



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/274/09/2021
DATE ISSUED	08/09/2021
PROJECT NAME	Supply and delivery office stationery for a period of 3 years
CLOSING DATE AND TIME	28/09/2021
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, SANSA Board members or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state;
- SANSA Board member; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
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<p>If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the qualification of the bid If no, furnish reasons for non-submission of such of:.....</p>	<p>YES / NO YES / NO</p>
<p>Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....</p>	<p>YES / NO</p>
<p>Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....</p>	<p>YES / NO</p>
<p>Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....</p>	<p>YES / NO</p>
<p>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....</p>	<p>YES / NO</p>

2. Declaration of Bidder's past supply chain management practices (SBD 8)

2.1 This Standard Bidding Document must form part of all bids invited.

2.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system

2.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

2.3.1 Abused the institution's supply chain management system

2.3.2 Committed fraud or any other improper conduct in relation to such system; or

2.3.3 Failed to perform on any previous contract.

2.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2. 4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1.1	If so, furnish particulars:		
2.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.3.1	If so, furnish particulars:		

2.4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

- 3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 3.4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 3.5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. 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 consortium³ will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (i) prices;
 - (ii) geographical area where product or service will be rendered (market allocation)

- (iii) methods, factors or formulas used to calculate prices;
- (iv) the intention or decision to submit or not to submit, a bid;
- (v) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (vi) bidding with the intention not to win the bid.

H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

I. 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 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.

J. 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.

4 REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR A PERIOD OF 3 YEARS

The South African National Space Agency requires a service provider to supply and deliver office stationery to the SANSA Hermanus Facility, in Hermanus, Western Cape, for a period of three years.

4.1 BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

4.2 SCOPE OF WORK

SANSA requires a suitable service provider to supply and deliver office stationery as per the below specifications. The stationery includes pens, books, permanent markers etc

Interested suppliers are requested to bid based on the list in Table 1 below. This list has been compiled based on SANSA's general office stationery and consumable needs. However, this list will NOT necessarily be ordered in full as it will depend on the requirements at the time, it will only be used to evaluate the bids.

The supplier is required to deliver upon request on an **as and when required basis**. A purchase order will be issued with required quantities.

<u>STATIONERY LIST</u>	
Item	Cost (including VAT)
A5 Manuscript Book A5 Hardcover-192 Page	300
AA Batteries	500
Apex plastic light clear PVC binding covers A4	200
Artline 70 1.5mm tip (permanent marker) different colours	200
BANTEX Lever Arch File 55mm PVC Different Colours	500
BIC Pens - Crystal Ball Pen – Different colours	1000
12-Digit Desktop Calculator	50
A4 Clipboard	50
Dry Erase Markers-B-White Board different colours	150
Envelopes plain white opaque, seal easy 110x220	20
Envelopes Window white opaque, seal easy	20
Erasers	200
Sellotape 12mmx33m	50
Masking Tape-18mm x 40mm	30
HB Pencils	300
Lamination Pouches Glossy A4	150
Magnetic whiteboard eraser 145X55MM (5.70 X 2.16)	100

Marble Blue 100 Board 160gsm A4	150
Staples # 26/6	200
Optiplan 440 Files HW with Flap/Clip A4 350 SHEETS	300
Optiplan Files 285 Board Container A4 325mm	200
Paper Clips 30mm	200
Pentel correction tape	50
Pin on Name Badge	50
Pins for notice board	100
Drawing Pins-Assorted Tub	100
Plastic Sleeves Filing Pockets A4	200
Post-It Notes 3M 76mmx76m-5Pack-Assorted Colours	200
Post-It Mini Cube Assorted Colours-50mm x 50mm 400 Sheets/Pad	200
Post-It Notes Flags 3M 11.9mm x43.2mm-24 Arrows	150
Prestik 100g	200
Glue stick Pritt 43g	200
Puncher	50
Redfern Labels A4 sheets 210x 298mm	100
Rotratrim Copy Paper WHITE A4 80 gsm	400
Ruler	120
Scissors	120
Sharpeners one hole	100
Stabilo Boss Original highlighter Different colours	150
Staple Removers	100
Typek white board A4 160gsm	200
Whiteboard Cleaner Spray Parrot (237ml)	150
A4 Colour Paper Copy	100
Adhesive Glue-Super Glue	100
50 PG Flip Files	120
Storage Box Brown with Lid 255mmx300mmx370mm	500
Fingerette Rubber Size 2	30
Bantex Lever Arch File PVC A4 70mm with Rado B1450 (Each)	1000

Table 1: Example List (evaluation purposes only)

Suppliers should clearly indicate the following, for each item, when bidding on the attached list:

- The cost of the item (in Rands, inclusive of VAT).
- The Minimum Order Quantity (MOQ) - take note that the quantities indicated on the list are not based on any MOQ and are the estimated quantity needed.
- The worst-case delivery time (excluding back-orders), in weeks/days.
- Suppliers are welcome to supply items from different manufacturers than those indicated, as long as they are EXACT equivalents to the original items that are listed. These replacements should be clearly noted, so that they can be verified by the evaluation team.
- Suppliers should include all applicable discounts as well as delivery charges to **Hermanus, Western Cape** as part of the bid.

5 EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R500 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

Please Note: the above amount (R500 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).

The procedure for the evaluation of responsive tenders is price, functionality (quality) and preference method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below.

Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

To be eligible for price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “No” on the Table below, the bidder who didn’t submit the required document (s) with their bid ,the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 Points** and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table 1 below:

Table 1:

Criteria	Maximum Points
Supplier experience in office stationery and consumables	25
Trade References	15
Delivery times	15
Items supplied according to list	45
Total evaluation points for quality	100

Evaluation criteria 1: Supplier experience in providing office stationery and consumables

The bidder should provide documentation of past experience:

- A letter outlining the company’s experience in the industry and notable projects/achievements to date.

Score	Previous experience
0	Supplier has less than 12 months applicable experience in office stationery distribution
10	Supplier has 1 - 10 years’ applicable experience in office stationery distribution
25	Supplier has over 10 years’ applicable experience in office stationery distribution

Evaluation criteria 2: Trade references

The supplier must provide at least three (3) customer references of a similar nature that will be contacted by SANSA.

Score	Description
0	No customer references have been provided or have provided references which are not applicable to scope of work. Either of the two would result in a score of 0.
10	The supplier submitted one or two customer reference applicable to the scope of work
15	The supplier submitted three (3) or more customer references applicable to the scope of work

Please complete this table with the details of contactable references

Customer Name	Customer Location	Contact Person	Contact Email Address

Evaluation criteria 3: Delivery times

- Suppliers should describe the typical delivery times for their in-stock products (either separately or as part of the quotation) in the table below

Score	Description
0	Delivery is typically more than 5 working days from receipt of order
5	Delivery is typically more than 2 but less than 5 working days from receipt of order
15	Delivery is typically within 2 working days from receipt of order

Please indicate what delivery timeframe would be possible for delivery to SANSA Hermanus by ticking the appropriate box:

Delivery Timeframe	Indicate with <input type="checkbox"/>
Delivery is typically more than 5 working days from receipt of order	
Delivery is typically more than 2 but less than 5 working days from receipt of order	
Delivery is typically within 2 working days from receipt of order	

Evaluation criteria 4: Items supplied according to list.

- Supplier must indicate ability to deliver the items as per scope of work, in table below and indicate MOQ
- Supplier should ensure that any replacement items match the function and quality of the original, specified item.

Score	Description
0	<ul style="list-style-type: none"> Supplier has bid on less than 90% of the list. Goods supplied do not meet the specifications. The MOQ's are mostly too large (Any one or combination of the above criteria will result in a score of ZERO)
30	Supplier has bid on 90% or more of the items. Goods supplied meet the specifications. Some MOQ's are too large (no more than 5%) but most are in-line with the required quantities.
45	Supplier has bid on all the items in the list. Goods supplied meet the specifications. MOQ's are in line with required quantities.

Please indicate ability to provide the item by inserting Yes or No in the third column and also insert the MOQ in the last column.

<u>STATIONERY LIST</u>			
Item	Quantity	Yes/No	MoQ
A5 Manuscript Book A5 Hardcover-192 Page	300		
AA Batteries	500		
Apex plastic light clear PVC binding covers A4	200		
Artline 70 1.5mm tip (permanent marker) different colours	200		
BANTEX Lever Arch File 55mm PVC Different Colours	500		
BIC Pens - Crystal Ball Pen – Different colours	1000		
12-Digit Desktop Calculator	50		
A4 Clipboard	50		
Dry Erase Markers-B-White Board different colours	150		
Envelopes plain white opaque, seal easy 110x220	20		
Envelopes Window white opaque, seal easy	20		
Erasers	200		
Sellotape 12mmx33m	50		
Masking Tape-18mm x 40mm	30		
HB Pencils	300		
Lamination Pouches Glossy A4	150		
Magnetic whiteboard eraser 145X55MM (5.70 X 2.16)	100		
Marble Blue 100 Board 160gsm A4	150		
Staples # 26/6	200		
Optiplan 440 Files HW with Flap/Clip A4 350 SHEETS	300		
Optiplan Files 285 Board Container A4 325mm	200		
Paper Clips 30mm	200		
Pentel correction tape	50		
Pin on Name Badge	50		
Pins for notice board	100		
Drawing Pins-Assorted Tub	100		
Plastic Sleeves Filing Pockets A4	200		
Post-It Notes 3M 76mmx76m-5Pack-Assorted Colours	200		
Post-It Mini Cube Assorted Colours-50mm x 50mm 400 Sheets/Pad	200		
Post-It Notes Flags 3M 11.9mm x43.2mm-24 Arrows	150		
Prestik 100g	200		
Glue stick Pritt 43g	200		
Puncher	50		
Redfern Labels A4 sheets 210x 298mm	100		
Rotratrim Copy Paper WHITE A4 80 gsm	400		
Ruler	120		
Scissors	120		
Sharpeners one hole	100		

Stabilo Boss Original highlighter Different colours	150		
Staple Removers	100		
Typek white board A4 160gsm	200		
Whiteboard Cleaner Spray Parrot (237ml)	150		
A4 Colour Paper Copy	100		
Adhesive Glue-Super Glue	100		
50 PG Flip Files	120		
Storage Box Brown with Lid 255mmx300mmx370mm	500		
Fingerette Rubber Size 2	30		
Bantex Lever Arch File PVC A4 70mm with Rado B1450 (Each)	1000		

6 PRICING SCHEDULE

Pricing Instructions

- 1 Price to include all costs with no unspecified cost to allow for a fair evaluation.
- 2 Payment will be made based on deliveries and invoice approved by the project manager
- 3 Offer to be valid for 30 days from the bid closing date.
- 4 The price should not include a mark-up of more than 15% per item over the said period. SANSA reserves the right to compare prices with the market and purchase from other suppliers should the winning bidder exceed the mark-up of 15%.
- 5 A quotation will be requested prior to issuing a purchase order.
- 6 The quantities in Table 2 is an estimated requirement for the said period and is based on the estimated requirements of the past 12 months. The table will be used for EVALUATION purposes only. SANSA reserves the right to order less or more quantities according to the business requirement and to add related items to purchase requests.

Table 2: Pricing Schedule

<u>STATIONERY LIST</u>			
Item	Qty	Unit Price Incl Vat	Total Price Incl Vat
A5 Manuscript Book A5 Hardcover-192 Page	300		
AA Batteries	500		
Apex plastic light clear PVC binding covers A4	200		
Artline 70 1.5mm tip (permanent marker) different colours	200		
BANTEX Lever Arch File 55mm PVC Different Colours	500		
BIC Pens - Crystal Ball Pen – Different colours	1000		
12-Digit Desktop Calculator	50		
A4 Clipboard	50		
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Post-It Mini Cube Assorted Colours-50mm x 50mm 400 Sheets/Pad	200		
Post-It Notes Flags 3M 11.9mm x43.2mm-24 Arrows	150		
Prestik 100g	200		
Glue stick Pritt 43g	200		
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Rotratrim Copy Paper WHITE A4 80 gsm	400		
Ruler	120		
Scissors	120		
Sharpeners one hole	100		
Stabilo Boss Original highlighter Different colours	150		
Staple Removers	100		
Typek white board A4 160gsm	200		
Whiteboard Cleaner Spray Parrot (237ml)	150		
A4 Colour Paper Copy	100		
Adhesive Glue-Super Glue	100		
50 PG Flip Files	120		
Storage Box Brown with Lid 255mmx300mmx370mm	500		
Fingerette Rubber Size 2	30		
Bantex Lever Arch File PVC A4 70mm with Rado B1450 (Each)	1000		
Delivery to Hermanus, Western Cape			
Any other Costs (please specify)			
Total Including Vat			

Please note

- **Due to limited storage space, the supplier will be required to deliver as and when required.**
- **The goods should be delivered within 2 working days from receiving the Purchase Order**
- **Bidders must include the costs for delivery to the SANSA campus in Hermanus in the Western Cape.**

7. SPECIAL CONDITIONS

- a) Quotations to be returned to: nstrauss@sansa.org.za
- b) For any related queries, please send to Nicole Strauss on nstrauss@sansa.org.za or 028 285 0000.
- c) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- d) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- e) The offices of SANSA are situated at the following address:
Hospital Road
Hermanus
Western Cape

8. TIMELINES

The successful service provider must be in the position to deliver **within 2 working days** after the purchase order has been issued by SANSA.

9. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. A **CSD summary with tax compliant status to be submitted** to the SANSA with the RFQ
- c. The quote must be valid for a period of 30 days
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- e. All pages of quotation must be signed by the responsible person
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. **SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision**

10. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf>)

Signed

Date

Name

Position

*Enterprise
name*

Bid Conditions

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

END