



Head Office:

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REQUEST FOR QUOTATIONS

RFQ No: RE:08SEP21

From: Supply Chain Management

Contact Person: Khomotso Letlape

Tel: 012 003 1400

Fax: 086 645 9286

Date: 23-Sep-21

Khomotso.letlape@fpb.org.za

REFERENCE NO: Use RFQ number: REF: 08SEP21

You are hereby invited to submit a quotation as per the specification indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at Film and Publication Board on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

FAILURE TO SPECIFICALLY QUOTE AS PER THE SPECIFICATION AND COMPLYING WITH THE LISTED INSTRUCTIONS WILL RESULT IN YOUR QUOTATION BEING DISQUALIFIED. PLEASE ENSURE THAT YOUR QUOTATION PROVIDES THE DETAIL AS PER SPECIFICATION FAILING WHICH IT WILL BE DISQUALIFIED.

Specification

Expected date of delivery	Completed database delivered 3 months after awarding of contract
FPB Head Office	Eco Glades 2, 420 Witch Hazel Ave Eco Park, Centurion
Request	Data capturing and data cleanup for the FPB Centralised Stakeholder Hub database

Detailed Specification Requirement

The FPB's Communications Units seek to procure Data Capturing and Data Cleanup Services for its Centralised Stakeholder Hub Database.

What the service provider would need to do:

1. Consolidate 5 (five) existing and separate databases from various formats and stored on various systems into one Centralised Stakeholder Hub database (final database required as a .CSV file in Excel).
2. Call stakeholders on the 5 (five) databases (approximately 500 (five hundred) stakeholders per database) to verify and update contact details (title, name, surname, designation, organisation name, postal address, email address, landline, cellphone, province, city/town).
3. Duplicates of stakeholder contacts across the 5 databases to be removed.
4. Ensure Protection of Personal Information Act, 4 of 2013 (POPIA) compliance by following up the contact details verification call with a POPIA consent form, sent via email.
5. Categorise the stakeholders by industry/sector, province, and country.
6. Conclude a non-disclosure agreement committing *inter alia* that the database contacts will constitute confidential information and shall not be used, copied or reproduced by the Service Provider in any manner whatsoever, without the written consent and approval by the FPB.
7. Completed database delivered to FPB Communications Unit within 3 months after awarding of contract.
8. At least 3 reference letters from similar projects completed in the past must be submitted along with the quotation and documentation (letters to be on the referee organisation letterhead with a contact name, email, phone number)

Closing time and date: 30-Sep-21 AT 12:00

1. Suppliers must supply written quotations that reflect the following information:
 - 60 days price validity period (From the closing date of RFQ)
 - Price per item **(All-inclusive prices are required. The price reflected in the quotation will be accepted as being all inclusive.)**
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone
 - Email Address
2. Suppliers must sign and return the Quotation Declaration with their quotation.
3. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
4. Supplier must submit SBD forms along with CSD report. You may be requested to submit SARS tax pin
5. Valid certified proof of BBBEE level contribution must be submitted if supplier wish to claim points.
 - 5.1. Non submission will lead to disqualification were in the event BBBEE contribution level is a mandatory prequalifying requirement
 - 5.2. Non submission will not lead to disqualification were in the event BBBEE contribution level is non-compulsory not pre-qualify requirement, no points will be allocated for BBBEE contribution level.
6. Suppliers should note that the 80/20 or 90/10 preference points system will be applicable to transactions from R30 000 (Refer to SBD 6.1)
7. All prices must be fixed and firm.



8. Submission of your quotation will be taken by FPB as that you are in agreement with the clause. **Any clause for upfront or deposit declaration will be disregarded.**
9. No deposit will be paid. Supplier delivers goods/services then payment is made in full unless on a service level agreement. Refer to point 14 below.
10. Delivery will be as per the delivery address above, unless specifically specified otherwise.
11. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
12. SBD 7.1 must be completed, signed and returned as a confirmation of acceptance of Purchase Order. Failure to do this will result in tax invoice not being paid.
13. All tax invoices will be paid within 30 days, subject to satisfactory delivery of good and services to FPB.
14. Depending on the type of goods and services to be delivered the successful bidder may be requested to contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: Type out document names of attachments. SBD 1, 4, 6.1, 8 and 9

QUOTATION DECLARATION

RFQ No:

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:



1. The information furnished on this quotation is true and correct
2. If the company is selected to supply the product/service requested, the company may be required to furnish documentary proof to the satisfaction of Film and Publication Board that the information provided on this quotation is correct.
3. If the information provided on this quotation is found to be incorrect, Film and Publication Board, in addition to any other remedy it may have:

For: Supplier company name

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date



Film and Publication Board™