

**REQUEST FOR QUOTATION [RFQ] FOR THE APPOINTMENT OF A SERVICE
PROVIDER TO PROVIDE THE STORAGE FACILITY TO STORE CEF DOCUMENTS
OVER A PERIOD OF THREE (3) YEARS.**

RFQ NUMBER	: STD/02/2022
ISSUE DATE	: 17 FEBRUARY 2022
CLOSING DATE	: 02 MARCH 2022
CLOSING TIME	: 12:00

PART 1

NOTICE TO TENDERERS

Quotations which must be completed as indicated in Part 3 of this RFQ are to be submitted as follows:

ADDRESS: wellems@cefgroup.co.za

CLOSING DATE: 02 March 2022

1 Submissions to RFQ

Submissions to this RFQ **[Quotation]** must not include documents or reference relating to any other proposal or proposals. Any additional conditions must be embodied in an enclosed letter.

2. Broad-Based Black Economic Empowerment [B-BBEE]

CEF (SOC) Ltd fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. CEF (SOC) Ltd will accordingly allow a "preference" to companies who provide a valid B-BBEE verification certificate. All procurement transactions will be evaluated accordingly.

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, bidders are to note that the following preference point systems are applicable to all tenders:

- the 80/20 system for requirements with a Rand value of up to R 50,000,000 (all applicable taxes included); and
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and all tenders received exceed R 50,000,000.00, the RFQ must be cancelled. Similarly, if the 90/10 preference point system is stipulated in this RFQ and all Tenders

received are equal to or below R 50, 000,000.00, the RFQ must be cancelled.

The value of this tender is estimated to be **below R50, 000,000** (all applicable taxes included) and therefore the **80/20** system shall be applicable.

When CEF (SOC) Ltd invites prospective suppliers to submit quotations for its various expenditure plans, it requires bidders to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

Bidders are required to complete Annexure C [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid B-BBEE certificate or a certified copy thereof at the closing date of this RFQ will result in a score of zero being allocated for B-BBEE.

3 Communication

- a) Bidders are warned that a submission will be liable for disqualification should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFQ between the closing date and the date of the award of the business.
- b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following CEF (SOC) Ltd employee:

Name: Wellem Skhosana

Email: wellems@cefgroup.co.za

- c) Bidders may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

4 Tax Clearance

The bidder's valid tax compliance pin or CSD report must accompany the quotation. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

5 Legal Compliance

The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

6 Pricing

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

7 Negotiations

CEF (SOC) Ltd reserves the right to undertake post-tender negotiations with selected bidder or any number of short-listed bidders.

8 Repudiations

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFQ's goods / service(s) and request bidders to re-tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;
- place an order in connection with this quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

CEF (SOC) Ltd reserves the right to award business to the highest scoring bidder (s) unless objective criteria justify the award to another bidder.

9 Validity Period

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFQ.

This RFQ is valid until 01 June 2022

10 Returnable Documents

Returnable Documents means all the documents, Parts and Annexures, as listed in the tables below.

- a) Bidders are required to submit with their quotations the **mandatory returnable documents** as detailed below.

Failure to provide all these returnable documents at the closing date and time of this RFQ will result in a bidder's disqualification.

Please confirm submission of these mandatory returnable documents by so indicating [Yes or No] in the table below:

- b) In addition to the requirements of Part (a) above, bidders are further required to submit with their quotations the following **essential returnable documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
- Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference	
ANNEXURE A – SBD 1: Invitation to Bid	
ANNEXURE B – SBD 4: Declaration of Interest	
ANNEXURE C – SBD 6.1: Preference Claim Forms	
ANNEXURE D – SBD 8: Declaration of Bidders Past Supply Chain Practices	
ANNEXURE E – SBD 9: Certificate of independent Bid Determination	
CSD registration number/report	

PART 2 SPECIFICATION

1. SPECIFICATION

CEF seek to appoint the service provider to provide the storage facility over a period of three (3) years as per below specifications.

(a) TAKE - ON COSTS

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL COST
1 (a)	New box collection per box - current	5109		
(b)	New box collection per box – projected annual new take-on	100		
2 (a)	Packing and indexing - per box – current	5109		
(b)	Packing and indexing per box – projected annual new take-on	100		
3 (a)	Data entry fee - per line item (inclusive of each line and all required description inputs and activities per box)	5109		
4 (a)	Storage per box per month – current	5109		
(b)	Storage per box per month – projected annual new take-on	100		
5 (a)	Standard storage box (base and lid) – current	5109		
(b)	Standard storage box (base and lid) – projected annual new take-on	100		
(c)	Transportation of each box to new storage facility site	5109		
Total excluding VAT				
Total including VAT				

(b) VARIABLE COST

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL COST
1	Document retrieval and delivery per box (within 3 hours)	50		
2	Document retrieval and delivery per box (within 3 days)	50		
3	Document retrieval and delivery per file (within 3 hours)			
4	Document retrieval and delivery per file (within 3 days)			
5	File handling fee (as specific requested)	50		
6	Box handling fee (as specific requested)			
7	Admin fee per box	50		
8	Sorting fee - per box	50		
9	Document destruction - per box	50		
10	Provision of index hard copy per page			
11	Email / Telephonic request (per query)	5		
12	Provision of index of stored boxes inclusive of files as and when required via e-mail or telephonic request	5		

13	Transportation of each box	50		
Total excluding VAT				
Total including VAT				

(c) TOTAL COST OF TAKE-ON AND VARIABLE COSTS

ITEM	DESCRIPTION	PRICE PER MONTH	PRICE YEAR 1	PRICE YEAR 2	PRICE YEAR 3	TOTAL PRICE
1	Take-On Cost					
2	Variable Cost					
Total excluding VAT						
Total including VAT						

Price and BBEE scoring

Evaluation Criteria	Final Scores	Weighted
Price	80	
B-BBEE - Scorecard	20	
TOTAL SCORE:	100	

PART 3
QUOTATION FORM

I/We _____

hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by CEF (SOC) Ltd in calling for Quotations afresh and/or having to accept any less favourable offer.