessibility and security.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable service providers to Supply and Install Doors, Locks, and Keys at Trade & Investment Kwazulu-Natal.

4. SCOPE OF WORK

No	Description	Quantity
1	Supply and fit a 2.2 sliding glass window with blinds in the second-floor storeroom: Aluminum Ven Blind Silver	01
2	Supply and install an inter-linking aluminum glass door in the CEO's boardroom from PA's Office	01
3	Changing door locks at various offices: <ul style="list-style-type: none">• 1 on the ground floor• 3 on the second floor• 2 on the first floor	06

Supply 14 spare keys for various offices and 20 key holders.	
--	--

5. EVALUATION PROCESS

5.1. Phase 1 – SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The SBD1 form must be completed, signed by the authorised company representative.
- The POPIA consent form must be completed, signed by the authorised company representative.
- 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

- Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 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

Pricing Considerations:

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

Specific Goals

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

Specific Goals Criteria	Points
Historically Disadvantaged Individuals (HDIs) Goals: Ownership: Black Owned Enterprises 100% black owned = 10 points Proof of claim: BBBEE Certificate/Affidavit/CSD Report/ID Documents of Directors	10
Ownership: Youth-Owned Enterprises 51% or more = 05 points Proof of claim: BBBEE Certificate/Affidavit/CSD Report/ID Documents of Directors	05
RDP Goals: Promotion of enterprises located in KwaZulu-Natal Province for work to be done or services to be rendered. Proof of claim: Copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	05
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 result in your company scoring zero (0) points for specific goals.

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling 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:

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Completed and signed Invitation to bid (SBD1 -Part A & B)
- Completed and signed POPIA consent form.
- Completed and signed preference points claim form (SBD6.1).
- Copy of CSD Report or MAAA Number (National Treasury).
- CIDB Registration