



defence

Department:
Defence
REPUBLIC OF SOUTH AFRICA

PHYSICAL ADDRESS: 195 Bosman St, Pretoria Central, Pretoria, 0001.

THE DEPARTMENT OF DEFENCE, PRETORIA INVITES YOU TO
RESPOND TO A REQUEST FOR QUOTATION (RFQ) AS INDICATED BELOW:

RFQ NUMBER: DOD/CT/G/059/2021

DESCRIPTION: SUPPLY AND DELIVERY OF J45 VTE SOLAR STREET LIGHT
ON REQUIRED BASIS FOR A PERIOD OF 6 (SIX) MONTHS

AT THE DEPARTMENT OF DEFENCE, PRETORIA

NOTE: An interval of **150 units of J45 VTE SOLAR STREET LIGHT** will be needed per month
for a period of 6 (six) Months

RFQ REFERENCE NUMBER : DOD/CT/G/059/2021
ISSUE DATE : Tuesday, 02 March 2021
CONTRACT VALIDITY PERIOD : 6 MONTHS
CLOSING DATE AND TIME : Tuesday, 09 March 2021 @ 16H00.

DELIVERY TO: : 195 BOSMAN STREET
PRETORIA CENTRAL
PRETORIA, 0001.

FOR ATTENTION : NELLY MBEKI
TEL: + 2712 516 0012
Procurement Department

BIDDER NAME :

CONTACT PERSON :

BIDDER DETAILS / STAMP :

SECTION 1 INVITATION TO BID AND INSTRUCTIONS TO BIDDERS

NOTE:

- 1.It is a requirement that a copy of a valid tax clearance certificate be submitted with the bid quote
- 2.The price/s quoted should include delivery cost to the delivery address stated on the RFQ
- 3.If you are unable to quote for this enquiry, please submit a NO QUOTE, with a short reason. for not being able to quote. Otherwise we look forward to receive your quote by the date and time stated.
- 4.Should your company not receive any response from DOD, Pretoria within 5 days of closing of the RFQ, please accept that your quotation was unsuccessful.

PLEASE INDICATE YOUR DELIVERY PERIOD ON YOUR QUOTATION NOT LATER THAN 4 DAYS

PLEASE NOTE: IF YOUR QUOTATION DOES NOT INDICATE THE REQUIRED DELIVERY PERIOD, DO NOT QUOTE.

SUBMISSION OF QUOTATIONS: ALL QUOTATIONS MUST BE SENT BY EMAIL TO AVOID DELAYS.

QUERIES RELATING TO THE ISSUE OF THE BID DOCUMENTS

Any and all communication related to this bid must be reduced to writing via email or facsimile to the official as listed below:

- Name : NELLY MBEKI
- Telephone : 012 516 0012
- During office hours 08h00 to 16h00 during weekdays.

Bidders may not contact any DOD, Pretoria employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and DOD, Pretoria Business Unit representatives after the approval of a recommendation to award this bid. Contact will also be permissible in the case of pre-exist commercial relations which do not pertain to the subject of this bid.

A COMPULSORY PRE-PROPOSAL RFQ BRIEFING WILL NOT BE CONDUCTED.

NB: AS A GENERAL RULE, IF A BID IS LATE OR DELIVERED TO THE INCORRECT ADDRESS,
IT WILL NOT BE ACCEPTED FOR CONSIDERATION

A Compulsory Clarification meeting with representatives of the Employer will NOT be held.

LATE BIDS

Bids received after the closing time and date will not be accepted for consideration.

Department of Defence, Pretoria will not be liable for any late bids.

Part 1
NOTICE TO TENDERERS

Quotations which must be completed as indicated in Part 2 of this RFQ are to be submitted as follows:

SUBMISSION METHOD: By Email Due to Corona Virus

1. SUBMISSIONS TO RFQ

Submissions to this RFQ must not include documents or reference relating to any other quotation (s). Any additional conditions must be embodied in an accompanying letter.

2. COMMUNICATION

- a) Tenderers are warned that a submission will be liable for disqualification should any attempt be made by a Tenderer either directly or indirectly to canvass any officer(s) or employee of DOD, Pretoria in respect of this RFQ between the closing date and the date of the award of the business.

- b) Tenderers may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

3. TAX CLEARANCE

The Tenderer's copy of a valid tax clearance certificate must accompany the Quotation. Note that no business shall be awarded to any Tenderer whose tax matters have not been declared by SARS to be in order.

4. VAT REGISTRATION

The valid VAT registration number must be stated here: _____
[if applicable].

5. LEGAL COMPLIANCE

The successful Tenderer shall be in full and complete compliance with any and all applicable national and local laws and regulations.

6. CHANGES TO QUOTATIONS

Changes by the Tenderer to its submission will not be considered after the closing date and time.

7. PRICING

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

8. PRICES SUBJECT TO CONFIRMATION

Prices quoted which are subject to confirmation will not be considered.

9. GENERAL

Place an order in connection with this quotation at any time after the RFQ's closing date.

No payment or reimbursement shall be due by DOD, Pretoria to the Supplier before delivery.

10. BINDING OFFER

Any quotation furnished pursuant to this request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

11. DELIVERY AND DOCUMENTS

Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

12. INSURANCE

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

13. TRANSPORTATION

Should a price other than an all-inclusive delivered price be required, this shall be specified.

14. PAYMENT

14.1 All payments to bidders will only be made by means of Electronic Fund Transfer (EFT). Successful bidders will be requested to submit within 2 days after appointment, the following documents:

- A copy of banking institution to confirm full details of the bank account to the Council (Company name, account number)
- An original canceled cheque (if applicable)
- A copy of the bidding entity's letterhead confirming bank account details into which all contract payments must be made, signed by an authorized official of bidding entity.

14.2 The method and conditions of payment to be made to the supplier under this contract shall be specified.

14.3 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and proof of fulfillment of other obligations stipulated in the contract.

14.4 Payments shall be made promptly by the purchaser, but in no case later than five (5) working days after submission of the documentation referred to in 14.3 above.

14.5 Payment will be made in Rand unless otherwise stipulated.

15. PRICES

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

16. Variation orders

In cases where the estimated value of the envisaged changes in purchase does not vary more than

15% of

the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

17. PERIOD OF CONTRACT

This contract is for a period with effect from date of award by the Department of Defence, Pretoria for a period of 6 months.

18. ORDERS FOR REQUIREMENTS

During the period of the contract official orders for DOD, Pretoria's requirements will be placed with the Bidder/s and the Bidder/s shall only supply the items required under this contract on receipt of such official orders.

19. PACKING

All goods shall be crated, packed or battened securely in such a manner as to prevent damage during loading, transport and off-loading.

Unless otherwise specified, packing cases and packing materials are included in the contract price and shall be and remain the property of DOD, Pretoria.

- modify the RFQ's goods / service(s) and request Tenderers to re-Tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

20. BANKING DETAIL

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO BIDDER
Name of bank	
Contact person	
Branch name	
Branch code	
Street address	
Postal address	
Telephone number	
Fax number	
Account number	
Type of account, (i.e. cheque account)	

21. COMPANY REGISTRATION:

Registration number of company /CC. _____

Registration name of company /CC. _____

Part 2 QUOTATION FORM



I/We _____ hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless DOD, Pretoria should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence, together with DOD, Pretoria’s acceptance thereof shall constitute a binding contract between DOD, Pretoria and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, DOD, Pretoria may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by DOD, Pretoria in calling for Quotations afresh and/or having to accept any less favorable offer.

PRICE SCHEDULE

I/We quote as follows for the services required, including VAT:

Description	Quantity	Unit Price (Incl. VAT)	Cost (Rands) Inc.VAT)
J45 VTE SOLAR STREET LIGHT	150		
VAT			
TOTAL			

Notes to Pricing:

- a) All Prices must be quoted in South African Rand, inclusive of VAT

LINE	ITEM DESCRIPTION	QUANTITY	SPECIFICATIONS	MODEL/PART NUMBER
1.	J45 VTE SOLAR STREET LIGHT	150	6V 100W polycrystalline silicon	JYE45TF52F

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

Company Name: Registered Business Name _____

Completed By: Full Name & Surname _____

Designation: _____

Email Address: _____

Contact Number: _____

How did you hear about the Program? _____

The application will not be considered:

1. If the information provided in the application is found to be false.
2. If all the shareholders/members are not in agreement with the application or its process.
3. If the documents provided were tampered with.

NB: APPLICATIONS SHOULD BE EMAILED ELECTRONICALLY NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.

Attach the following compulsory documents:

- Valid Tax Clearance Certificate.
- A copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement.
- Copies of any rating or accreditation certificates etc. where applicable.
Current year, valid BBBEE Certificate.
- ID Document of primary owner(s)/shareholder(s)

SUPPLIER DETAILS

Registered Name of the company: _____

_____ Trading name of the company: _____

_____ Company/Close Corporation: _____

_____ Registration Number: _____

VAT Registration Number: _____ Income Tax Reference Number: _____

National Treasury CSD Registration Number: _____

BEE Status: Accredited level _____ % black owned _____ % black woman owned _____ % black managed _____

DECLARATION OF INTEREST

Telephone Number: _____ Fax Number: _____
 _____ Web Address: _____

E-mail Address: _____ Name of Contact Person: _____
 _____ Contact numbers Cell: _____
 _____ Business Physical Address: _____

Postal Address: _____

TYPE OF FIRM (Please tick the relevant box or boxes)

- | | | |
|--|--|--|
| <input type="checkbox"/> Consortium | <input type="checkbox"/> Trust | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Private Company (Pty) Ltd | <input type="checkbox"/> Section10 (Schedule1) Company | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Closed Corporation(CC) | <input type="checkbox"/> Joint Venture | |
| <input type="checkbox"/> Other(Specify) _____ | | |

PARTICIPATION CAPACITY (Please tick the relevant box or boxes)

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Prime Contractor | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Importer |
| <input type="checkbox"/> Sub-Contractor | <input type="checkbox"/> Repairer or Maintenance | <input type="checkbox"/> Exporter |
| <input type="checkbox"/> Supplier | <input type="checkbox"/> ISO Listed | <input type="checkbox"/> Distributor |
| <input type="checkbox"/> Services including Professional | <input type="checkbox"/> Sales | |
| <input type="checkbox"/> Other (Specify) _____ | | |

SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please tick the relevant box)

- Very Small (<5mTurnover) Small (5m<50mTurnover) Medium (50<100mTurnover) Large (>100mTurnover)

Annual Turn Over: R _____

TOTAL NUMBER OF EMPLOYEES (Please tick the relevant box and state the number)

- Full Time Number: _____
- Part Time Number: _____

BUSINESS SUMMARY

Brief Description of Business/Value Proposition: _____

DECLARATION OF INTEREST

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)

Name and Surname	Identity Number / Registration Number	Citizenship	Date of Ownership	% of Ownership	Specify Status If HDI, Women, youth or Disabled	% Voting (In Decision Making)

LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS OWNERSHIP INTEREST IN ANOTHER FIRM

Name and Surname	Identity Number	Citizenship	Date of Ownership	% of Ownership	Specify Status If HDI, Women, youth or Disabled	% Voting (In Decision Making)

REFERENCES OF PREVIOUS CLIENTS

Company/Institution Name: _____

Address: _____

Contact Person: _____ Telephone: _____

Value of contract: R _____ Period of Work: _____

Description of Work: _____

DECLARATION OF INTEREST

Company/Institution Name: _____

Address: _____

Contact Person: _____ Telephone: _____

Value of contract: R _____ Period of Work: _____

Description of Work: _____

Company/Institution Name: _____

Address: _____

Contact Person: _____ Telephone: _____

Value of contract: R _____ Period of Work: _____

Description of Work: _____

GENERAL (Complete where applicable)

1. Did the firm exist under a previous name? YES/NO _____

If YES, what was its previous name? _____

2. Does your company/any of its employees have a vested interest in **DOD, PRETORIA**? If so, state which Department within **DOD, PRETORIA** the said employee/s have such vested interest? _____

3. Indicate as to whether any of the Partners, Proprietors & Shareholders are in the service of **DOD, Pretoria** currently or in the previous twelve months:

4. How many years have you been in operation? _____

5. Do you have any legal actions pending against the business, its directors or shareholders?

DECLARATION OF INTEREST

KEY CONSTRAINTS TO GROWTH (Choose a maximum of five constraints only)

- | | |
|--|---|
| <input type="checkbox"/> Business Model Support/Strategy | <input type="checkbox"/> Contract Negotiations /delivery |
| <input type="checkbox"/> Regulations & Compliance | <input type="checkbox"/> Equity Acquisitions & Deal Structuring |
| <input type="checkbox"/> BEE accreditation training & compliance | <input type="checkbox"/> Equipment and Technology Access |
| <input type="checkbox"/> Financial Understanding & Management | <input type="checkbox"/> Tendering and Sourcing |
| <input type="checkbox"/> Book Keeping/Accounting | <input type="checkbox"/> Business Plan / Business Proposal Development |
| <input type="checkbox"/> Costing & Pricing | <input type="checkbox"/> Equipment &Raw Material Access (Discounts &Sourcing) |
| <input type="checkbox"/> Sales/Revenue Growth | <input type="checkbox"/> Project Management and Execution |
| <input type="checkbox"/> Marketing & Networking | <input type="checkbox"/> Major Funding/Equity Stake (Growth & Expansion) |
| <input type="checkbox"/> Entrepreneur Personal Development | <input type="checkbox"/> Regulations (Safety & Environmental Standards) |

Other (Please Specify): _____

Name & Surname: _____

Signature

Date

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD5

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

<i>Item</i>	<i>Question</i>	<i>Yes</i>	<i>No</i>
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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?	Yes		No
		<input type="checkbox"/>	<input type="checkbox"/>

(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 *audi alteram partem* rule was applied).

If so, furnish particulars:

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		No
		<input type="checkbox"/>	<input type="checkbox"/>

If so, furnish particulars:

Was any contract between the bidder and any organ of state terminated during the past	Yes		No
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five years on account of failure to perform on or comply with the contract?

If so, furnish particulars:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. *Certification*

I, the undersigned (name) _____

Certify that the information furnished on the 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.

Bidder Name : _____

Name : _____

Position : _____
Signature : _____
Date : _____