



SPECIFICATION FOR APPOINTMENT OF SERVICE PROVIDER TO REPAIR TELEPHONE POINTS, LINES AND PROVIDE TELEPHONE HANDSET AT PUBLIC PROTECTOR SOUTH AFRICA: DURBAN PROVINCIAL OFFICE

QUOTATIONS MUST BE EMAILED ONLY TO: PPSAQUOTATIONS@pprotect.org

ISSUE DATE: 05 July 2021

RFQ 07/2021

**VENUE: SUITE 2214, COMMERCIAL CITY, 40 COMMERCIAL ROAD/ DR A.B. XUMA ROAD,
DURBAN**

CLOSING DATE AND TIME OF SUBMISSION OF RFQ: 12 July 2021 @ 11H00 AM

1. BACKGROUND

1. Public Protector South Africa (PPSA) is a Chapter 9 institution constituted under Section 182 of the Constitution of the Republic of South Africa, in which the PPSA has the power to:
 - 1.1.1 Investigate any conduct in state affairs or in the public administration in any sphere of government that is alleged or suspected to be improper or that will result in impropriety or prejudice;
 - 1.1.2 Report on that conduct; and
 - 1.1.3 Take appropriate remedial action.
- 1.2 PPSA is independent and subject only to the Constitution and the law, always impartial and must exercise its powers and perform its functions without fear, favour or prejudice. PPSA is accountable to the National Assembly and must report on its activities and performance to the National Assembly at least once a year. PPSA has the power as regulated by the national legislation to investigate any conduct in state affairs, or in the public administration in any sphere of government that is alleged or suspected to be improper or to result in any impropriety or prejudice.
- 1.3 Currently PPSA is looking for the service provider for telephone points and repairs.

DURBAN PROVINCIAL OFFICE OF PUBLIC PROTECTOR SOUTH AFRICA: SPECIFICATION

DESCRIPTION	QUANTITY
Repair and replace Telephone Point	5
Repair telephone line that is making noise	1
Telephone Hand Set	5
	

3. EVALUATION CRITERIA /PROCESS

The bid will be evaluated as outlined below:

3.1 Phase1 evaluation : Bidders must **ensure that they** complete and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time:

- 3.1.1 Signed SBD 1: Invitation to Bid (not applicable)
- 3.1.2 Signed SBD 4: Declaration of interest
- 3.1.3 Signed SBD 8: Declaration of bidder's past supply chain management practices
- 3.1.4 Signed SBD 9: Certificate of independent bid determination
- 3.1.5 Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2017
- 3.1.6 Original or certified **valid** BBBEE certificate

3.2 Phase 2 evaluations:

3.2.1 PRICING AND BBEE

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 3.2.2 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level point.
- 3.2.3 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 3.2.4 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act no. 69 of 1984)) or an accredited verification agency will be considered for preference points.
- 3.2.5 Failure on the part of the bidder to comply with paragraphs 3.2.3 and 3.2.4 above will be deemed that preference points for B-BBEE status

level of contribution are not claimed and will therefore be allocated a zero (0).

- 3.2.6 The points scored will be rounded off to the nearest 2 decimals.
- 3.2.7 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 3.2.8 However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality.
- 3.2.9 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

4. Consultation prior to submission of a proposal

- 4.1 Bidders shall consult, **in writing**, with the PPSA's officials indicated below should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. PPSA undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Delivery Location	Contact Details
Ms. Kgomotso Kgopotse/ Ms. Nkele Nemusimbori	Public Protector SouthAfrica Durban Office SUITE 2214, COMMERCIAL CITY, 40 COMMERCIAL ROAD/ DR A.B. XUMA ROAD, DURBAN	Tel: 012 366 7008 / 7014 Email: KgomotsoKpprotect.org nkelen@pprotect.org

5. Clarifications and communication

- 5.1 Bidders are encouraged to submit clarification questions in writing to Public Protector South Africa (PPSA) officials mentioned above not later than **08 July 2021 before 11:00**. No further questions will be entertained after this period.
- 5.2 The PPSA will respond in writing to queries and distribute to all bidders who were invited to respond to the RFQ.
- 5.3 The PPSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the PPSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.
- 5.4 Oral communication or instruction by PPSA or its representative shall have no standing in this bid unless and until they have been confirmed in writing.
- 5.5 PPSA accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this bid.
- 5.6 Whilst all due care has been taken in connection with the preparation of this bid, PPSA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. PPSA, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- 5.7 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PPSA (other than minor clerical matters), the Bidder(s) must promptly notify PPSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PPSA an opportunity to consider what corrective action is necessary (if any).
- 5.8 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by PPSA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 5.9 Such information is confidential, and not to be disclosed or used for the purpose of developing a proposal in response to this Bid.

6 . DELIVERY ADDRESS:

Public Protector South Africa

SUITE 2214, COMMERCIAL CITY,

40 COMMERCIAL ROAD/ DR A.B. XUMA ROAD,

DURBAN