



INDEPENDENT DEVELOPMENT TRUST

REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE)
FOR EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME
PARTICIPANTS.**

AREA: SEDIBENG DISRICT MUNICIPALITY (SDM)

RFQ NO: EPWP-NSSNPO-IDTGP/SDM-PPE-RFQ112024

PREPARED FOR:

**IDT Gauteng Regional Office
Glenwood Office Park
Cnr Oberon & Sprite Streets
Faerie Glen
0043**

CLOSING DATE AND TIME: 13 November 2024 @ 12:00 PM

**PART A
INVITATION TO RFQ**

YOU ARE HEREBY INVITED TO RFQ FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
RFQ NUMBER:	EPWP-NSSNPO- IDTGP/SDM-PPE- RFQ112024	CLOSING DATE:	13 November 2024	CLOSING TIME:	12:00 PM
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS.				
RFQ RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS)					
IDT Gauteng Regional Office					
Glenwood Office Park					
Cnr Oberon & Sprite Streets					
Faerie Glen, 0043					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mamokiti Mongalaki	CONTACT PERSON	Nceba Njongwe		
TELEPHONE NUMBER	N/A	TELEPHONE NUMBER	N/A		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	GPEPWPRFQPPE@idt.org.za	E-MAIL ADDRESS	GPEPWPRFQPPE@idt.org.za		
SUPPLIER INFORMATION					
NAME OF SUPPLIER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	☐ Yes ☐ No				☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

EPWP-NSSNPO-IDTGP/SDM-PPE-RFQ112024

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. RFQ SUBMISSION:	
1.1.	RFQS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE RFQS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL RFQS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE RFQ DOCUMENT.
1.3.	THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL SUPPLIER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	SUPPLIERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	SUPPLIERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	SUPPLIERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE RFQ.
2.5	IN RFQS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE SUPPLIER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO RFQS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE RFQ INVALID.

SIGNATURE OF SUPPLIER:

CAPACITY UNDER WHICH THIS RFQ IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

1. TERMS OF REFERENCE

ITEM	DESCRIPTION
1.1 RFQ Issue Date	08 November 2024
1.2 Compulsory Briefing	No Briefing Session will be held for this RFQ.
1.3 RFQ Number	EPWP-NSSNPO-IDTGP/SDM-PPE-RFQ112024
1.4 Enquiries	Any queries shall be directed in writing to the IDT through the email. Email: GPEPWPRFQPPE@idt.org.za
1.5 Mandatory Requirements	1.5.1 Authority to Sign the RFQ Document (If more than one Director) 1.5.2 Proof of Company Registration (CIPC) 1.5.3 Proof of Registration for Central Supplier Database system (Bidders must be registered before the Closing date of the RFQ) 1.5.4 Price Schedule must be fully completed and signed 1.5.5 Form of Offer must be fully completed, signed and witnessed IN ADDITION TO THE ABOVE MANDATORY REQUIREMENTS, THE BELOW ARE APPLICABLE TO JOINT VENTURES AND CONSORTIUMS: • CIPC must be submitted for all companies forming JV or Consortium • Proof of Registration on CSD system must be provided for all companies forming JV or Consortium • Joint Venture or Consortium Agreement certified by the Commissioner of Oath must be submitted. FAILURE TO COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL LEAD TO DISQUALIFICATION
1.6 Mandatory Administrative Requirement	1.6.1 Submission of fully completed and signed Invitation to RFQ (SBD 1) 1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4) 1.6.3 Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).
1.7. Returnable documents	The following returnable documents shall be submitted together with the RFQ. The validity of this documentation will be verified at the time of award. 1.7.1 Full Report of Central Supplier Database 1.7.2 Valid Tax Compliance Letter with a unique pin
1.8. Evaluation Criteria	This RFQ will be evaluated in two stages 1.8.1 Mandatory Requirements 1.8.2 80/20 Preferential Point System Only Suppliers who have passed mandatory requirement will be evaluated further.
1.9. Submission of RFQ documents	1.9.1 RFQs must be delivered on or before the closing date and time as per the advert. 1.9.2 Suppliers must sign the RFQ Submission Register upon delivery of the RFQ at the regional office. Suppliers not on the RFQ Submission Register will not be considered. This applies to RFQs, which are submitted through Courier companies. Supplier MUST inform their Courier Companies to sign the RFQ Submission Register in the name of the Supplier.

	1.9.3 RFQs submitted after the closing date and time will not be considered.
	1.9.4 RFQ documents shall be hand-delivered in 1 compiled pack (i.e. RFQ document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows: Marked confidential RFQ and Indicate the following: REF NO: EPWP-NSSNPO-IDTGP/SDM-PPE-RFQ112024 DESCRIPTION: REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS.
	THE RFQ BOX WILL BE LOCATED AT THE IDT GAUTENG REGIONAL OFFICE MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ON THE RFQ DOCUMENT.
	NB: Emailed or Faxed RFQ documents will be disqualified.
1.10. Notes to Suppliers	1.10.1 The RFQ shall be valid for 90 calendar days.
	1.10.2 Suppliers' queries will be attended to only up to 5 calendar days before the closing date.
	1.10.3 Should Suppliers not receive any correspondence after 90 days of RFQ validity period then Bidders should consider their application unsuccessful.
	1.10.4 RFQs must be submitted on the official forms, which are provided as part of the RFQ document.
1.11. Cancellation Costs	1.11.1 Should the Project be cancelled by the client Department, due to financial constraints and/or other reasons, the IDT and the Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit.
1.12. IDT's Reservation of Rights	1.12.1 IDT reserves the right to conduct a risk assessment if the recommended Supplier is the responsive Supplier and has already been awarded a contract.
	1.12.2 IDT reserves the right to negotiate with the Supplier for the price.
	1.12.3 IDT reserves the right to subject Supplier and their facilities to assessment as part of the evaluation process or as a condition to be appointed.
	1.12.4 The IDT reserves the right to amend, modify, withdraw/cancel this RFQ, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
1.13. RFQ Document and Contract	1.13.1 Suppliers are advised to ensure that they familiarize themselves with all the contents of the RFQ documents, as those will form the basis of the contract to be entered into. Any contents of this document that the Supplier requires clarity on shall be brought forward before the RFQ submission date stipulated in this RFQ document.
	1.13.2 Note: The RFQ Document must be completed using permanent black ink.
	1.13.3 The RFQ document must be bound and be in a sealed envelope.

	1.13.4	All RFQ documents submitted to the IDT will become the property of the IDT and will as such not be returned to the Suppliers. Proprietary information should be identified as such in each proposal.
	1.13.5	If the IDT amends this RFQ document, the IDT will issue an erratum.
	1.13.6	This document must be used solely for the purpose it is intended to achieve.
	1.13.7	The IDT will not be liable to reimburse any costs incurred by Suppliers in preparing their quotation.
	1.13.8	Suppliers who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further evaluation.
	1.13.9	A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised).
1.14.	1.14.1	The supplier must deliver ALL PPEs within 15 days after the day of appointment.
	1.14.2	IDT will not make upfront payments

PROJECT DESCRIPTION

The Expanded Public Works Programme (EPWP) is one of many Programmes offered by Government to alleviate poverty and provide income relief through short-term to medium-term work opportunities for the poor and unemployed. The EPWP is a nationwide programme coordinated by Department of Public works (DPW) implemented by public bodies from all spheres of government (according to their mandates and existing budgets).

The Non-State Sector (NSS) was introduced during the EPWP Phase II as the forth sector of the EPWP. The NPO programme is one of the sector programme and it is implemented by the IDT on behalf of the Department of Public Works and Infrastructure (DPWI). The Non-Profit Organisation (NPO) programme is an institutional based programmes where non-state actors, typically not for profit organisations, faith based organisations (FBOs) and community based organisations (CBOs), have developed programmes that could create income for large numbers of individuals through socially constructive activities. The primary objective of the NSS is, ***"To create an avenue where NPO's can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities and to provide an employment safety net to the poor, unemployed and under-employed people."***

The IDT is responsible for the procurement of PPE for the NPO Programme participants. The procurement of personal protective equipment guided by the desired specification and quantity required by the IDT. The appointed Supplier will be expected to submit a sample of the embroidered apparel as per the detailed description on Page 9 for approval before delivery.

THE OBJECTIVES OF THE IDT FOR THE PPE SUPPLIER

The IDT's programme aims to support community members, particularly women, youth, and people with disabilities, by equipping them with appropriate PPE to ensure their safety for the duration of the programme. The selected supplier will be:

- Responsible for providing PPE for NPO Programme participants. The PPE supplied will be used for training purposes, ensuring that the selected participants have the necessary protective gear for practical training and work activities.

T.1 EVALUATION CRITERIA

The RFQ will be evaluated on two phases:

- **Mandatory Requirements**
- **Price and Specific Goals**

T1.1 MANDATORY ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION

- Submission of fully completed and signed Invitation to RFQ (SBD 1)
- Submission of fully completed and signed Bidder's Disclosure (SBD 4)
- Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).

T1.2 MANDATORY REQUIREMENTS/DOCUMENTATION

- Authority to Sign the RFQ Document (If more than one Director)
- Proof of Company Registration (CIPC)
- Proof of Registration for Central Supplier Database system (Suppliers must be registered before the Closing date of the RFQ)
- Price Schedule must be fully completed and signed
- Form of Offer must be fully completed, signed and witnessed

IN ADDITION TO THE ABOVE MANDATORY REQUIREMENTS, THE BELOW ARE APPLICABLE TO JOINT VENTURES AND CONSORTIUMS:

- CIPC must be submitted for all companies forming JV or Consortium
- Proof of Registration on CSD system must be provided for all companies forming JV or Consortium
- Joint Venture or Consortium Agreement certified by the Commissioner of Oath must be submitted.

Note:

- I. Failure to submit the above-required mandatory documents shall result in disqualification of the Supplier.
- II. If any of the Directors are in the Employment of the State this shall result in disqualification of the Supplier.
- III. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the Supplier.
- IV. In the case of a Supplier, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the Supplier.
- V. If the Company is listed on the National Treasury's Restricted Supplier Database, this shall result in disqualification of the Supplier.

The IDT will assess all RFQs received based on its procurement policy. Only Suppliers who are competent in the advertised work and who have met the mandatory requirement will be eligible for evaluation on price.

Note: Failure to comply with the above requirements will result in automatic disqualification of your RFQ.

T1.3 PHASE TWO: PREFERENTIAL POINT SYSTEM

Only competent B Suppliers who have met mandatory requirements will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

1.3.1 Specific Goals

In order to claim and be awarded points the following source documents must be submitted with the RFQ:

- CIPC Document (Company Registration Document will be required for Verification)
- Woman (Original Certified ID Document)
- Youth (Original Certified ID Document)
- People with Disability (Letter from the Dr Confirming Disability)
- Black Ownership (Original Certified ID Document)

The point related to the IDT Specific Goals will be allocated proportionally as per table below:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TARGETED GROUP	
Women	6
Youth	6
People with Disabilities	4
Black People	4
Total points for Price and SPECIFIC GOALS	100

STAGE OF AWARD

The following returnable document shall be submitted together with the RFQ documents. Validity of this documentation will be verified at the time of award.

1. Valid Tax Compliance Letter with a unique pin.

AVAILABILITY OF DOCUMENTS

Documents will be available free of charge online from the 08th of November 2024 on the following websites:

- ERFQ – www.eRFQs.gov.za
- IDT website - www.idt.org.za

T2. SCOPE OF WORK SHALL INCLUDE

The IDT seeks to appoint a reliable supplier who can supply and deliver personal protective equipment to the IDT regional offices within the strict stipulated timelines.

NB: Corporate colour: Yellow, Colour codes: PANTONE 108C

Item Description		Detailed Specifications	Quantity	Unit of measure (sizes)													
1.	Two piece conti-suits with pockets	Colour: Yellow Branding: embroidered with DPWI logo on the left and EPWP logo on the right chest in full colour and written EPWP at the back in black colour as per the samples provided. 200gsm Poly-cotton fabric Jacket • 1 x square breast pocket with Monza flap. • 2 x square bottom pockets. • Hemmed cuffs. • Reflector strip on the arm Trouser • Elasticated back. • 2 x side patch pockets. • 1 x square back pocket. • Safety stitched seams. • Aluminium zip. • Reflective strips on the legs	As per the Price Schedule on T3														
		<table><tr><th>SIZE</th><th>NUMBER OF ITEMS</th></tr><tr><td>Small</td><td>46</td></tr><tr><td>Medium</td><td>56</td></tr><tr><td>Large</td><td>47</td></tr><tr><td>X Large</td><td>24</td></tr><tr><td>XX Large</td><td>19</td></tr><tr><td>XXX Large</td><td>20</td></tr><tr><td>TOTAL</td><td>212</td></tr></table>		SIZE	NUMBER OF ITEMS	Small	46	Medium	56	Large	47	X Large	24	XX Large	19	XXX Large	20
SIZE	NUMBER OF ITEMS																
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TOTAL	212																

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Hand Glove and Candy Rigger

	PPE	SPECS	QUANTITY
1.	Hand Gloves (rubber) 	Yellow household latex gloves Specifically, for NPOs focusing on: • Cleaning and maintenance of public facilities • Cleaning of public places and open spaces • Energy-related projects	As per the Price Schedule on T3
2.	Candy Rigger 	Chrome leather heavy duty Specifically, for NPOs focusing on: • Road Maintenance and fixing of potholes • Waste management & recycling	As per the Price Schedule on T3

SAFETY BOOTS and WATER BOOTS

	PPE	SPECS	QUANTITY
4.	Safety boots 	Apache Steel toe-cap, slip, and heat resistance. Specifically, for NPOs focusing on: Road Maintenance and fixing of potholes	Not required
5.	Water boots 	Knee Length Gumboot (black) Specifically, for NPOs focusing on: Waste management and recycling	Not required

N.B. The Recommended / Appointed Supplier will be requested to provide a sample of each of the required items.

N.B. No Supplier will be Appointed for more than one RFQ with regards to the 5 Districts

T3. PRICE SCHEDULE

Price Schedule will be compared on the basis of their total amount inclusive of VAT. Suppliers are required to fully complete financial proposals as per the table below, and **MUST** also submit quotations on a company letterhead.

NB: Below Table needs to be fully completed.

	Item Description	Quantity	Unit Price (exc. VAT)	Total Price (exc. VAT)
1.	Conti Suits / Work suits	212		
2.	2.1 Rubber gloves	244		
	2.2 Leather gloves	-		
3.	3.1 Water boots	-		
	3.2 Safety boots (Iron heads)	-		
SUBTOTAL				
VAT at 15%				
GRAND TOTAL INCLUSIVE OF VAT (It is transferred to Form of Offer)				

SIGNED ON BEHALF OF (COMPANY NAME):

NAME

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to RFQ. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the Bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for RFQ Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the RFQ process.

2. Bidder's declaration

- 2.1 Is the Bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the Bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the Bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are Bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying RFQ, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
 3.2 I understand that the accompanying RFQ will be disqualified if this disclosure is found not to be true and complete in every respect;

- 3.3 The Bidder has arrived at the accompanying RFQ independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive Bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the RFQ, bidding with the intention not to win the RFQ and conditions or delivery particulars of the products or services to which this RFQ invitation relates.
- 3.4 The terms of the accompanying RFQ have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official RFQ opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the Bidder with any official of the procuring institution in relation to this procurement process prior to and during the Bidding process except to provide clarification on the RFQ submitted where so required by the institution; and the Bidder was not involved in the drafting of the specifications or terms of reference for this RFQ.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to RFQs and contracts, RFQs that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE RFQ OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all RFQs invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE RFQ AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to RFQ:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 **To be completed by the organ of state**
- (delete whichever is not applicable for this RFQ).*
- a) The applicable preference point system for this RFQ is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable RFQ will be used to determine the accurate system once RFQs are received.
- 1.3 Points for this RFQ (even in the case of a RFQ for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**

The maximum points for this RFQ are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TARGETED GROUP	
Women	6
Youth	6
People with Disabilities	4
Black People	4
Total points for Price and SPECIFIC GOALS	100

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- 1.5 Failure on the part of a Bidder to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a Bidder, either before a RFQ is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“RFQ”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive Bidding process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money Bidded for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of RFQ invitation, and includes all applicable taxes;
- (d) **“RFQ for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of RFQ under consideration

Pt = Price of RFQ under consideration

Pmin = Price of lowest acceptable RFQ

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of RFQ under consideration

Pt = Price of RFQ under consideration

Pmax = Price of highest acceptable RFQ

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the RFQ. For the purposes of this RFQ the Bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this RFQ:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the RFQ documents, stipulate in the case of—
- (a) an invitation for RFQ for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable RFQ will be used to determine the applicable preference point system; or
 - (b) any other invitation for RFQ, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable RFQ will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to Bidders: The Bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the Bidder)
Women	6	
Youth	6	
People with Disabilities	4	
Black Male	4	

Source Documents to be submitted with the RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
 - *Woman (Originally Certified ID Document)
 - *Youth (Originally Certified ID Document)
 - *People with Disability (Letter from the Dr. Confirming the Disability)
 - *Black Ownership (Originally Certified ID Document)
- EPWP-NSSNPO-IDTGP/SDM-PPE-RFQ112024**

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the RFQ, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the Bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

.....

DATE:

.....

ADDRESS:

.....

T4. BRIEFING SESSION

There will be no briefing session for the RFQ. However, queries relating to the RFQ can be directed via e-mail to: Nceba Njongwe (Technical) and Mamokiti Mongalaki (SCM) at: GPEPWPRFQPPE@idt.org.za during office hours.

All RFQs for Gauteng Regional Office must be submitted at the IDT Office at the following physical address:

**IDT Gauteng Regional Office
Glenwood Office Park
Cnr Oberon & Sprite Streets
Faerie Glen
0043**

GENERAL RFQ INFORMATION

Type: RFQ

RFQ Closing Date: 13 November 2024 @12:00PM

Validity Period: 90 days

Suppliers' queries will be attended to only up to 2 Calendar days before the closing date.

Unsuccessful Suppliers will not be notified.

If you do not receive any response from the IDT regarding this RFQ after 90 days from the closing date, please consider your RFQ unsuccessful.

T5. LIST OF RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a Supplier to submit with his/her RFQ is included in, or returned with, his/her RFQ submission.

Note: All returnable documents should be submitted in the sequence as requested below

Tick below if returnable document is attached or completed properly.

ITEM	LIST OF COMPULSORY RETURNABLE DOCUMENTS	TICK IF ATTACHED
	MANDATORY ADMINISTRATIVE REQUIREMENTS/DOCUMENTATION	
1	Submission of fully completed and signed Invitation to RFQ (SBD 1)	
2	Submission of fully completed and signed Bidder's Disclosure (SBD 4)	
3	Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1).	
	MANDATORY REQUIREMENTS/DOCUMENTATION	
1	1.5.1 Authority to Sign the RFQ Document (If more than one Director)	
2	1.5.2 Proof of Company Registration (CIPC)	
3	1.5.3 Proof of Registration for Central Supplier Database system (Suppliers must be registered before the Closing date of the RFQ)	
4	1.5.4 Price Schedule must be fully completed and signed	
5	1.5.5 Form of Offer must be fully completed, signed and witnessed	
	IN ADDITION TO THE ABOVE MANDATORY REQUIREMENTS, THE BELOW ARE APPLICABLE TO JOINT VENTURES AND CONSORTIUMS:	

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	CIPC must be submitted for all companies forming JV or Consortium	
	Proof of Registration on CSD system must be provided for all companies forming JV or Consortium	
	Joint Venture or Consortium Agreement certified by the Commissioner of Oath must be submitted.	

T5.1 AUTHORITY TO SIGN RFQ

A. COMPANIES

If a Supplier is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this RFQ to do so, as well as to sign any contract resulting from this RFQ and any other documents and correspondence in connection with this RFQ and/or contract on behalf of the company must be submitted with this RFQ, that is before the closing time and date of the RFQ

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this RFQ on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....

(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as.....

SIGNATURE..... **DATE**.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner	Residential address	Signature
.....		
.....		
.....		

We, the undersigned partners in the business trading as hereby authoriseto sign this RFQ as well as any contract resulting from the RFQ and any other documents and correspondence in connection with this RFQ and /or contract on behalf of

..... SIGNATURE	 SIGNATURE	 SIGNATURE
--------------------	--------------------	--------------------

..... DATE	 DATE	 DATE
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D. CLOSE CORPORATION

In the case of a close corporation submitting a RFQ, a certified copy of the Founding Statement of such corporation shall be included with the RFQ, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at.....
Mr/Mrs/Ms.....,whose signature appears below, has been authorised to sign all documents in connection with this RFQ on behalf of

(Name of Close Corporation)
.....

SIGNED ON BEHALF OF CLOSE CORPORATION :

.....
(PRINT NAME)

IN HIS/HER CAPACITY ASDATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the RFQ, together with the resolution by its members authoring a member or other official of the co-operative to sign the RFQ documents on their behalf.

By resolution of members at a meeting on 20.....
at.....
Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all
documents in connection with this RFQ on behalf of (Name of cooperative)
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.....

2.....

F. JOINT VENTURE

If a Supplier is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this RFQ to do so, as well as to sign any contract resulting from this RFQ and any other documents and correspondence in connection with this RFQ and/or contract on behalf of the joint venture must be submitted with this RFQ, before the closing time and date of the RFQ.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....
Mr/Mrs/Ms.....,Mr/Mrs/Ms.....
Mr/Mrs/Ms.....and Mr/Mrs/Ms.....
(whose signatures appear below) have been duly authorised to sign all documents in connection with this RFQ on behalf of:(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:SIGNED ON BEHALF OF

(COMPANY NAME):

(PRINT NAME).....

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

G. CONSORTIUM

If a Supplier is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this RFQ to do so, as well as to sign any contract resulting from this RFQ and any other documents and correspondence in connection with this RFQ and/or contract on behalf of the consortium must be submitted with this RFQ, before the closing time and date of the RFQ.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium
on 20 Mr/Mrs/Ms
(whose signature appear below) have been duly authorised to sign all documents in connection with this RFQ on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE: DATE:

T5.2 PROOF OF COMPANY REGISTRATION (CIPC)

Attached hereto is Proof of Company registration (CIPC). My failure to submit the copy with my / our RFQ document will lead to a conclusion that I am / we are not registered as claimed and our RFQ will be disqualified.

(Attach a copy of Company Registration Here)

T5.3 FEE PROPOSAL

*Attached hereto is the quotation prepared in the Supplier's letterhead and in line with the table under **item T3**. The quotation shall be prepared in the manner as indicated in **table T3***

T5.4 PROOF OF REGISTRATION FOR CENTRAL SUPPLIER DATABASE SYSTEM (SUPPLIER MUST BE REGISTERED BEFORE THE CLOSING DATE OF THE RFQ)

Attached hereto is Proof of registration with Central Supplier Database system. My / Our failure to submit this document with our RFQ document will lead to the conclusion that our company is not registered on the CSD system, and as such, our RFQ document will be disqualified.

(Attach Proof of Registration with Central Supplier Database system here)

T5.5 JOINT VENTURE / CONSORTIUM AGREEMENT (IF APPLICABLE)

Attached hereto is a Copy of our Joint Venture / Consortium Agreement certified by the Commissioner of Oath. Our failure to submit the Copy of Joint Venture / Consortium will lead to the conclusion that there is no JV / Consortium Contract, and as such, our RFQ will be disqualified.

(Attach the Joint Venture / Consortium Agreement here)

T5.6 FORM OF OFFER

RFQ NO: EPWP-NSSNPO-IDTGP/SDM-PPE-RFQ112024

REQUEST FOR QUOTATION (RFQ) FOR THE PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR EXPANDED PUBLIC WORKS PROGRAMME NON-STATE SECTOR NPO (EPWP NSS NPO) PROGRAMME PARTICIPANTS

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a personal protective equipment to carry out; -

REQUEST FOR QUOTATION (RFQ) FOR THE EXPANDED PUBLIC WORKS PROGRAMME PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Supplier, identified in the Offer signature block, has examined the documents listed in the RFQ Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of RFQ.

By the representative of the Supplier, deemed to be duly authorized, signing this part of this Form of Offer the Supplier offers to perform all of the obligations and liabilities of the supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE TOTAL OFFER IS INCLUSIVE OF VAT

R..... (+ delivery costs)

.....

..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

For the Supplier:

.....
(Insert name and address of organization)

Name & signature of
witness

.....

Date

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. Schedule of Deviations

By the duly authorized representatives signing this offer, the Supplier agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the RFQ data and addenda thereto as listed in the RFQ schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Supplier and the employer during the Quotation process.

1. Subject
Details
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2. Subject
Details
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3. Subject
Details
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4. Subject
Details
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5. Subject
Details
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FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the Supplier's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Supplier's offer shall form an agreement between the employer and the Supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the RFQ data and any addenda thereto as listed in the RFQ schedules as well as any changes to the terms of the offer agreed by the Supplier and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Supplier shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Supplier (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature: _____ Date: _____

Name: _____ Identity number: _____

Capacity: _____ for the Employer

Name: _____

Signature of witness: _____ Date: _____