



Template: Request for Quotes (RFQ)

- This template is part of DMTP's templates. Its use supports consistent procurement practice across the entity and makes it easy for suppliers and providers to work with DMTP.
- The template is aimed at RFQs valued between R30,000 – R200,000 (vat Included).
- End users are to use this template for routine procurements.
- There are restrictions on structural changes to the template:
 - whilst section headings are not to be changed you may develop your own sub-headings within each section as well as content. **Suggested content in this document is included as a guide only, and aims to represent best practice.**
 - Instructions in red font are tips to help explain what is expected. You should complete the sections highlighted in yellow. Remember to remove all highlight and delete all red text once you have finished. The last task is to update the contents page..
 - If you would like assistance in preparing your RFQ, or a constructive peer review of your draft, please contact **[the procurement team]**.

In compliance with the Municipal Finance Management Act (MFMA) no 56 of 2003 and its municipal supply chain management regulation 14, eThekwin Municipality hereby requests all suppliers of goods and services to apply to be registered on its supplier database via the National Treasury's Central Supplier Database. Failing to register on the National Treasury's Central Supplier Database with result in your business being non-compliant with the legislation and as a consequence will not be permitted to transact with eThekwin Municipality.

After successfully registering on the Central Supplier Database, suppliers are to ensure that they are also registered on the eThekwin Vendor Portal on www.ethekwinivendor.durban.gov.za and must ensure that all supporting documentation is provided.

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USHAKA MARINE WORLD INVITES ELIGIBLE AND ACCREDITED SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION ON THEIR OFFICIAL LETTER HEAD FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTAION.

1. RFQ NO: RFQ 09 SS 23062021
2. **DESCRIPTION: THE SUPPLY, DELIVERY AND INSTALLATION OF or THE PROVISION OF USHAKA BRANDING AS DETAILED IN THIS RFQ**

Invitation date	23 June 2021
Closing date	28 June 2021
Closing time	11:00
Documents are obtainable from	uShaka Marine World & eThekweni Website
Submission of RFQ	Sealed RFQs addressed to the PROCUREMENT DEPARTMENT and marked with the Number RFQ 09 SS 23062021: THE SUPPLY, DELIVERY AND INSTALLATION OF or THE PROVISION OF USHAKA BRANDING AS DETAILED IN THIS RFQ are to be placed in the Tender <u>Box located in the reception, uShaka Marine World</u> , (and not any other department), no later than: 28/06/2021 at 11:00
Technical enquiries (end user)	Name: Vusi Gina; Tel: 031-328-8004, eMail: vgina@ushakamarineworld.co.za
Procedural enquiries (Supply Chain management/Procurement)	Samantha Sibiya; Tel: 031-328-8043; eMail: ssibiya@ushakamarineworld.co.za

3. COMPULSORY RETURNABLE DOCUMENTS:

Failure to submit any of the above mandatory documents will lead to disqualification

• A Valid Tax Clearance Certificate /SARS PIN NO	Yes	No
• A current BEE status certificate/ Sworn Affidavit	Yes	No
• Central Supplier Database Registration (CSD) MAAA no.	Yes	No
• Fully completed and signed declaration of Interest Forms (MBD 4)	Yes	No
• Letter of Good Standing (if applicable)	Yes	No
• CIDB registration(if applicable)	Yes	No

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4. Our Requirements

➤ **GAZEBO**

3M x 3M FULL COLOUR PRINT GAZEBO AND ALUMINIUM FRAME
SIZE : 3M X 3M
QTY : 2

➤ **TELESCOPING**

Medium size telescoping with carry bag and full colour print
Size : 3.0m X 0.5/0.6/0.8m
Qty : 10

➤ **PULL UP BANNERS**

Delux mechanism pull up banners with with full colour print and carry bag
Size : 2m X 0.8m
Qty : 4

➤ **A-FRAMES**

Small size A-frame with full colour print
Size : 1m X 1.5m
Qty : 4

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5. Pricing schedule (if applicable)

Item no.	description	Quantity	Unit Price	Total Amount Excl. Vat
Total Amount(Excl. Vat)				
Vat Amount (15%)				
Total Amount (Incl. Vat)				

6. EVALUATION PROCESS

The procedure for evaluation of responsive Offers will be in accordance with the DMTP's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (January 2017).

7. THE ADJUDICATION PROCESS

Quotes [which meet all pre-conditions – delete if no pre-conditions] will be evaluated on their merits according to the following evaluation criteria and weightings.

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Note: If you intend to apply weightings you need to include them here. Where you have sub-criteria then state either (a) the sub-criteria are equally weighted, or (b) include weightings for each of the sub-criteria.

If you do not intend to apply weightings then you need to list the criteria in order of importance i.e. most important criterion first. State that the criteria are listed in order of importance with the most important first.

Criterion	Weighting
1. Proposed solution (fit for purpose)	xx%
Insert sub-criteria, if appropriate	
2. Capability of the Respondent to deliver e.g previous work experience	xx%
Insert sub-criteria, if appropriate	
3. Capacity of the Respondent to deliver	xx%
Insert sub-criteria, if appropriate	
Total weightings	100%

Evaluation points for price and preference will only be calculated for Bidders who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the RFQ

Criteria	Max. Points Scoring
Price	80 Points
Price	80

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Empowerment:-	20 Points
Empowerment Status of the Company	20
Total Points (Max.)	100

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