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Private Bag X08 | Arcadia | 0007
523 Stanza Bopape Street | 5th Floor | Provisus Building | Arcadia



PanSALB
PAN SOUTH AFRICAN LANGUAGE BOARD

Provisioning of Water Dispensers and Purified Drinking Water

RFQ No. Pan2023/Jul/SCM007

Closing Date and Time	04 August 2023, 16h00
Contact Details	Submission of quotations or any inquiries is via email only and must be sent to: lulama@pansalb.org
Category	Supply of Purified Water and Dispensers

1. PURPOSE

The Pan South African Language Board (PanSALB) is hereby requesting quotations from suitable and qualified service providers for the supply of purified Water and Water Dispensers. The supply is for Head Office and 9 Provincial Offices. The addresses are below hereto for ease of reference.

2. BACKGROUND

The Pan South African Language Board (PanSALB) is a statutory body established in terms of the Pan South African Language Board Act No. 59 of 1995 and the Constitution of the Republic of SA, 1996. It was established for among other reasons to create conditions for the development and for the promotion of the equal use and enjoyment of all the official South African languages.

3. SCOPE OF WORK

- 3.1. 500ml Branded Still Water as in when required – quantity to be determined on a need basis.



3.2. Successful Service provider is expected to Supply Water Dispensers and 20LT purified Water as follows:

NO	OFFICE	DISPENSERS	PURIFIED WATER PER MONTH – 20LT
1	HEAD OFFICE - 523 Stanza Bopape Street, Provisus Building 5 th Floor, Arcadia	4	20
2	GAUTENG OFFICE - 259 West Avenue, First Floor, Centurion	1	5
3	LIMPOPO OFFICE - 29 Hans Van Rensburg Street, Kwane Chambers Building, Office No 10, Polokwane	1	5
4	FREE STATE OFFICE - 15-17 1 st Street, Arboretum, Bloemfontein	1	5
5	NORTH-WEST - Mega City Shopping Complex, Shop No 70B, Ground Floor, Eastern gallery– Mmabatho	1	5
6	NORTHERN CAPE - 37 Chapel Street, Nedbank Building, Kimberley	1	5
7	WESTERN CAPE - 70 Edward Road Oakdale, Edward III Building, Bellville, Cape Town	1	5
8	EASTERN CAPE - 18A Survey Road, Vincent, East London	1	5
9	KWAZULU-NATAL - 20-36 Margret Mncadi Avenue, John Ross House, Durban	1	5
10	MPUMALANGA - 20 Paul Kruger Street, ABSA Building, Nelspruit	1	5



4. Disqualification

- 4.1 Any non-disclosure of any information pertaining to this quotation will result in disqualification.
- 4.2 Non-compliance with the quotation requirements will invalidate the quotation; and
- 4.3 Non-compliance with all the applicable Acts, Regulations, and by-laws will result in the disqualification of the quotation.

5 EVALUATION CRITERIA

Quotations will be evaluated in two (2) phases:

Phase 1 – Evaluation of Compliance

This entails the initial screening of quotation responses received at the close of the quotation. During this phase, quotation responses are registered to ascertain the number of quotations responses received before the closing date and time and to verify if the quotations submitted all mandatory requirements. the following mandatory documents should be submitted to qualify for the next phase of evaluation:

- Valid original SARS tax clearance certificate.
- Valid B-BBEE Certificate or Sworn Affidavit
- CSD Report

Phase 2 – Evaluation in Terms of PPPFA Regulations, 2022

This quotation will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.



Breakdown of points:

80/20 Preference Point Component	Points
Pricing	80
B-BBEE Level Contribution	20
Total	100

Points will be awarded to a Company for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6 PRICE

6.1. All services pricing should be inclusive of all taxes and payment shall be made in South African Rand.

7 Payment Terms

7.1. The PanSALB undertakes to pay valid tax invoices in full within thirty (30) days from the statement date for services rendered; and

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7.2. All supporting documents for services rendered should be submitted together with the tax invoices as and when a service has been rendered.

8 SPECIAL TERMS AND CONDITIONS

- 8.1 The PanSALB reserves the right to accept or reject any submission in full or in part and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected companies.
- 8.2 Failure to comply with the above-mentioned conditions will nullify the quotation.
- 8.3 Certified copy of the B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA, or an Accounting Officer as contemplated in the founding documents of a CC must be submitted.

9 SUBMISSION OF QUOTATION DOCUMENTS

Quotations should be directed to Ms. LL Limbane at Email: lulama@pansalb.org Tel: +27(0) 12 341 9638/9651 Fax: +27(0) 12 341 5938 by no later than:

Date: 04 August 2023

Time: 16H00

10 LATE SUBMISSION

A response to this Request for Proposal (RFP) shall be late if it is received by PanSALB at any time after the closing date and time indicated in the paragraph above. Late submission shall be clearly marked as late and shall not be admitted for consideration by PanSALB.