

South African Qualifications Authority (SAQA RFQ)



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit Quotation for the requirements stipulated below:

DOCUMENT NUMBER:	SAQA RFQ – PM08
RFB ISSUE DATE:	22 May 2023
RFB CLOSING DATE AND TIME:	31 May 2023 @ 10h00
RFQ VALIDITY PERIOD	90 Days (from the RFQ closing date)
DESCRIPTION:	Rental of one coffee machine and one popcorn machine to SAQA for a period of 24 months.
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	rfq@saqa.co.za No hand deliveries will be accepted
ENQUIRIES	Mr Kyle Govender – 083 628 3320 E-Mail Address: kgovender@saqa.co.za

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A. Introduction

The South African Qualifications Authority (SAQA) is mandated by statute to oversee the further development and implementation of the National Qualifications Framework, ensuring quality qualifications, which lead to the full development of each learner and the social and economic development of the nation at large.

B. Purpose

SAQA intends to appoint a service provider to provide rental of one coffee machine and one popcorn machine to SAQA for a period of 24 months.

C. Scope of work

1. Rental of one coffee machine – The coffee machine must be able to make espresso, cappuccino, latte, black coffee, and hot chocolate. The coffee machine must be able to take coffee beans, ground coffee and powdered milk. The coffee machine should be able to accommodate up to 60 staff within an office environment.
2. Popcorn machine – The popcorn machine must be able to provide popcorn for up to 60 staff.
3. Rental of the above equipment must include supply, delivery, and setup.
4. Rental of the above equipment must include maintenance, repairs, and service over 24 months.
5. The rental price of the above equipment must include insurance.
6. Training must be provided by the service provider to the end user on the safe use and care of the equipment.

D. Pricing Schedule

Item no	Description	Quantity	Unit cost excl VAT	Total cost excl VAT
	Items			
1	Rental of coffee machine	1		
2	Rental of popcorn machine	1		
Delivery costs to SAQA				
Set-up costs				
Sub-total excl VAT				
VAT @ 15%				
Total Incl VAT				

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E. RFQ Special Conditions

1. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
2. Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B- BBEE Certificate.
3. Bidders must complete, sign, and submit SBD 4 and SBD 6.1 forms.
4. The proposal and required documents must be submitted using the PDF format only, through email to rfq@saga.co.za.
5. All bidders will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:
 - a. 80 Points for pricing.
 - b. 15 preference points for the company that has at least 51% black ownership
 - c. 5 preference Points for the company that has at least 30% black woman ownership.

NB: Bidders must submit the certified B-BBEE Certificates copies/Sworn Affidavits indicating ownership percentage to claim the preference points

F. PROTECTION OF PERSONAL INFORMATION

- 6.1 In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).
- 6.2 SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.
- 6.3 All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.
- 6.4 SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

