REQUEST FOR QUOTATIONS

FOR THE SUPPLY OF:

1. 2020 Diaries: Size A4 x 25
2. 2020 Diaries: Size A5 x 15

PART A: PROJECT DETAILS

1. INTRODUCTION AND BACKGROUND

The Council for the Built Environment (CBE), located in Pretoria, is a statutory body established in terms of the Council for the Built Environment Act (No. 43 of 2000). It is an overarching body that coordinates the six professional councils (architecture, engineering, landscape architecture, project and construction management, property valuation and quantity surveying). The Council for the Built Environment is an entity of the National Department of Public Works and Infrastructure. More information on the entity is available on www.cbe.org.za.

2. SERVICE REQUIRED

The supply of:

i. 2020 Diaries: Size A4 x 25
ii. 2020 Diaries: Size A5 x 15

3. PERIOD OF CONTRACT

The contract will be for a duration of two (2) months commencing from the date of signing the contract.

4. COSTING

Prospective service providers are to submit prices for the diaries in the table provided below. The price must be inclusive of VAT (if applicable).

ITEM	PRICE
2020 Diaries: Size A4 x 25	
2020 Diaries: Size A5 x 15	
Total	

5. COMPULSORY INFORMATION FOR SUBMISSION IN YOUR PROPOSAL

i) Company Profile

ii) Relevant/similar projects undertaken

iii) 2 x Reference letters *not older* than two years

v) All documents referred to in the Request for Quotations (RFQ)

PART B: SUPPLY CHAIN MANAGEMENT

PHASE 1: EVALUATION

6. BASIC COMPLIANCE

a) Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. This quotation will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.

b) All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 8 & 9. Failure to fully complete these documents and failure to return one or more with your quotation will result in the disqualification of your quotation. The onus is on bidders to make sure that all SBD forms are completed in full and returned with your proposal.

c) The CBE reserves the right to disregard a bidders' quotation should it be found that work was previously undertaken for the entity for which poor performance was noted during the execution of such contract in the last five years.

d) All parties forming a Joint Venture/Consortium for the purpose of this assignment must submit a separate CSD report for each party; and all SBD forms and the General Conditions of Contract must be completed by each party to the Joint Venture/Consortium and submitted accordingly.

7. DUE DILIGENCE

Due diligence will be conducted for the short-listed bidders who met the basic compliance requirements. This may include CBE's scrutiny of the bidder's financial position, previous contracts and work projects, availability of the required skills/knowledge/resources, existing work load, presentations of the bidders' offering etc.

i) Should the bidder fail to meet the requirements of the due diligence process, their quotation will be disregarded at this stage.

ii) Should the bidder meet the requirements of the due diligence process, they will proceed to Phase 2 of the evaluation process wherein the points will be allocated for price and B-BBEE.

PHASE 2: PRICE EVALUATION

- Phase 2 Calculation of points
- Please note that the 80/20 preference point system will be used where:
- 80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution. An original or certified copy of the B-BBEE certificate OR sworn affidavit (whichever is applicable) must be submitted to substantiate claims for preference points. During phase 2 points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:

Ps = Points scored for price of quotation under consideration

Pt = Rand value of quotation under consideration

Pmin = Rand value of lowest acceptable quotation

- The final points will be calculated as follows:

Price:	80 points
B-BBEE Status Level of Contribution:	20 points
Final points:	100 points

The bidder that scores the highest points from this exercise will be awarded this contract.

8. SUPPORTING DOCUMENTS

The following supporting documents must be submitted with your quotation:

- 2 signed and dated reference letters (not older than 2 years)
- CSD Report
- SBD 1, 4, 8, 9 & General Conditions of Contract
- An original or ***originally certified*** copy of a valid B-BBEE certificate or original sworn affidavit (whichever is applicable).

9. SUBMISSION INSTRUCTIONS

By submitting a quotation, the bidder is bound by the General Conditions of Contract.

The General Conditions of Contract are to be acknowledged and returned with your quotation. Quotations must be emailed to sthembile@cbe.org.za not later than the **13 December 2019 before 11:00am**.

Important Notes

I. Pricing for the contract duration must be **firm**.
II. Pricing must be inclusive of VAT (if VAT registered).
III. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the quotation.
IV. Quotations received after the closing time and date will not be considered for evaluation.
V. The CBE reserves the right not to award this contract.
VI. Any change of information provided in the bid document that may affect delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
VII. It must be noted that payment of the deliverables will be made upon the satisfactory delivery of the deliverables and receipt of an invoice.
VIII. The invoice will be paid within 30 days of receipt. No deposit, advance and lump sum payments will be made.
IX. Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
X. Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.

10. ENQUIRIES

Supply Chain Management:	**Technical:**
Procurement Officer	Communications Specialist
Ms Sthembile Madonsela	Ms Evelyn Bramdeow
Tel: 012-346 3985/087 980 5009	Tel: 012-346 3985/087 980 5009
Email: sthembile@cbe.org.za	Email: evelyn@cbe.org.za