

## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF FIRST AID EQUIPMENT FOR THE JDA

**DATE OF ISSUE:** 21 OCTOBER 2024

**CLOSING DATE:** 24 OCTOBER 2024

**CLOSING TIME:** 12H00

**RFQ DESCRIPTION:** RFQ – Supply and delivery of first aid equipment for the JDA

#### SPECIFICATION:

Number	Description	Quantity
1	Wound cleaner/ antiseptic (100mg)	8
2	Swabs for cleaning wounds (75 X 75)	16 Boxes (25 in each box)
3	Cotton wool for padding (100g)	8
4	Sterile gauze (minimum quantity — 10)	80
5	Set of safety pins	8
6	Triangular bandages	32
7	Roller bandages (75mm x 5m)	32
8	Roller bandages (100mm x 4,5m)	32
9	Roll of elastic adhesive strip (20mm x	8
10	Non-allergenic adhesive strip (20mm x	8
11	packet of adhesive dressing strips (assorted)	8 packets (10 in each packet)
12	First aid dressing (75mm x 100mm)	32
13	First aid dressing (150mm x 200mm)	32
14	Medium disposable latex gloves	1 box (100 in a box)
15	Large disposable latex gloves	1 box (100 in box)
16	CPR mouth pieces or similar	16
17	Waterproof strips 20 assorted	20 boxes
18	First Aid Wool Blanket with Nylon	1

NB: Please note that, once the service provider is in receipt of the p/o, the service provider must deliver within 24 hours and that no inferior / knock offs/ unsatisfactory goods or a service will be accepted.

For any information you can contact: Sizwe Nhlebeya [SNhlebeya@jda.org.za](mailto:SNhlebeya@jda.org.za) and Danisa Ndlovu [DNdlovu@jda.org.za](mailto:DNdlovu@jda.org.za)

**DELIVERY PLACE:** Offices of the JDA, The Bus Factory as per the letter head.

**SUBMISSIONS:** that all submissions should be **emailed** to [Tkgaphola@jda.org.za](mailto:Tkgaphola@jda.org.za)

**Notes:**

- Please send any enquiries before closing date and time.
- Quotations must be in the letter head of the company indicating vat exclusive and inclusive.
- Quotations are issued out in line with the Popi Act.
- Quotations will be evaluated under the Preferential Procurement Regulation 2022.
- Quotations that are miscalculated will be disqualified.
- Quotations are valid for a period of 30 days.
- **Quotations must be vat inclusive.**
- Quotations received after closing date and time will not be accepted for consideration.

**Required Documents from the Bidder When Submitting a quote in their letter head (showing vat inclusive):**

- a) Quotation
- b) BEE certificate;
- c) CSD;
- d) Database and declaration attached **herewith**; and
- e) Municipal rates/ lease agreement/ affidavit confirming address

The Evaluation Process

- **Price and specific goal points**

**Bids will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.**

The following table is applicable in terms of specific goals.

The procedure for the evaluation of compliant tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.

Points scored will be rounded off to the nearest 2 decimal places.

## FORMULA FOR SCORING TENDER PRICE

The following formula will be used to calculate the points for price.

$$Ps = X \left[ 1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where

**Ps** = Points scored for competitive price of tender under construction

**Pt** = Comparative price of tender under consideration

**Pmin** = Comparative price of lowest acceptable tender

**X** = Points assigned to price

(see Table 1 below)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
Business owned by 51% or more – Black People	5		<ul style="list-style-type: none"> <li>• B-BBEE certificate or QSE/EME Affidavit;</li> <li>• Company Registration Certification</li> <li>• Certified Identification Documentation.</li> <li>• CSD report</li> </ul>
Business owned by 51% or more - Women	10		<ul style="list-style-type: none"> <li>• Company Registration Certification</li> <li>• Certified Identification Documentation</li> <li>• CSD report</li> <li>• BBBEE Certificate/ Affidavit</li> </ul>
SMMEs (An EME or QSE)	5		<ul style="list-style-type: none"> <li>• BBBEE Certificate/ Affidavit</li> <li>• CSD Registration</li> </ul>
<b>Total Points</b>	<b>20</b>		<b>Failure to attach evidence will lead to scoring zero points</b>

**NOTE: SUPPLIERS PROVIDING FALSE OR FRAUDULANT INFORMATION OR DOCUMENTATION SHALL SUBJECT THEMSELVES TO IMMEDIATE DISQUALIFICATION.**

**NOTE: INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. THIS INCLUDES THE SUPPORTING DOCUMENTATION AS STIPULATED ON THE ABOVE PAGES**

**ANNEXURE A: BUSINESS DECLARATION**

**Name of Company** : .....

**Contact Person** : .....

**Postal Address** :

.....

.....

**Physical Address** :

.....

.....

**Telephone Number** :

.....

**Fax Number** :

.....

**Cell Number** :

.....

**E-mail Address** :

.....

**Company/enterprise Income  
Tax Reference Number**

: .....

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number :**

.....

**Company Registration Number :**

.....

**CSD Supplier Number**

.....

**Tax Pin Number**

.....

**1. Type of firm**

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick one box)

**2. Principal business activities**

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.....

.....

**3. Total number of years company has been in business:**

.....

**4. Detail all trade associations/professional bodies in which you have membership**

.....

.....

.....

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

**If yes, what was its previous name?**

.....

**6. How many permanent staff members are employed by the firm:**

**Full Time** : .....

**Part Time** : .....

**7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:**

**Full Time** : .....

**Part Time** : .....

**8. What is the enterprise's annual turnover for the last three years.**

R ..... Year (2021).....

R ..... Year (2022).....

R ..... Year (2023).....

**9. List all contracts which your company is engaged in and have not yet completed:**

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE

**10. Banking details**

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the "ACB Electronic Fund Transfer Service" and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days** notice in writing.

**BANK** : .....  
**BRANCH** : .....  
**BRANCH CODE** : .....  
**ACCOUNT NUMBER** : .....  
**ACCOUNT HOLDER** : .....  
**TYPE OF ACCOUNT** : .....  
**CONTACT PERSON** : .....  
**CONTACT NUMBER** : .....

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

**SIGNATURE** : .....  
**NAME IN FULL** : .....  
**CAPACITY** : .....  
**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....  
**DATE** : .....



**ANNEXURE B: DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positioning relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the company (director, trustees, shareholder\*\*)  
.....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state\*  
**YES / NO**  
  
If yes, furnish particulars  
  
.....  
  
.....
  - 3.9 Have you been in the service of the state for the past twelve months?  
**YES / NO**  
  
If yes, furnish particulars  
  
.....  
  
.....
  - 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?



**YES / NO**

If yes, furnish particulars

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

If yes, furnish particulars

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.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

**YES / NO**

If yes, furnish particulars

.....  
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

**YES / NO**

If yes, furnish particulars

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

**YES / NO**

If yes, furnish particulars

.....  
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**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

.....  
Position

.....  
Name of Bidder

.....  
Date

- \* MSCM Regulations: "in the service of the state" means to be –
- (a) a member of –
    - (i) any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (d) an employee of 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);  
(e) a member of the accounting authority of any national or provincial public entity; or  
(f) an employee of Parliament or a provincial legislature.

\*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

**ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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 as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside 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	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other 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"/>
4.7.1	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

.....  
Position

.....  
Name of Bidder

.....  
Date

## **ANNEXURE D: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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
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 will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 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.
  
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.

.....  
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Signature

Position

.....

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Name of Bidder

Date