# DPE Stationery:DPE logo.jpg

**REQUEST FOR QUOTATIONS (RFQ)**

**RFQ SCM 65 /2022-2023**

**REQUEST FOR QUOTATION (RFQ):**

**PROCUREMENT OF STATIONERY FOR OCFO**

# CLOSING DATE: 20 JULY 2022

# TIME: 11:00

**QUOTATION TO BE VALID FOR A PERIOD OF 60 DAYS**

1. **BACKGROUND**

The Department of Public Enterprises is the shareholder representative for Government with oversight responsibility over seven State Owned Companies (SOC) that operate in core sectors of the economy such as mining, defence, energy, logistics, aviation and forestry.

The SOC in the DPE portfolio are namely: Eskom, Transnet, Denel, South African Airways (SAA), South African Forestry Company Limited (SAFCOL), Alexkor and SA Express.

These SOCs play a key role in enabling economic growth, creating jobs and promoting the industrialisation and the transformation of the economy. The Department is the primary interface between Government and the SOCs concerned and, in addition to oversight, provides input to the formulation of policy, legislation and regulation.

1. **OUR VISION**

To create an enabling environment in which SOCs add real economic value by focusing on operational excellence, commercial viability, and fiscal prudence. This will drive developmental objectives, industrialisation, job creation and skills development.

1. **OUR MISSION**

To provide clear strategic direction and oversight to the Department’s SOCs, seeking to ensure that:

* They are financially sustainable, adequately funded and operationally robust.
* Their operating models keep pace with global development and innovation.
* They provide reliable, high-quality and cost-effective services and infrastructure to industry and our citizens.
* They secure investment and funding for strategic industrial development; and they align with national developmental objectives.
1. **SCOPE OF WORK**

Department of Public Enterprise hereby requests assistance with the quotations for the supply and delivery of stationery for the Office of the CFO.

* 1. **Specification**

A detailed list of stationery required as per pricing schedule attached as **Annexure A.**

1. **EVALUATION CRITERIA**

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, DPE has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to DPE and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE.

**Table 1- Price and B-BBEE**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **SUB-CRITERIA** | **WEIGHTING/ POINTS** |
| Price | Detailed budget breakdown |  80 |
| B-BBEE (Status Level Verification Certificate) | B-BBEE Level Contributor |  20 |
| **TOTAL** |  **100** |

1. **INSTRUCTIONS TO BIDDERS**
	1. **Terms and Conditions**

DPE reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

The adjudication process does not represent a commitment on the part of the DPE to proceed further with that proposal or of any other bidder.

* 1. **Changes to this RFQ document**

DPE reserves the right to make changes on this RFQ Document. All changes will be communicated to those bidders that have responded to the RFQ/ RFP. No reliance shall be placed on other information or comment from any other person.

* 1. **Confidentiality**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

* + 1. **Other matters**
1. DPE reserves the right not to enter any relationship and no correspondence pertaining to submissions will be entered into.
2. If DPE does not accept any proposal, it will declare this RFQ/ RFP call process closed and may then elect to:
3. Proceed on a completely different basis; and
4. Not to appoint any respondent in the event it deems proposals not appropriate.
	* 1. DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.
		2. DPE reserves the right to engage in processes to validate all claims made in the proposal.
		3. DPE reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question.  For the purposes of this RFQ/ RFP, “fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition.

# PAYMENT STRUCTURE

# DPE undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

# Payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

# GENERAL

# Below are compulsory requirements for this service:

* 1. It is important to note that the successful bidder will work under the supervision of a DPE representative, abide by DPE’s Code of Conduct, and other organizational guidelines.
	2. Kindly submit the following document:
1. Valid B-BBEE Level of contribution or Sworn Affidavit Certificate issued by the following agencies SANAS, IRBA or CCA (Failure to attach certificate will lead to non- allocation of points)
2. Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)
3. National Treasury Central Supplier Database Report (CSD)
4. Completed and signed SBD forms
5. **CONTACT DETAILS FOR INFORMATION**
	1. Further information regarding supply chain matters can be send via email to: Zandarine.Theron@dpe.gov.za or at tel 012 431-1030
6. **SUBMISSIONS OF PROPOSALS**
	1. Proposals should be submitted on or before **20 JULY 2022** by no later than 11:00 to the following email address: quotations@dpe.gov.za
	2. The selection of the qualifying bid/quotations will be at Department of Public Enterprise’s sole discretion. Department of Public Enterprise does not bind itself to accept any bid/quotations and reserves the right not to appoint the bidder.

**ANNEXURE A**

**PRICING SCHEDULE (Professional Products and Services or other)**

Note:

1. Bidder must complete the pricing as per the table below and submit on a letterhead
2. All pricing will be according to the Scope of work
3. Line Prices are all VAT EXCLUDING, and TOTAL PRICE is VAT INCLUSIVE

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return a part of the tender submission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNIT OF MEASURE** | **QUANTITY REQUIRED** | **UNIT PRICE** | **TOTAL PRICE** |
| FILE DESIGN A FILE, 2D RING 30MM BLUE | EACH | 50 |  |  |
| FILE DESIGN A FILE, 2D RING 30 MM BLACK | EACH | 50 |  |  |
| POST-IT FLAGS 25.4MM X43.6 MM (RED, BLUE,GREEN, ORANGE, YELLOW, WHITE, PURPLE, NEON PINK) | BOX | 20 EACH COLOUR |  |  |
| POST-IT FLAG “SIGN HERE” | BOX | 30 |  |  |
| PENTEL 1.0 MM SUPERB BALLPOINT PEN RED | EACH | 30 |  |  |
| PENCIL HB | EACH | 50 |  |  |
| SELLOTAPE 48MMX50M -BUFF PACKAGING TAPE | EACH | 10 |  |  |
| SELLOTAPE 48MMX50M-CLEAR PACKAGING TAPE | EACH  | 10 |  |  |
| POST IT PADS 125MMX 76MM X76 MM | PAD | 30 |  |  |
| POST IT PAD 125 MM X 76 MM | EACH | 20 |  |  |
| CORRECTION PEN | EACH | 10 |  |  |
| BIG CALCULATOR CASIO 12 DIGITS | EACH | 10 |  |  |
| SCISSOR | EACH | 25 |  |  |
| KANGEROO STAPLE REMOVER SR500 | EACH | 2 |  |  |
| ELASTIC BANDS SIZE 69 | PACKET | 5 |  |  |
| PEN PILOT INK GEL BLACK G2-07 | EACH | 120 |  |  |
| FILING POCKETS | PACKET | 10 |  |  |
| BANTEX INDEXES (MANILLA BOARD) A-Z DIVISON ASSORTED | SET | 20 |  |  |
| CROXLEY FINGERETTS SIZE 1 MEDIUM YELLOW | EACH  | 25 |  |  |
| FOLDBACK CLIPS 19 MM | BOX | 10 |  |  |
| FOLDBACK CLIPS 32 MM | BOX | 10 |  |  |
| FOLDBACK CLIPS 41 MM | BOX | 10 |  |  |
| FOLDBACK CLIPS 51MM | BOX | 10 |  |  |
| QUOTATION FOLDER, RED WITH FRONT POCKET | PACKET OF 10 | 20 |  |  |
| QUOTATION FOLDER, BLUE WITH FRONT POCKET  | PACKET OF 10 | 20 |  |  |
| TZ TAPE FOR BROTHER PTOUCH LABELLING MACHINE TZ 12 MM BLACK ON WHITE | BOX OF 10 | 2 |  |  |
| **TOTAL EXCULDING VAT** |  |  |  |  |
| **VAT** |  |  |  |  |
| **TOTAL INCLUSIVE OF VAT** |  |  |  |  |

**N.B Please quote exactly to the specification. Failure will lead to the disqualification of your quotation.**