



## INVITATION/REQUEST FOR QUOTATION

Quotations are hereby invited for the following.

RFQ REFERENCE NUMBER		<u>PanSALB Head Office - Arcadia</u>	
RFQ Issue Date		<u>2023 July 12</u>	
Closing date	2023 July 17	Time	12H30
Contact Person		Patricia Nkhwashu	
Telephone	(012) 341 9638	Email Address	<a href="mailto:patricia@pansalb.org">patricia@pansalb.org</a> <a href="mailto:mapula@pansalb.org">mapula@pansalb.org</a>
Subject	Request for supply and delivery of 50 boxes of printing papers		

**N.B:** (1) Late submission will not be accepted.

DESCRIPTION (SERVICE SPECIFICATIONS)	
NO	ITEM DESCRIPTION
	50 boxes of printing papers
DETAILED SPECIFICATION (OPTIONAL)	
DELIVERY TERMS	
<b>Quotation must be valid for 30 days</b>	
See the attached list of office consumables Annexure A	

### TERMS AND CONDITIONS APPLICABLE TO THE RFQ (PPPFA 2000)

#### 1. NOTICE TO ALL SUPPLIERS

1.1. This RFQ is issued in terms of PFMA SCM Instruction Number 02 & 03 of 2021/22.

1.1.1. All quotations received with value  $R30\ 000 \leq R1\ 000\ 000$  will be evaluated on the 80/20 points; scoring basis.

- 1.1.2. *The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (B-BBEE) for attaining the B-BBEE Status.*
- 1.1.3. *Suppliers submit VALID copies of their BEE certificate OR sworn affidavits And TAX Clearance Certificate or SARS Pin.*
- 1.1.4. *Failure to submit the B-BBEE certificate or sworn affidavits will result to a supplier scoring ZERO (0) for B-BBEE*
- 1.1.5. *Any amount above R30,000 and below R1,000,000 will be subjected to a scoring of 80 points excluding B-BBEE contributions. PanSALB may also include amount less than R30,000 in the 80/20 calculations.*
- 1.1.6. *Suppliers to complete **SBD 4 and 6.1** for amount with a value of R2 000 ≤ R1,000 000 and the forms to be duly signed and dated. Failure to submit completed and sign SBD forms will result in disqualification of the supplier.*
- 1.1.7. *Quotations should be valid for a minimum period of 30 days.*
- 1.1.8. *All PanSALB RFQ will be open for a minimum period of 5 days before the closing date.*
- 1.1.9. *PanSALB will verified suppliers CSD prior to a contract award.*
- 1.1.10. ***PanSALB does not pre-pay nor pay on delivery, our payment are 30 days from the date of the invoice, but in the process supplier development, PanSALB may consider paying certain supplier within fifteen (15) days provided the supplier has completed a “Enterprise Development Agreement Form”.***
- 1.1.11. *Quotations are confirmed by means of a Contract Award Letter or Purchase Order (PO), no supplier will submit an invoice without a purchase order number and payments are payable with 30 days on receipt of an invoice AND supplier statement.*

## **2. GENERAL CONDITIONS**

- 2.1. *This RFQ will be subjected to the General Conditions of Contract as issued by National Treasury.*
- 2.2. *PanSALB reserves the right to engage in pre-post negotiations with the bidder(s) on the shortlist and to do business with service provider(s) that best meet the requirements and will not be obliged to give reasons for such exclusions.*
- 2.3. *It is envisaged that PanSALB might issue a Contract Award Letter to the successful bidder(s) and later issue a Purchase Order to confirm the total cost inclusive of all associated related cost and variances incurred.*
- 2.4. *The selected Bidder(s) might be required to enter into a written agreement with PanSALB.*
- 2.5. *This RFQ or any part thereof may be incorporated into and made part of such an agreement.*
- 2.6. *PanSALB shall not incur any obligation or liability towards the selected Bidder(s) until a written contract award letter/ purchase order or contract/SLA has been signed by duly authorized PanSALB representative or both by PanSALB representative and the Bidder(s).*

## **3. DECLARATION**

I/We the undersigned hereby declare that I/We have read and understand the above and agree to be bound by the stated terms and conditions.

Name of Bidder: .....

Name of contact person: .....

Capacity: .....

Signature: ..... Date: .....

**ADMINISTRATIVE COMPLIANCE WEIGHTING** (Please note that compliance will be allocated as per table below).

NO	DETAILS	Submitted by Supplier	Verified by SCM
1	Completed and sign Terms and Conditions – Declaration		
2	Completed and sign Bidders Disclosure Form (SBD 4)		
3	Completed and sign Preference Points Claim Form (SBD 6.1)		
<b>LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF THE BID DOCUMENTS</b>			
4	Tax Clearance Certificate or Unique Pin		
5	CSD Summary Report not old than 2 days		
6	Valid BBBEE Certificate or Sworn Affidavits ( <i>Scoring applicable to PPPFA scoring only as per paragraph 1.1.4 of the SBD form 6.1</i> )		

**SBD 4**

**BIDDERS DISCLOSURE**

## 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

YES	NO
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2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO
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2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract?

YES	NO
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2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name).....  
in submitting the accompanying bid, do hereby make the following statements that I  
certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor.

However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder