



PUBLIC PROTECTOR
SOUTH AFRICA

Specification for the appointment of the service provider to supply and deliver Analog Telephones and fixing of telephone lines at Eastern Cape Mthatha Regional Office

QUOTATIONS MUST BE EMAILED ONLY TO: PPSAQUOTATIONS@pprotect.org

ISSUE DATE: 09 June 2021

CLOSING DATE AND TIME OF SUBMISSION OF RFQ: 18 June 2021 @ 12:00

1. Specifications for Analog Telephones and fixing of telephone lines at Mthata Regional Office :

| NO | ITEM | DESCRIPTION | QUANTITY |
|-----------|---|--|-----------------|
| 1 | Switchboard and telephone lines repair (Office Number 2) | Office Number 2) Switchboard and telephone lines for Mthatha Office 1 | 1 |
| 2 | Office Number 6 | Telephone Analog headset and Fixing of Telephone line | 1 |
| 3 | Office Number 5 | Telephone Analog handset and Fixing of Telephone line | 1 |
| 4 | Office Number 8 | Telephone Analog handset and Fixing of Telephone line | 1 |

2. EVALUATION CRITERIA /PROCESS

The bid will be evaluated as outlined below:

- 2.1 **Phase1 evaluation** : Bidders must **ensure that they** complete and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time:
- 2.1.1 Signed SBD 1: Invitation to Bid letter (not applicable)
 - 2.1.2 Signed SBD 4: Declaration of interest
 - 2.1.3 Signed SBD 8: Declaration of bidder's past supply chain management practices
 - 2.1.4 Signed SBD 9: Certificate of independent bid determination
 - 2.1.5 Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement
 - 2.1.6 Original or certified valid BBEE certificate

2.2 Phase 2 evaluations:

PRICING AND BBEE

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| Criteria | Weight | Sub-criteria |
|----------------------------|--------|--|
| Total Price | 80/100 | Benchmark against lowest quote |
| Contribution to BBEE | 20/100 | Points will be awarded to bidders according to their BBEE status level of contributor as indicated in the BBEE accreditation certification as indicated below: |
| BBEE LEVELS | | SCORES |
| Level 1 | | 20 |
| Level 2 | | 18 |
| Level 3 | | 14 |
| Level 4 | | 12 |
| Level 5 | | 8 |
| Level 6 | | 6 |
| Level 7 | | 4 |
| Level 8 | | 2 |
| Non- compliant Contributor | | 0 |

- 2.2.1 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level point.

- 2.2.2 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 2.2.3 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act no. 69 of 1984)) or an accredited verification agency will be considered for preference points.
- 2.2.4 Failure on the part of the bidder to comply with paragraphs 2.2.2 and 2.2.3 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 2.2.5 The points scored will be rounded off to the nearest 2 decimals.
- 2.2.6 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 2.2.7 However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality.
- 2.2.8 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

3. Contact details

| Officials | Location | Contact Details |
|---|---|--|
| Supply Chain Enquiries: Kgomotso Kgopotse Or Nkele Nemusimbori | Public Protector South Africa N06 Knorf Street, Fortgalte Mthatha 5099 | Kgomotsok@pprotect.org or nkelen@pprotect.org |

4. Clarifications and communication

- 4.1 Bidders are encouraged to submit clarification questions in writing to Public Protector South Africa (PPSA) officials mentioned above not later than **14 June 2021 at 10:00**. No further questions will be entertained after this period.
- 4.2 The PPSA will respond in writing to queries and distribute to all bidders who were invited to respond to the RFQ.
- 4.3 The PPSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the PPSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.
- 4.4 Oral communication or instruction by PPSA or its representative shall have no standing in this bid unless and until they have been confirmed in writing.
- 4.5 PPSA accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this bid.
- 4.6 Whilst all due care has been taken in connection with the preparation of this bid, PPSA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. PPSA, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- 4.7 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PPSA (other than minor clerical matters), the Bidder(s) must promptly notify PPSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PPSA an opportunity to consider what corrective action is necessary (if any).
- 4.8 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by PPSA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 4.9 Such information is confidential, and not to be disclosed or used for any purpose except as required for the purpose of developing a proposal in response to this Bid.

5 DELIVERY ADDRESS:

**Public Protector South Africa
No6 Knorf Street
Fortgalte, Mthatha
5099**