



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Beacon Hill Office Park - Corner of Hargreaves Road and Hockley Close - Private Bag X0039 - Bisho - 5605 - REPUBLIC OF SOUTH AFRICA
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ADVERTISEMENT
RFQ: 19/20 - 0008i

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF TWENTY ONE (21) MULTI - FUNCTIONAL DEVICES

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

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Private Bag X0039
Bisho
5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 10 SEPTEMBER 2019 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT BEATRICE STREET, ALBERTINAH SISULU HOUSE, KING WILLIAMS TOWN

Closing Date: 10 SEPTEMBER 2019

Closing Time: 11H00

RFQ-19/20-0008i

Building a Caring Society. Together

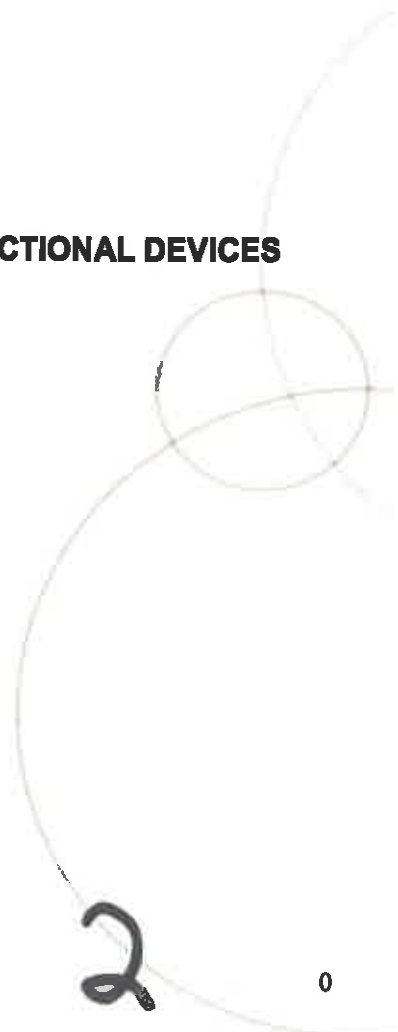
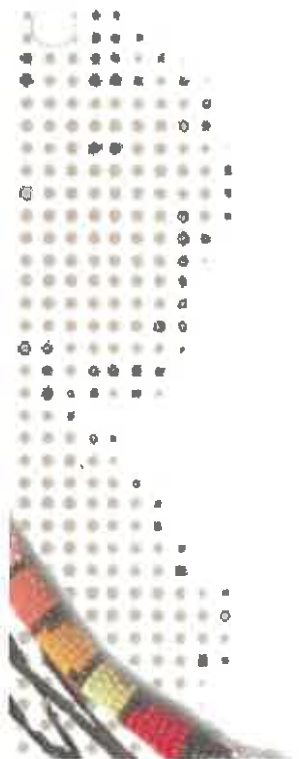


**Province Of The Eastern
Cape**

Department of Social
Development
Private Bag X 0039 Bhisho
5605
SOUTH AFRICA

BID SPECIFICATION DOCUMENT

SPECIFICATION FOR PROVISION OF TWENTY ONE (21) MULTI-FUNCTIONAL DEVICES



1. BACKGROUND

The Eastern Cape Department of Social Development (hereafter the Department) needs to provide working tools for all officials, laptops are considered as a working tool for administrative and core business officials.

The Department invites prospective service provider to submit proposals for supply and delivery of 21 Multi-Functional Devices (MFDs).

2. OBJECTIVE

The main objective of this bid is to appoint a Service Provider registered on the SITA 2007/2015 transversal contract to supply and deliver 21 MFCs for **ECDSD**.

3. SCOPE

The bidders must submit proposals for the supply and delivery of 21 MFDs as per the minimum specifications provided in Table 1.

Bidders will be expected to:

- Supply and deliver 21 MFDs to the Provincial Office in King Williams Town.
- Compile a register of all equipment delivered.
- Supply and attach a sticker with the serial number, warranty expiry date and Departmental call centre detail on all MFDs. See annexure B for design.

Table 1: Minimum Specifications:

No		Specification	Quantity
1	Multi-Functional Devices	A4 Flatbed MFC, 24/25PPM colour & mono Duplex Print only, 9.3cm Colour LCD Touchscreen; 50 Sheet Automatic Document Feeder, 512MB Memory, Wired and wireless Network & USB. Three Year Onsite Warranty	21

4. DELIVERY PERIOD

MFCs must be delivered at Beacon Hill Office Park, Corner Hargreaves Road and Hockley Close, King William's Town within one month after the receipt of an official order.

5. PRICES

- 5.1 Service Providers must quote per MFD and give the brand name that they have quoted for as indicated in the attached pricing schedule (Annexure C).
- 5.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12 month period to register for VAT.

6. SPECIAL CONDITIONS

- 6.1 Only service providers that are registered under SITA 2007/2015 transversal contract that will be considered, that is they must appear on SITA's 2007/2015 vendor list.
- 6.2 Preference will be given to service providers based in the **Eastern Cape Province** who can deliver the product, subject to compliance with the SCM regulatory framework. **Proof thereof will be required.**
- 6.3 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.

7. LOCAL ECONOMIC DEVELOPMENT

- To support Local Economic Development within the Province, preference will be given to service providers based in the Eastern Cape Province who can deliver the product, subject to compliance with the SCM regulatory framework.



DIRECTOR ICT ENGINEERING

DATE: 29/8/2019

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8. EVALUATION

The bid will be evaluated in two phases, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2000 (PPPFA) as indicated below:

8.1 PRE-EVALUATION CRITERIA

- 8.1.1 Registration on Central Supplier Database (Provide CSD number).
- 8.1.2 Quotation is only valid when signed by the service provider.
- 8.1.3 Copy of signed agreement in the case of Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 10.1
- 8.1.4 Fully Completed and signed ECBD4, ECBD8 and ECBD9 (Indicate with "N/A" when information is not applicable).
- 8.1.5 Correction fluid of any kind MUST NOT be used ON PRICE. In cases where corrections are necessary; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same, and subsequently endorsing the entry with the bidder's signature.
- 8.1.6 Completed and signed Annexure C (Indicate with "N/A" when information is not applicable).
- 8.1.7 The bidder's name must appear on SITA 2007/2015 vendor list.

8.2 EVALUATION AS PER PPPFA

Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals. Bidders are required to submit together with their bids original and valid B-BBEE status level verification certificates or certified copies thereof to substantiate their B-BBEE rating claims. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification. Bidders who do not submit valid B-BBEE status level verification certificates will not qualify for preference points.

Matrix for evaluation

B-BBEE Status Level	20
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-complaint contributor	0
TOTAL POINTS FOR PRICE & B-BBEE	100

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9. BID POLICIES, PROCEDURES AND CONDITIONS:

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

9.1 Quotations are valid for 60 days.

9.2 Service providers must be registered in the Electronic Centralized Supplier Database at Provincial Treasury, if not registered they must ensure that they are registered at the time of the award.

9.3 Service Providers are required to submit together with their quotations, original and valid B-BBEE status level verification certificates or certified copies thereof to substantiate their B-BBEE rating claims. A trust consortium or joint venture must submit a consolidated B-BBEE status level verification certificates. Service Providers who do not submit valid B-BBEE status level verification certificates will not be eliminated but will not qualify for rating points. The B-BBEE Status Level Verification Certificates must have been issued by verification agencies accredited by the South African National Accreditation System (SANAS) or registered auditors approved by the Independent Regulatory Board of Auditors.

9.4 Service Providers must complete the preferential points claim forms in order to claim preference points.

9.5 The Department reserves a right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.

9.6 The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.

9.7 The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.

9.8 This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017, the General Conditions Of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

9.9 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

10. CONSORTIUM / JOINT VENTURE

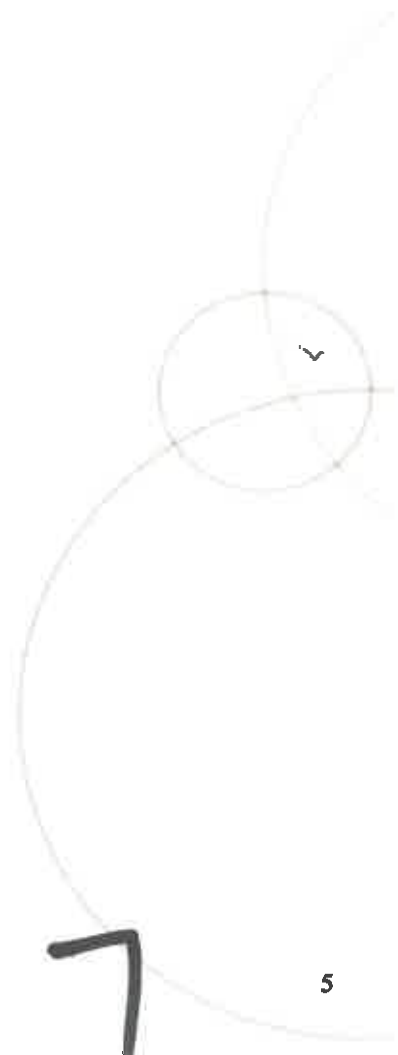
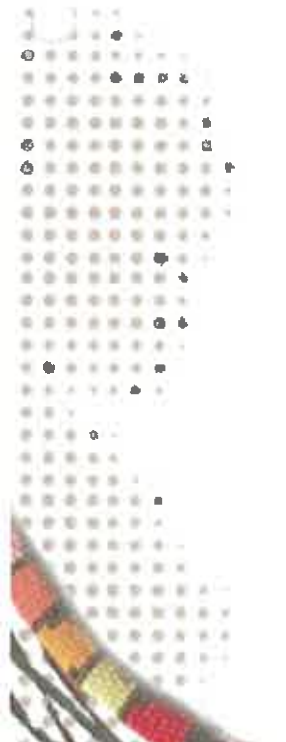
It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements:

- 10.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium;
- 10.2 All parties must be registered on the CSD;
- 10.3 A Consortium or Joint venture must obtain and submit a consolidate B-BBEE Status Level Verification Certificate together with the bid.



DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 8/08/2019



ANNEXURE A

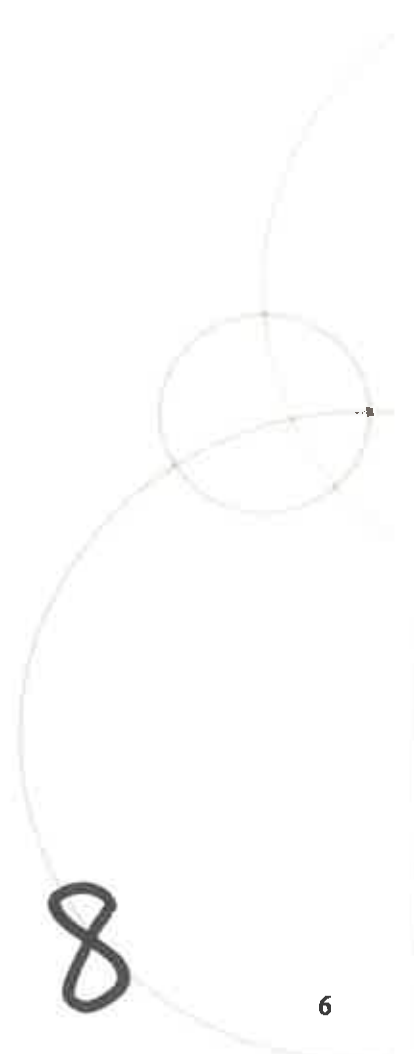
Department of Social Development

Serial No: XXXX XXXX

Warranty Expiry Date:

Call Center: 043 605 5800

Email: itsupport@ecdsd.gov.za



ANNEXURE B
PRICE SCHEDULE

Description of Item	Quantity	Brand Name Quoted for	Unit Price	Sub Total
MFD	21			
Compile equipment register	1	N/A		
VAT				
Grand Total				

Name of Company: _____

Signature: _____

Capacity: _____

Date: _____

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ANNEXURE C



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER/SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION
e.g. ABC Computer Supplies	Fax maxhine	East London

I, the undersigned (Bidder's representative)

.....commit in procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available. I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....
Signature

.....
Date

.....
Name of bidder

.....
Position

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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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; 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.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

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.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 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:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 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? YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 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? YES / NO

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2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 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? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 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? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

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

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 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.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
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"/>
4.3.1	If so, furnish particulars:		
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"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ Invited.

- 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 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.

- 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.

- 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.

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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)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. 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;
5. 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

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6. 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^a will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. 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.
9. 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.

^a 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.

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10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

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