

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SOUTH AFRICAN POST OFFICE LIMITED FOR THE
SUPPLY AND DELIVERY OF GOODS/SERVICES
AS OUTLINED IN ANNEXURE "A" (PRICE SCHEDULE) OF THIS RFQ.

SECTION 1 Section to be completed by bidder

BIDDER NAME	
BIDDER CONTACT PERSON	
BIDDER CONTACT DETAILS	TEL : _____ E-MAIL : _____
	FAX : _____ CELL : _____
CSD NUMBER	

SECTION 2 Section to be completed by SCM

RFQ NUMBER:	RFQ:189/SUPPLY/DELIVERY/IT/DEVELOPMENT/SERVICES/17/18/ AM	
ISSUE DATE:	28/11/17	
CLOSING DATE AND TIME:	05/11/17	11:00
RFQ VALIDITY PERIOD:	90 DAYS (FROM DATE OF RFQ CLOSURE)	
DELIVERY ADDRESS	Supply Chain Management S A Post Office Limited Cnr James Drive & Moreleta Street Silverton, PRETORIA.	
SUBMISSION OF QUOTES:	Supply Chain Management S A Post Office Limited Cnr James Drive & Moreleta Street Silverton, PRETORIA.	
ENQUIRIES: PURCHASING SPECIALIST NAME:	ALEXANDER MHLONGO	
TEL:	012 845 2554	
E-MAIL:	Alexander.mhlongo@postoffice.co.za	

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Stage 1 – Functionality

This invitation to submit a quotation will be evaluated on functionality based on these criteria;

Criteria	Sub-Criteria	Weight	Value	Score = (Weight x Value) (max score of 500)
ABILITY				
...indicate).. OR Not applicable				
	TOTAL			

Rating Scale: 1 = Poor; 3 = Good; 5 = Excellent

- The minimum qualifying score is 70 %

Stage 2 – Price & B-BBEE Evaluation

The RFQ will be evaluated on the the 80/20 preference point system

The following formula must be used to calculate the points for price in respect of tenders / procurement with a Rand value equal to, or above R 30 000 and up to a Rand value of R1,000,000.

Formula

$$PS = 80 \left[1 - \frac{Pt - P_{min}}{P_{min}} \right]$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Rand value of offer tender consideration
- Pmin = Rand value of lowest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for being an HDI and / or subcontracting with an HDI and / or achieving any of the specified goals stipulated in regulation 17.

(3) The points scored by a tenderer in respect of the goals contemplated in sub-regulation (2) must be added to the points scored for price.

(4) Only the tender with the highest number of points scored may be selected.

Points must be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. The South African Post Office Limited (SAPO's) standard conditions of purchase shall apply.
2. Late and incomplete submissions may not be accepted.
3. No tender may be awarded to any person or supplier whose tax matters have not been declared by the South African Revenue Service to be in order. Certified copies of the Tax Clearance Certificate may be accepted.
The address and the contact details are as follows:
Zanele Ndaba – 012 845 2400 or Zanele.ndaba@postoffice.co.za
Physical Address: Corner James drive and Moreleta Street, Silverton, Pretoria, 0001
Postal Address: P.O. Box 4162, Pretoria, 0001
4. No services must be rendered or goods delivered before an official SAPO Purchase Order form has been issued by SAPO and received by the bidder.
5. Bidders are required to complete Annexure A (Price Schedule) and to submit their B-BBEE Certificate and a certified copy of their Tax Clearance Certificate for all pricing quotations. Failure to complete the Annexure A and submit these documents will result in loss of points.
6. Unless otherwise amended in writing, in accordance with the Agreement the quoted price shall be stated in South African Rands and it is firm for a period of ninety (90) 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 in accordance with Section 20 of the Value Added Tax, Act No. 89 of 1991 and appropriate proof of delivery documentation.
8. The warranty or maintenance of products/goods/services shall be for a period of twelve (12) months. If the warranty period offered is longer than twelve (12) months, indicate your warranty period on header page as well as Annexure A (Price Schedule).
9. No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the RFQ invitation.
10. The RFQ must be awarded to the bidder who scores the highest total number of points.
11. The Post Office has the right not to award this RFQ with reasons provided.
12. The Post Office has the right to cancel this RFQ with reasons provided.

Bidder Acknowledgement Form

RFQ NUMBER:	RFQ:189/SUPPLY/DELIVERY/IT/DEVELOPMENT/ SERVICES/17/18/AM	SHORT DESCRIPTION:	DEVELOPMENT
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I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ.

.....
Signature

.....
Date

Capacity:.....

BIDDER NAME:
REGISTRATION NUMBER:
ADDRESS:
CONTACT PERSON:
TEL:
FAX:

COMPANY STAMP



ANNEXURE A – PRICE SCHEDULE

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ:189/SUPPLY/DELIVERY/IT/DEVELOPMENT/SERVICES/17/18/AM
(To be completed by bidder) NAME OF BIDDER:	
CLOSING DATE:	06/11/17 @ 11:00 am

Item No.	Description	Unit of measure	Qty	Unit Price	Total Price (Incl. Delivery / Excl. VAT)
In accordance with the attached Specification(s)					
NOTE: Bidders must submit a copy of their CERTIFIED: VALID Tax Certificate, and VALID BBBEE Verification Certificate.			Subtotal:		
			VAT 14%		
			Total Price: VAT Incl.		

I, the undersigned (NAME).....certify that I have supplied the required information and declare that the information submitted as part of this RFQ is true and correct.

SIGNATURE

CAPACITY

DATE

COMPANY STAMP

