REQUEST FOR QUOTATION (RFQ)

Company Name:		From:	Mbalenhle Goqo
Contact:		Tel:	012 622 5916
eMail:		eMail:	GoqoM@elections.org.za
Phone:		Date:	12 May 2023
Description:	**Office Accommodation: NC453 - GAMAGARA Local Office**		

KINDLY SUBMIT A QUOTATION AS PER ATTACHED RFQ SPECIFICATIONS AND REQUIREMENTS

1. **Standard Conditions**

   1.1 The Electoral Commission will only accept quotation received from service providers that are registered on the National Treasury Central Supplier Database (CSD).

   1.2 The Electoral Commission reserves the right to cancel the order if goods or services are not delivered within the specified time.

   1.3 The bid document must reflect the unit value of each item inclusive of VAT and delivery where applicable as it would appear on the invoice.

   1.4 No goods or services must be rendered unless an official purchase order has been issued.

   1.5 Payment will be effected within thirty (30) days after receipt of a valid tax invoice.

   1.6 Delivery must be within seven (7) days after receipt of purchase order, unless otherwise specified.

   1.7 Should a quotation indicate a special discount, provided that the payment is made within that specified time, every effort shall be made to take advantage of such discount.

   1.8 The following documents must be provided by potential suppliers:

   a) Enterprise questionnaire (only if you have not previously registered as a vendor with the Electoral Commission). The Electoral Commission will draw your registration detail from the National Treasury Central Supplier Database (CSD) and any changes you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission.

   b) B-BBEE certificate/ CIPC B-BBEE certificate or sworn affidavit (only if you are claiming preference points).

   c) Bidder's Disclosure (SBD4).

1.9 Your entity's tax compliance status is indicated in the Central Supplier Database (CSD). The Electoral Commission will only contract service providers whose tax status is compliant. This means that if you were tax compliant during the bidding phase but become non-compliant before the adjudication is completed, your bid will be disqualified if your tax affairs remains non-compliant as per the provisions of *National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification*. It remains your responsibility to ensure that your taxes are in order, remain in order and that this is reflected on the CSD. You must also ensure that all sub-contractors (if applicable) are tax compliant.

1.10 To avoid unnecessary delays in payment, it remains the service provider's responsibility to ensure that their banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the service provider has not resolved their incorrect banking detail on the CSD.

1.11 The standard bid forms are included in this request for quotations.

1.12 Please indicate your VAT number on your quotation document if you are charging VAT. Only VAT registered entities may charge VAT.

1.13 All quotations shall be valid for a period of 90 days from date of issue, unless otherwise agreed with the Electoral Commission.

1.14 Quotations must be submitted as set out in the attached specifications before the closing date and time.

1.15 The use of a courier service is permissible but the Electoral Commission does not take any responsibility for the late or non-submission of documents/samples/submissions.

1.16 Quotation will be evaluated in accordance with the bid evaluation criteria as set out in the bid specifications

2. Application of the PPPFA

2.1 Only a qualifying and acceptable quotation will be considered for bid evaluation purposes.

2.2 Acceptable bids must be market related.

2.3 This bid is deemed not to exceed R50 million including VAT.

2.4 Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this RFQ where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

2.5   If two or more bidders score an equal total number of points:

- The contract will be awarded to the bidder that scored the highest points for specific goals.
- If two or more bidders score equal total points in all respects, the award must be decided by the drawing of lots.

2.6   Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.

2.7   Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation. In the event that no response is received from the issuer of the certificate after 48 hours, no claims will be allocated in the final scoring.

2.8   THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TOGETHER WITH THE BID. These will be used for preference claims purposes.

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof of ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability

3.   Bid Closure

3.1   Responses to this bid (completed RFQ forms as well as all other supporting documentation as may be applicable) must be submitted in the Electoral Commission's tender box situated in the foyer of Election House, Riverside Office Park, 1303 Huewel Avenue, Centurion, 0046 or emailed to GoqoM@elections.org.za or as otherwise determined by the Electoral Commission.

3.2   The bid closes at 11:00 on 29 May 2023.

3.3   No late bids or any part thereof will be accepted.

Yours sincerely

Electoral Commission (IEC)