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PanSALB
PAN SOUTH AFRICAN LANGUAGE BOARD

INVITATION/REQUEST FOR QUOTATION

Quotations are hereby invited for the following.

RFQ REFERENCE NUMBER			
RFQ Issue Date	11 August 2023		
Closing date	28 August 2023	Time	12H00
Contact Person Name (Buyer)		Mr. Zola Nkosi	
Telephone	(012) 341 9638	Email Address	zola@pansalb.org
Subject			

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

DESCRIPTION (SERVICE SPECIFICATIONS)	
NO	ITEM DESCRIPTION
DETAILED SPECIFICATION (OPTIONAL)	
Quotation must be valid for 60 days	

Supply, Installation, commission, and maintenance of Uninterruptible Power Supply to PanSALB National Offices.

No.	Item Description	Specification	Quantity
1	Smart Online UPS (PanSALB Head Office)	Hybrid Inverter & Batteries Rated Power 6000VA/6000W AC CHARGER MODE Input voltage 230v BATTERY MODE Type of battery – Lead-acid/Lithium 48V100AH Energy Storage x3 Output voltage 230v ENVIRONMENT Display - LCD + LED Communication – WIFI (for Monitoring via Laptop/Mobile App) Rack-Mountable on 19U Rack	1

		NB: 2 Years Warranty	
1	<p>Smart Online UPS (PanSALB Provincial Offices –</p> <ol style="list-style-type: none"> 1. Limpopo, 2. Gauteng, 3. Mpumalanga, 4. North West, 5. Northern Cape, 6. Western Cape, 7. Eastern Cape, 8. KwaZulu Natal, 9. Free State 10. Head Office 3rd Floor cabinet 	<p>Hybrid Inverter & Batteries Rated Power 3000VA/3000W</p> <p>AC CHARGER MODE Input voltage 230v</p> <p>BATTERY MODE Type of battery – Lead-acid/Lithium 48V100AH Energy Storage x2 Output voltage 230v</p> <p>ENVIRONMENT Display - LCD + LED Communication – WIFI (for Monitoring via Laptop/Mobile App) Rack-Mountable on 9U Rack</p> <p>NB: 2 Years Warranty</p>	10

DELIVERABLES:

1. Maintenance for a period of 24 Months
2. 2 Years warranties on the UPS units
3. Technician must be registered at the Department of Labour
4. Provide PanSALB with Certificate of Compliance (COC)

CERTIFICATION, EXPERTISE, AND QUALIFICATION

The Supplier represents that,

- it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the specification provided and;
- it is committed to providing the Products or Services; and
- perform all obligations detailed herein without any interruption to PanSALB.
- The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services like the requirements of PanSALB services.

The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in the Statement of Work or Service Definition.

UPS Module: An UPS module is defined as a unit that contains all the hardware and software necessary for autonomous system operation. Modules can be paralleled into a redundant solution with no single points of failure.

- **Installed with mechanical maintenance bypass.**
- **Events log and measurements.**
- **All UPS units supplied should not have a power factor less than 0.95.**
- **15 minutes back-up at full load.**
- **2 years warranties on the UPS units.**
- **5 years lifespan on batteries with 2 years warranty.**
- **Batteries should be Lithium.**
- **UPS must have a static bypass.**
- **All UPS to be online Units.**

Electrical Work. The Supplier must ensure that Electrical Work is performed as prescribed by the Occupation Health and Safety Act (Act 85 of 1993 as amended), Electrical Regulations 2009, including,

- (i) The Supplier is registered at the Department of Labour as an Electrical Contractor;
- (ii) The standard of work conforms to SABS SANS 10142-1: The code of practice for wiring of premises; and

Any Electrical installation or alteration is certified after completion of work by means of a Certificate of Compliance.

SUPPLIER DUE DILIGENCE

PanSALB reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process, the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

AS IS Sites Coordinates:

Site no.	Site	
	GPS: Coordinates	
Site 1	25°44'44"S 28°12'17"E	Pretoria
Site 2	25°51'06"S 28°11'18"E	Centurion
Site 3	25°28'25"S 30°58'37"E	Mbombela
Site 4	23°54'52"S 29°27'20"E	Polokwane
Site 5	32°58'51"S 27°54'17"E	East London
Site 6	33°53'00"S 18°38'06"E	

		Cape Town
Site 7	28°44'29"S 24°45'53"E	Kimberley
Site 8	29°06'35"S 26°13'04"E	Bloemfontein
Site 9	29°51'28"S 31°01'25"E	Durban

PRICING SCHEDULE

NB: Please send your quotation on your company letter head.

No.	Item Description	Quantity	Unit Price	Total
1	Rated Power 6000VA/6000W Smart Online UPS (PanSALB Head Office)	1		
2	Rated Power 3000VA/3000W Smart Online UPS (PanSALB Provincial Offices)	10		
Total (VAT incl)				R

Call out Fee	R	VAT Incl
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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 R2 000 ≤ R1 000 000 will be evaluated on price only.*
 - 1.1.2. *Suppliers submit VALID copies of their TAX Clearance Certificate or SARS Pin.*
 - 1.1.3. *Suppliers to complete **SBD 4** 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.*
 - 1.1.4. *Quotations should be valid for a minimum period of 60 days.*
 - 1.1.5. *All PanSALB RFQ will be open for a minimum period of 2 days before the closing date.*
 - 1.1.6. *PanSALB will verified suppliers CSD prior to a contract award.*
 - 1.1.7. *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”.

1.1.8. *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:

PHASE 1 - 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)		
LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF THE BID DOCUMENTS			
4	Tax Clearance Certificate or Unique Pin		
5	CSD Summary Report not old than 2 days		

PHASE 2 - EVALUATION CRITERIA (Please note that criteria for the evaluation will be allocated as per table below).

This bid/RFQ will only be evaluated and adjudicated according to the price proposal. Bidders/Service Providers must submit a detailed price quotation on their company letterhead inclusive of all costs, assumptions, and VAT.

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 interest¹ 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

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:

.....

¹ 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.

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 consortium² 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

² 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.

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.

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.

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Signature

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Date

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Position

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Name of bidder