



**REQUEST FOR QUOTATION – RFQ-Stationery, Consumables, and cleaning materials**  
**Limpopo**

Quotations are hereby invited for the following.

|   |   |                                    |  |
|---|---|------------------------------------|--|
| <b>Contact Person Name (Buyer)</b>            |   | Patricia Nkhwashu<br>Mapula Molepo |  |
| <b>RFQ Published or Issue Date &amp; Time</b> |   | 20 November 2023, 16h30            |  |
| <b>RFQ Closing Date &amp; Time</b>            |   | 24 November 2023, 16h30            |  |
| <b>Telephone</b>                              | (012) 341 9638  | <b>Email Address</b>               | <a href="mailto:patricia@pansalb.org">patricia@pansalb.org</a><br><a href="mailto:mapula@pansalb.org">mapula@pansalb.org</a> |
| <b>Subject</b>                                | Please provide us with a quotation for the items/services specified hereunder where applicable, or in accordance with the attached specification. |                                    |  |

**COMMODITY 1**

**Office Stationery, consumables, and cleaning material**

**NB: See the attached specification.**

| Line | Description   | Unit of Issue | Quantity |
|------|---|---------------|----------|
|      | <p><b><u>N.B &amp; Comment:</u></b></p> <p><i>(1) Proposal/Quotation should be issued in line with the above itemized list.</i></p> <p><i>(2) Please ensure that <u>Table 1</u>, in paragraph 4.2 of the SBD 6.1 is completed in full to qualify for specific goals aligned to the B-BBEE. Failure by the supplier to complete Table 1 of the SBD 6.1 will disqualify the supplier from receiving points for Specific Goals as per requirements of the <b>Preferential Procurement Regulations of 2022.</b></i></p> |               |          |

**TERMS AND CONDITIONS**

1. Quotations must be emailed to reach PanSALB no later than **16:30, Friday, 24 November 2023**
2. Quotations must be valid for at least **90** days.
3. Is the **2023-11-24** delivery date firm? **Yes / No**
4. Is / are the price(s) firm for the duration of the contract? **Yes / No**

5. Is the offer strictly to specification? **Yes / No**
6. If not to specification, state deviation(s)  
\_\_\_\_\_
7. All quotations must be inclusive of VAT and the VAT amount stated, for suppliers who are VAT registered, if no VAT registration status is provided, prices will be deemed VAT inclusive.
8. No quotations received after the closing time and date will be accepted without prior arrangement with the sender of this email.
9. It is the responsibility of the tenderer to verify the receipt of any emails forwarded to this office.
10. If you are unable to quote, please email this page back to the sender as a no quote and state the reason below: Reason for no quote:  
\_\_\_\_\_
11. This quotation is subject to the general conditions of the contract unless otherwise stated by the issuer.
12. Indicate if you intend to sub-contract any part of this contract. **Yes / No** If Yes please provide the percentage sub-contracted \_\_\_\_\_%
13. The price quoted must **include delivery** to **PanSALB Limpopo office.**

**PLEASE NOTE:**

Your tax status is **non-compliant**. Please take the matter directly with your local SARS office. Your offer can only be considered when a valid Tax Clearance Status (provided via SARS to the Central Supplier Database) is available on the adjudication of this contract.

Your B-BBEE information is outstanding. Please update your B-BBEE details on the Central Supplier Database to ensure that your entity qualifies for preference points where applicable.

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by the Pan South African Language Board during the validity period indicated and calculated from the closing time stated above.

\_\_\_\_\_  
**Signature of Bidder**

\_\_\_\_\_  
**Name and Capacity**

\_\_\_\_\_  
**Date**

This Request for Quotation must be completed and be accompanied by an official Quotation. Please email it to the Pan South African Language Board.

RFQs with a quoted price less than R 30 000.00 will be evaluated based on the quoted price. All other RFQs will be evaluated based on an 80/20 preference point system where 80 points are allocated towards price and 20 points are allocated towards the supplier's contribution-specific goals in line with the Preferential Procurement Regulations of 2022.

## PREFERENTIAL PROCUREMENT REGULATION OF 2022

As per the Preferential Procurement Regulations of 2022 in terms of the 80/20 Points system, the 20 points for Specific goals for the entity are allocated as follows:

- 100% Women Ownership = 5 points
- 100% SMME/EME = 10 points
- 100% owned by Youth = 3 points
- 100% owned by disabled individuals = 1 points
- Locality = 1 point (Municipal Bill or Account Statement to be attached as proof)

### SHORTLISTING AND EVALUATION PROCESS

#### STAGE 1 - (FUNCTIONALITY)

| NO             | COMPLIANCE  | ATTACHED<br>(YES/NO) | ALLOCATED<br>POINTS | SCORE |
|----------------|---|----------------------|---------------------|-------|
| 1              | <b>Product Certificate</b>  |                      | 40                  |       |
| 2              | <b>100% Specification Compliance</b>  |                      | 40                  |       |
| 3              | <b>Delivery Period (Days) within 5 -15 Days (Failure to comply with the proposed days after award will attract penalties equal to 5% of the total contract (The period excludes 15 December 2023 to 15 January 2024) but includes weekends. (Please select 3.1, 3.2, or 3.3 only one)</b> |                      |                     |       |
| 3.1            | <b>5 days</b>   |                      | 20                  |       |
| 3.2            | <b>10 days</b>  |                      | 15                  |       |
| 3.3            | <b>15 days</b>  |                      | 10                  |       |
| <b>MINIMUM</b> |   |                      | <b>90</b>           |       |
| <b>TOTAL</b>   |   |                      | <b>100</b>          |       |

**N.B:** Suppliers are expected to score a **minimum of 90 points** to proceed to the price evaluation section.

#### STAGE 2 (PRICE – 80 AND SPECIFIC GOALS – 20)

**This stage will involve the evaluation using the 80/20 principles where 20 will be for specific goals. Failure by suppliers to complete section 4.2 of SBD 6.1, under TABLE 1 will deny the service provider points allocated to specific goals.**

**The final award of this contract will be determined by the time allocated for delivery of the products.**

## SBD 4

# BIDDERS DISCLOSURE

## 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 is 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 |
|-----|----|

- 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?

<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.

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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 |
|-----|----|

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

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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.

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.

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 |

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration



Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the

90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed. (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|---|--|
| Woman   | N/A  | 5  | N/A   |  |
| Promotion of SMME's   | N/A  | 10   | N/A   |  |
| Youth   | N/A  | 3  | N/A   |  |
| Disabled  | N/A  | 1  | N/A   |  |
| Locality  | N/A  | 1  | N/A   |  |
|   |  |  |   |  |
|   |  |  |   |  |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

|   |                         |
|---|-------------------------|
| .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |                         |
| <b>SURNAME AND NAME:</b>                    | .....                   |
| <b>DATE:</b>                                | .....                   |
| <b>ADDRESS:</b>                             | .....<br>.....<br>..... |

