

# REQUEST FOR QUOTATION

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## QUOTATION NUMBER: 68/19/20

### THE SUPPLY AND DELIVERY OF NOTEBOOKS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY

ECPTA hereby invites quotations for the Supply and Delivery of Notebooks for the Eastern Cape Parks and Tourism Agency. Please refer to the attached specifications for details.

NB: It is important that **ALL detailed information required is furnished in full**. Failure to comply will render your quotation liable to rejection, as late and incomplete quotations cannot be considered.

#### EVALUATION OF QUOTATIONS

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 OF 2000 AND ITS REGULATIONS WILL APPLY:**

#### TABLE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
<b>Total</b>	<b>100</b>

***NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Sworn Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.***

Quotation documents will be available from the **14 FEBRUARY 2020 free of charge**. Documents can only be emailed to applicants upon request.

Sealed Quotations endorsed on the envelope with the Tenderer's name and the Quotation Number shall be deposited in the formal Tender Box situated in the ECPTA offices at 17-25 Oxford Street, Corner of Fleet and Oxford Street, East London CBD, East London or posted so as to reach The Chief Executive Officer, P.O. Box 11235, Southernwood, East London, 5213 in sufficient time for it to be placed in the Tender Box before the closing time of 11h00 on the closing date i.e. **21 FEBRUARY 2020**

## **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Eastern Cape Parks and Tourism Agency Supply Chain Management Policy will apply;
- Bidders **must** be registered with the Treasury Central Supplier Database (CSD)
- Eastern Cape Parks and Tourism Agency does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- The award of this bid may be subjected to price negotiation with the preferred bidder(s)
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted;
- ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider. Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process;
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid document
- The following documents must be submitted with the tender document:
  - A copy of your CSD Report
    - Service providers who are not registered with the National Treasury Central Database of Suppliers must visit [www.csd@treasury.gov.za](mailto:www.csd@treasury.gov.za) to register their companies, after the completion of the registration report, a summary report must be included to their bid documents
  - Company Profile
  - Copy of SARS tax clearance certificate
  - Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit
  - Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
  - Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified;
- In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to contractors who reside within the immediate geographical locality of the reserve. In this regards the following hierarchy may be followed in order to effectively stimulate the local economy:
  - Contractors within Ward Level
  - Contractors within Local Municipality Level

- Contractors within District Municipality Level
- Contractors within Provincial Level

Bids submitted are to hold good for a period of 90 days

Enquiries regarding issue of bid documents may be directed by e-mail to Miss. Sisanda Hlalukana at [Sisanda.Hlalukana@ecpta.co.za](mailto:Sisanda.Hlalukana@ecpta.co.za) . Technical enquiries may be directed to Ms Sibulele Kwetana at [Sibulele.Kwetana@ecpta.co.za](mailto:Sibulele.Kwetana@ecpta.co.za)

***ECPTA has a zero tolerance on any acts of fraud and corruption. Please report any suspected acts of fraud and corruption to any of the contact details listed below:***

Hotline Number: Toll free number -0800 611 085; SMS: 33490 Email: [ecpta@whistleblowing.co.za](mailto:ecpta@whistleblowing.co.za);  
Tip-offs Website: [www.whistleblowing.co.za](http://www.whistleblowing.co.za)

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