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| C:\Users\01083831\Pictures\Logos\Post Office South Africa 9Jan2017.jpg |
| **REQUEST FOR QUOTATION**You are hereby invited to submit quotations to South African Post Office, Limited for the Supply and Delivery of **PPE REQUIREMENTS** as outlined in Annexure “A” [Price Schedule] of this Request for Quotation. |
|  |
| **SECTION 1 [to be completed by Bidder]** |
|  |
| SAPO Vendor No: [if available] |  | CSD Vendor No: | **MAAA**  |
|  |
| Bidder [Company] Name: |  |
| Bidder Contact Person: |  |
| Bidder Contact Details: | Cell Phone Number: |  |
|  | E-mail Address: |  |
|  |
| **SECTION 2 [to be completed by Supply Chain Management]** |
|  |
| Request for Quotation No: | **RFQ 20/35/EC.H** |
| Issue date: | **27 Jan 2021** |
| Compulsory Site Visit: | **N/A** |
| Closing Date & Time: | **10 Feb 2021 / 11h00** |
| Validity Period: | **90 DAYS [from date of RFQ closure]** |
| Physical Address for Service or Goods only: | **259 Govan Mbeki Ave Port Elizabeth** |
| Submission of Tender Documents: | **Blue tender box next to the security Main Entrance** |
|  |
| Enquiries: | **SUPPLY CHAIN – Eastern Cape** |
|  | Name: | **Hans van Loggerenberg** |
|  | Contact numbers: | Office: | **041 508 4373** |
|  | E-mail Address: | **Hans.vanLoggerenberg@postoffice.co.za** |
|  |  |  |  |
| **GATEKEEPER CRITERIA** |
|  |
| **BID CONDITIONS** |
|  |
| 1. | Bidders are required to submit the following documents; |
|  | 1.1 | The bidder(s) must be registered on National Treasury Central Supplier Database (CSD).Bidders must submit full CSD report. |
|  | 1.2 | Bidders must submit their unique personal identification number (pin) issued by SARS to enable the SAPO to view the bidder’s profile and tax status. The unique personal identification number (pin) must be of the bidding company. |
|  | 1.3 | Tenderers2 are required to submit proof of B-BBEE Status Level of contributor. Proof includes valid B-BBEE Status Level Verification Certificates together with their tenders or price quotations, to substantiate their B-BBEE rating claims.  |
|  | 1.4 | 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 should not be disqualified from the tendering process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.  |
|  | 1.5 | However, should institutions stipulate a specific B-BBEE Status Level as prequalification criteria in terms of Regulation 4 and the tenderer does not meet this requirement; institutions must disqualify such tenderer as having submitted an unacceptable tender.  |
|  | 1.6 | A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.  |
|  | 1.7 | Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.  |
|  | 1.8 | AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:  |
|  |  | 1.8.1 | Tenders other than EME |
|  |  | 1.8.2 | Tenderers who qualify as EMEs  |
|  |  | 1.8.3 | Verification agencies accredited by SANAS; or Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths. B-BBEE certificate |
|  |
| **DECLARATION** |
|  |
| I, the undersigned [name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understand the conditions of this Request for Quotation. |
|  |
| SIGNATURE | : |  |  |
| NAME OF DELEGATED SIGNATORY | : |  |  |
| [PRINT IN FULL] |  | In his/her capacity of  |  |
| DESIGNATION OF SIGNATORY  | : |   |  |
| [PRINT IN FULL] |  | Who warrants his/her authority to sign on behalf of |  |
| NAME OF BIDDER [COMPANY] | : |  |  |
| DATE | : |  |  |
|  |

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| **EVALUATION CRITERIA [as per Specification]** |
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| The bid will be evaluated in three [3] phases:1. **Phase 1: Commercial**

Price [80/100] and BBBEE [20/100] according to threshold |
|  |
| **THE RFQ EVALUATION REQUIREMENTS** |
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| 1. Stage 1 – Price Evaluation
2. Stage 2 – BBBEE Evaluation
 |
|  |
| The RFQ will be evaluated on the 80/20 preference point system |
|  |
| The following formula will be used to calculate the points for price in respect of Bids/Procurement with a Rand value +up to a Rand value of R1 000 00.00 [Inc. VAT]  |
|  |
| Formula: PS = 80 | { | 1 -  | PT - P min | } |  |
|  |  | P min |  |
|  |
| A maximum of 20 points may be awarded to a bidder based on the BBBEE contributor level 1. |
|  |
|  | **B-BBEE****[status level of contributor]** | **Number of Points** |  |
|  | 1 | 20 |  |
|  | 2 | 18 |  |
|  | 3 | 14 |  |
|  | 4 | 12 |  |
|  | 5 | 8 |  |
|  | 6 | 6 |  |
|  | 7 | 4 |  |
|  | 8 | 2 |  |
|  | Non-compliant contributor | 0 |  |
|  |
|  |

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| **STATEMENT OF WORK SUCCESSFULLY COMPLETED BY THE BIDDER** |
|  |
| Name of Bidder: |  |
|  |
| **Bidders must insert in the space provided below, and submit with their bids the following statement showing the work, which they have successfully carried out.** |
|  |
| **FOR WHOM** | **NATURE OF WORK** | **VALUE** | **FROM** | **UNTIL** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Signature: |  |
| Name of Delegate Signatory: |  |
| [Print] | In his / her capacity of |
| Designation of Signatory: |  |
| [Print] | Who warrants his / her authority to sign on behalf of |
| Name of Bidder: |  |
| Date: |  |
|  |
| **BIDDER’S DECLARATION OF INTEREST** |
|  |  |
| 1. | Any legal person or persons having a kinship with persons employed by the South African Post Office Limited may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the Bidder or his/her authorized Representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where –  |
|  | * The legal person on whose behalf the bidding document is signed, has a relationship with person/ a person who are/is involved in the evaluation/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: |
|  |  |  |
|  |  | **QUESTIONS** | **ANSWER:****YES/NO** | **IF, YES, STATE PARTICULARS** |  |
|  | 2.1 | Are you or any person connected with the Bidder, employed by the South African Post Office? |  |  |  |
|  | 2.2 | Do you or any person connected with this Bidder, have any relationship [family, friends, other] with a person employed by the South African Post Office and who may be involved with the evaluation and/or adjudication of this bid? |  |  |  |
|  | 2.3 | Are you or any person connected with the Bidder, aware of any relationship [family, friends, other] with a person who may be involved with the evaluation and/or adjudication of this bid? |  |  |  |
|  | 2.4 | Were you or any person in your company involved or assisted SAPO employees in the development and/or drafting of the specification for this bid? |  |  |  |
|  |  | **INITIALS AND SURNAME** | **IDENTITY NUMBER [ID]** |  |
|  | 2.5 | Shareholders of this Company |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | 2.6 | Directors |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | 2.7 | Trustees |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |
|  | 2.8 | Director/Trustee must declare as follows: |  |
|  |  | **INITIALS AND SURNAME** | **IDENTITY NUMBER [ID]** | **EMPLOYEE NUMBER** |  |
|  |  |  |  |  |  |
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| 3. | Non-disclosures shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement. |  |
|  |  |  |
| 4. | The Bidder acknowledge that the stipulation of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting for a breach by the Bidder shall be payable by the Bidder should he/she be proven guilty. |  |
|  |
| **DECLARATION** |
|  |
| I, the undersigned [FULL NAMES]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Certify that the information furnished in paragraph 2.1 to 2.8 above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false. |
|  |
| SIGNATURE | : |  |  |
| NAME OF DELEGATED SIGNATORY | : |  |  |
| [PRINT IN FULL] |  | In his/her capacity of  |  |
| DESIGNATION OF SIGNATORY  | : |  |  |
| [PRINT IN FULL] |  | Who warrants his/her authority to sign on behalf of |  |
| NAME OF BIDDER [COMPANY] | : |  |  |
| DATE | : |  |  |
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| **DECLARATION OF BIDDERS PAST SUPPLY CHAIN PRACTICES** |
|  |
| 1. | The bid of any Bidder may be disregarded if the Bidder or any of its Directors have – abused the institution’s Supply Management System; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract. |
|  |  |
| 2. | In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid: |
|  |  | **QUESTIONS** | **ANSWER:****YES/NO** | **IF, YES, STATE PARTICULARS** |
|  | 2.1 | Is the Bidder or any of its Directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the Public Sector? [Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the ***Audi alteram partem*** rule was applied.] |  |  |
|  | 2.2 | Is the Bidder or any of its Directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act [No 12 of 2004]?[**To access this register enter the National Treasury’s website:** [**www.treasure.gov.za**](http://www.treasure.gov.za) **click on the icon “Register for Tender Defaulters”**]  |  |  |
|  | 2.3 | Was the Bidder or any of its Directors convicted by a Court of Law [including Court outside of the Republic of South Africa] for fraud of correction during the past five [5] years? |  |  |
|  | 2.4 | Was any contract between the Bidder and any organ of the State terminated during the past five years on account of failure to perform on or comply with the contract? |  |  |
|  |  |  |  |  |  |
| 3. | Non-disclosure shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement. |
|  |  |  |  |  |  |
| 4 | The Bidder acknowledge that the stipulations of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting from a breach by the Bidder shall be payable by the Bidder should he/she be proven guilty. |
|  |  |
| **DECLARATION** |
|  |
| I, the undersigned [FULL NAMES]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Certify that the information furnished in paragraph 2.1 to 2.4 above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false. |
|  |
| SIGNATURE | : |  |  |
| NAME OF DELEGATED SIGNATORY | : |  |  |
| [PRINT IN FULL] |  | In his/her capacity of  |  |
| DESIGNATION OF SIGNATORY  | : |  |  |
| [PRINT IN FULL] |  | Who warrants his/her authority to sign on behalf of |  |
| NAME OF BIDDER [COMPANY] | : |  |  |
| DATE | : |  |  |
|  |
| **ANNEXURE A – PRICE SCHEDULE** |
|  |
| REQUEST FOR QUOTATION [RFQ] NUMBER: |  |
| NAME OF BIDDER: |  |
| CLOSING DATE AND TIME: | **10 Feb 2021** | **@ 11H00** |
|  |
| **ITEM** **NO** | **DESCRIPTION** | **QUANTITY** | **UNIT** **PRICE** | **TOTAL PRICE** **[EXCL. VAT]** |
| **1** |

|  |
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|  Mask, face, aseptic: Fluid Resistant, Molded, Blue (3 PLY), good breathability, internal and external faces should be clearly identified **Type I,** with ear loops or tie on |

 | **250 Packs** |  |  |
| **2** |

|  |
| --- |
|  Digital Body Thermometer INFRARED NON CONTACT |

 | **50** |  |  |
| **3** | Batteries AA for Thermometer | **120 Packs** |  |  |
| **SUB TOTAL** |  |
| **VAT [15%]** |  |
| **TOTAL** |  |
|  |
| **Key Requirements [to be attached on response]** |
|  |
| **Requirements** | **Yes** | **No** |
| * **Valid Tax Clearance Certificate**
 |  |  |
| * **Valid BEE Certificate**
 |  |  |
| * **Proof of CSD Vendor Number**
 |  |  |
| **[Please tick “yes” or “no” above]** |
|  |
| **In any of the above answers is “NO”, please supply reason below.** |
|  |
|  |
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|  |
| * The Bidder warrants that the pricing quoted is free of any errors and that the pricing is incompliance to the specification.
 |
| * The Bidder provides the South African Post Office with an **unconditional discount** of \_\_\_\_\_\_\_\_\_\_%.
 |
| * **NOTE**: If you have not been contacted within 30 days of the closing date of this RFQ, please accept that your quotation was unsuccessful.
 |
|  |
| **DECLARATION** |
|  |
| I, the undersigned [name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that price quote is correct and free of any errors and that pricing is in compliance to the specification. |
|  |
| SIGNATURE | : |  |  |
| NAME OF DELEGATED SIGNATORY | : |  |  |
| [PRINT IN FULL] |  | In his/her capacity of  |  |
| DESIGNATION OF SIGNATORY  | : |  |  |
| [PRINT IN FULL] |  | Who warrants his/her authority to sign on behalf of |  |
| NAME OF BIDDER [COMPANY] | : |  |  |
| DATE | : |  |  |