



Registration number 1991/005477/06

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE
SUPPLY AND DELIVERY OF GOODS/SERVICES

SECTION 1 Section to be completed by bidder

BIDDER NAME					
BIDDER CONTACT PERSON					
BIDDER CONTACT DETAILS	<table border="1"><tr><td>FAX :</td><td>E-MAIL :</td></tr><tr><td>TEL :</td><td>CELL :</td></tr></table>	FAX :	E-MAIL :	TEL :	CELL :
FAX :	E-MAIL :				
TEL :	CELL :				

SECTION 2 Section to be completed by SCM

RFQ NUMBER:	RFQ 22/23/45/Actuarial Valuation Specialist/BM	
ISSUE DATE:	2023/02/21	
CLOSING DATE AND TIME:	2023/02/24	11:00
RFQ VALIDITY PERIOD:	90 DAYS (from closing date)	

SEND YOUR QOUTE / PROPOSAL TO:	Docmgt.scm@postoffice.co.za / SAPORFQ@postoffice.co.za Copy Blondie.Makondo@postoffice.co.za , Amos.Matjutla@postoffice.co.za & Matthew.Slabbert@postoffice.co.za
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ENQUIRIES: PROCUREMENT SPECIALIST NAME:	Blondie Makondo
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REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 20/21/112/Actuarial Valuation Specialist/BM
NAME OF BIDDER:	
CLOSING DATE:	2021/12/09 @ 11h00

See attached Specification and Pricing Schedule (Annexure F)

Key Requirements

Requirements	Yes	No
• Valid Tax Clearance Certificate		
• Valid BEE Certificate		
• Proof of CSD Registration		
• SBD1		
• Declarations of interest		
• Declarations of Past SCM Practices		

Please tick yes or no above.

In any of the above answers is NO please supply reason below.

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THE EVALUATION OF THE RFQ WILL BE DONE AS FOLLOWS:

- Phase 1: Gatekeeping criteria
- Phase 2: Bid conditions
- Phase 3: Commercial (Price and B-BBEE)

Phase 1: Gatekeeping criteria

Bidders must submit the following mandatory document. Failure to comply will result in the disqualification of the bidder:

1.1 Pricing

- 1.1.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.

1.2 Specific Goals

The Preferential Point System

- 1.2.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.
- 1.2.2 Bidders are required to submit the below proof indicating that they are 51% black owned
 - BBBEE Certificate
 - Or Sworn Affidavit
- 1.2.3 The Preferential Point System that will be used is **20/80** (20 B-BBEE Preferential Point and 80 Pricing)

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the RFQ process but they will not score any points out of 20 for the specific goals but zero (0) point will be scored.

Phase 2: Bid Conditions

Bidders must provide the following documentation with their bid proposals:-

- 2.1 Minimum of five (5) years practicing experience in the industry. The bidder must submit a minimum of two signed client reference letters on the client letterhead where similar service was successfully completed, the letters must indicate the year in which the service was done.
- 2.2 The actuary assigned to SAPO must provide proof of members' membership of Actuarial Society of South Africa
- 2.3 The actuary assigned to SA Post Office must have a fellow member of Actuarial Society of South Africa (FASSA), Foundation in Accountancy (FIA) or Fellow of the Faculty of

Actuaries (FFA) qualification at the time of bidding. (Bidder must provide confirmation letter and or membership number)

2.4 Bidders must submit their Full CSD Report.

2.5 Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax's profile and status.

2.6 B-BBEE Compliance requirements:

2.6.1 Bidders must submit proof of B-BBEE status level of contributor

a) Tenderers who qualify as Exempted Micro Enterprise(EME's) must submit the following

- ✓ Sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.
- ✓ B-BBEE certificate issued by the Companies and intellectual Property Commission.

b) Tenderers other than Exempted Micro Enterprise(EME's) must submit the following

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

2.6.2 The proof includes valid B-BBEE status level Verification Certificates together with their tenders to substantiate their B-BBEE rating claims

2.6.3 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender

2.6.4 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score no points out of 20 for B-BBEE.

Phase 3: Commercial Evaluation

The bid will be evaluated on 80/20 preferential points.

Price (80) and BBEE (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBEE	20/100	Points will be awarded to bidders according to their BBEE status level of contributor as indicated in the BBEE accreditation certification as indicated below:
BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non-compliant Contributor		0

Terms and Conditions

1. SAPO'S standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. No bid may be awarded to any supplier if the tax clearance certificate is not valid.
4. No services must be rendered or goods delivered before an official SAPO Purchase Order has been issued by and accepted by the bidder.
5. Bidders are required to complete Annexure A (Pricing Schedule) for all quotations. Failure to complete Annexure A will disqualify the bid. The bid price shall be fixed. It must include all escalations but excluding VAT.
6. Unless otherwise amended by SAPO in writing, the quoted price shall be stated in South African currency and it shall be firm for a period of fourteen (14) days from the closing date of this RFQ. No request for adjustment will be accepted during validity period.
7. Payment will be made against an original Tax Invoice and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months or more depending on the requirement of the bid.
9. The bid will not be regarded as an acceptable bid if it fails to achieve the minimum qualifying score of 70% for functionality.
10. The RFQ will be awarded to the bidder who scores the highest total number of points for price and B-BBEE.
11. The South African Post Office reserves the right:
 - ✓ Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any bid.
 - ✓ To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - ✓ To accept part of a bid rather than the whole bid. To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which, these will be purchase out of contract.
 - ✓ To split the award of the bid between two or more Bidders.
 - ✓ To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
 - ✓ To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidded for, whether before or after adjudication of the bid.
 - ✓ To award the contract to a Bidder whose bid was not the lowest in price.
 - ✓ To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
12. Poor performing suppliers will be removed from the SAPO database.
13. Bid price is as per the requirements in the specification.

Abbreviations: is as the Procurement policy and procedures

SIGNATURE

CAPACITY

COMPANY STAMP