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|-----------|------------------|
| OUR REF   | RFQ 20390        |
| ENQUIRIES | Prince Hlongwane |
| TELEPHONE | 012 428 6238     |
| DATE      | 30 August 2021   |

The Bidder

**RFQ 20390 Panel of service providers for determination of total fat and fatty acid profile for 24 months period**

Dear Sir/Madam

The South African Bureau of Standards hereby invites you to submit a quotation for the Panel of service providers for determination of total fat and fatty acid profile for 24 months period.

The details of the services are provided in the attached request for Quote RFQ 20390

Please note the following:

- Scope of services specified on page 3
- Closing date specified on page 3
- Signed SABS Procurement terms and conditions
- Returnable documents are
  - **Valid BBBEE certificate(certified)**
  - **Supplier must provide a Central Supplier Database Report (CSD)**
  - The signed RFQ document
  - Detailed information as per specification/requirements and selection criteria

Yours sincerely,

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Hleketa P Hlongwane

Procurement Specialist Strategic Sourcing

**SOUTH AFRICAN BUREAU OF STANDARDS** – Established in terms of Section 2 of the Standards Act, 1945, as amended

**Gauteng Head Office**

1 Dr Latagan Road, Groenkloof  
Private Bag X191  
Pretoria, 0001  
**Tel** +27 (0) 12 428 7911  
**Fax** +27 (0) 12 344 1568

**West Coast Region**

Liesbeek Park Way, Rosebank  
PO Box 615, Rondebosch,  
Cape Town, 7701  
**Tel** +27 (0) 21 681 6700  
**Fax** +27 (0) 21 681 6701

**East Coast Region**

15 Garth Road,  
Waterfall Park  
PO Box 30087,  
Mayville, 4058  
**Tel** +27 (0) 31 203 2900  
**Fax** +27 (0) 31 203 2907



## Request for Quotation (RFQ 20390)

The Bidder is requested to supply this quotation, in writing, by the date specified. Should The Bidder foresee any delay in the provision of the quotation or require any assistance or clarification herewith please contact the relevant Procurement Specialist at the abovementioned number.

### 1. Background

This Request for Quotation (RFQ) serves as an invitation to submit a quotation for the **Panel of service providers for determination of total fat and fatty acid profile for 24 months period** to the South African Bureau of Standards (SABS), in accordance with the SABS Standard Terms and Conditions of which a copy is available on [www.sabs.co.za](http://www.sabs.co.za).

### 2. Confidentiality

This document may not be used for any purpose by the supplier other than for developing their response to it, and all reasonable efforts must be taken by The Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to The Bidder during the course of the Request for Quotation (RFQ) process are and will be covered by the non-disclosure agreement to be signed between the SABS and The Bidder.

### 3. No contract

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of Quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFQ.

### 4. No obligation to proceed

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFQ process.

### 5. Validity of proposals

The quotation shall remain valid for a period of no less than hundred and twenty 120 days from the submission date.

### 6. Specification: Panel of service providers for determination of total fat and fatty acid profile for 24 months period

Non-exclusive agreement for determination of total fat and fatty acid profile and/or sugar content profile in 1) food and 2) beverage samples.



**7. Mandatory requirement:**

**Bidders must provide a proof of ISO/ SANS valid accreditation certificate.**

**Only Bidders that meet the mandatory requirement will be considered for the panel.**

- Prices should be in South African Rand and be fixed. Where foreign currencies are involved, the bidder should make provision for forward cover.

**8. Evaluation**

Bidders who submitted the quotation as per specification will be evaluated further on 80/20 preference point (BBBEE and Pricing).

**Quotation will be requested from the panel as and when required.**

**9. Closing Date**

Responses should be submitted electronically to [Prince.Hlongwane@sabs.co.za](mailto:Prince.Hlongwane@sabs.co.za) and [Procurement.request@sabs.co.za](mailto:Procurement.request@sabs.co.za) on or before 10 September 2021 @11:00am. **No late submissions will be accepted.**

**10. Contact information**

All enquiries regarding this RFQ must be e-mailed to [Prince.Hlongwane@sabs.co.za](mailto:Prince.Hlongwane@sabs.co.za) Do not contact any other SABS personnel regarding this RFQ. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

## **ANNEXURE A - DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 2.1 Full Name of bidder or his or her representative:  
.....



2.2 Identity Number:.....

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:  
.....

Name of state institution at which you or the person connected to the bidder is employed:  
.....

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise



(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars

.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1If so, furnish particulars.

.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1If so, furnish particulars:

.....  
.....

| <u>Full Name</u> | <u>Identity Number</u> | <u>Personal Income Tax<br/>Reference Number</u> | <u>State Employee Nr<br/>/ Persal Nr</u> |
|------------------|------------------------|-------------------------------------------------|------------------------------------------|
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**3 Full details of directors / trustees / members / shareholders.**

| <u>Full Name</u> | <u>Identity Number</u> | <u>Personal Income Tax Reference Number</u> |
|------------------|------------------------|---------------------------------------------|
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**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## ANNEXURE B

### **NON DISCLOSURE AGREEMENT: Panel of service providers for determination of total fat and fatty acid profile for 24 months period**

THIS AGREEMENT is made

BETWEEN

The South African Bureau of Standards (SABS), an Public Entity that continues to exist in terms of section 3 of the Standards Act 2008, whose principle place of business is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND \_\_\_\_\_ (“the Supplier”) whose registered office is at

\_\_\_\_\_  
(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Supplier has received or may receive in future information relating to (RFQ 20390) for the Panel of service providers for determination of total fat and fatty acid profile for 12 months period to South Africa to the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”.

In consideration of the Supplier to-which the South African Bureau of Standards or any person affiliated with it, including its subsidiary, agent, representative(s) or such related entity may provide Confidential Information in connection with such discussions and/or negotiations to. Therefore the parties wish to agree as follows:

1. The Supplier will maintain strictly secret and confidential all information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Supplier’s obligation to the South African Bureau of Standards.
2. The Supplier shall not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which:-



- (a) the Supplier can show had been lawfully received by it prior to disclosure under this agreement.
  - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
  - (c) was disclosed to the Supplier by a third party who was under no obligation of confidence in respect thereof;
5. The South African Bureau of Standards retains ownership of Intellectual property rights on all material and processes relating to the service provided for and on its behalf by the supplier.
5. The Supplier shall observe its obligations under this agreement until expiry of a period of 12 months from the date of signature.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at..... on this.....day of .....2021

On behalf of the South African Bureau of Standards ..... (signature) Prince Hlongwane

Witness 1. ....

Witness 2. ....

Signed at..... on this.....day of .....2021

Signed on behalf of the Supplier, duly authorised thereto..... (signature)

..... (name) ..... (title)

Witness 1. ....

Witness 2. ....