



University of Venda
Creating Future Leaders

REQUEST FOR QUOTATION

PROJECT DESCRIPTION:

**PANEL OF SERVICE PROVIDERS ON 3PLY UNIVEN
BRANDED MASKS WITH A POCKET FOR THE
UNIVERSITY OF VENDA FOR A PERIOD OF 1 YEAR
AS AND WHEN REQUIRED.**

| NAME OF BIDDERS | |
|------------------|--|
| QUOTATION AMOUNT | |

FOR MORE INFORMATION:

Xhanti Ben-Mazwi

EMAIL: xhanti.benmazwi@univen.ac.za

Date:

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1. Quotation Notice & Invitation to Quotation

The University hereby invites quotations from suitably qualified and experienced panel of service providers to render services of supplying and delivering of 3 ply Univen branded masks with a pocket to the University of Venda as and when required.

Quotation documents to be submitted at the University of Venda at the quotation box situated at the main gate of the University, Mphephu Drive, Khoroni site.

There will be no compulsory briefing session due to adherence to COVID 19 regulations.

The closing date for the submission of quotation documents is the 30 March 2021 at 12H00 Midday. Any documents submitted after the closing time and date will not be considered.

FOR ANY ENQUIRIES

Contact: Mr. X Ben- Mazwi

Email: xhanti.benmazwi@univen.ac.za

2. Background & Introduction

The University of Venda (hereto referred as “Univen”) is hereby inviting service providers in clothing/manufacturing industry to submit proposals for the provision of services related to 3ply Univen branded facial masks.

This document sets out the terms and reference to appoint a panel of service providers who will assist the University of Venda with the supply and delivery of 3ply Univen branded facial masks. The successful panel of bidders will be appointed as and when services required limited for a year.

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3. Scope of work and deliverables.

A panel of Service Providers is required to manufacture 3ply Univen branded mask. The masks must comply with National Treasury Guidelines:

http://www.treasury.gov.za/comm_media/press/2020/Annexure%20B%20-%20Recommended%20Guidelines%20Fabric%20Face%20Masks%20RSA%20DTIC.pdf

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| BUSINESS INFORMATION | |
|--|----------------------------|
| | |
| Title (Prof./Dr/Mr/Mrs/Ms and Surname) | |
| Business Trading Name (as per CIPRO) | |
| Previous Name of Business (if Applicable) | |
| PHYSICAL ADDRESS OF THE BUSINESS | POSTAL ADDRESS OF BUSINESS |
| | |
| CONTACT DETAILS | |
| Office | |
| Mobile | |
| Accounts Department | |
| Business Email | |
| Business Registration Number | |
| Tax Number | |
| VAT (if applicable) | |
| Do you have any previous Univen Experience? If so, elaborate. | |
| | |
| Authorised Signature | |
| | |

4.

BUSINESS

INFORMATION.

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5. MANDATORY SUBMISSIONS – STAGE 1

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

| | | Y/N | Office use only |
|----|---|-----|-----------------|
| 1. | Company Registration Certificate – (CK) | | |
| 2. | Valid SARS Pin | | |
| 3. | Comprehensive Company Profile with Manufacturing of clothes | | |
| 4. | Certified ID Copies/passport of all Company Directors not older than three months | | |
| 5. | Proof of Business Address | | |
| 6. | Fully Initialled & Completed quotation document pages | | |
| 7. | Signed Declaration/conflict of Interest | | |

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6. TECHNICAL CHARACTERISTICS

DECLARATION

I, on my capacity as, declare that

The information provided above is a true reflection of the capacity of our system.

Signature:Date:

7. PREFERENCE POINTS – STAGE 3

The project shall be evaluated on 80/20 and points allocation shall be as indicated below. Please tick your BBBEE level and also attach a BBBEE certificate issued by an accredited IRBA service provider or sworn affidavit

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

Total preference points (PP) = (based on BBBEE level)

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8. FINANCIAL STRUCTURE/OFFER (FO)

| NO | Description | Quantity | AMOUNT |
|------------------------------|---|-----------------|---------------|
| 1. | 3 ply Univen branded facial masks with a pocket | 1000 | |
| 2. | 3 ply Univen branded facial masks with a pocket | 2000 | |
| 3. | 3 ply Univen branded facial masks with a pocket | 3500 | |
| 4. | 3 ply Univen branded facial masks with a pocket | 4000 | |
| SUM OF TOTAL IN RANDS | | | |

The bidder with the highest points will be regarded as preferred bidder on condition that there is no other information that may influence the decision

9. TERMS & CONDITIONS OF QUOTATION

- 1) The University reserves the right to reduce or increase the total quantity of items required in the quotation.
- 2) The successful bidder will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a quotation is awarded.
- 3) The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- 4) No sub-service providers/sub-contracting will be allowed.
- 5) The price should be vat inclusive at 15%.
- 6) The quotation submitted must remain Valid for 90 days after closing date.
- 7) All returnable documents must be in a separate file, clearly indexed and separated by marked sheets.
- 8) Initials must be on all pages in the quotation document.
- 9) All proposals are to be sealed. No open proposal will be accepted.
- 10) All proposals are to be clearly marked with the Project number and the name of the bidder.
- 11) No quotation will be considered after the closing date and time.
- 12) Under the normal practice the quotation Box is opened in public soon after the closing time, however this shall not apply due to COVID-19 restrictions.
- 13) This quotation relates to a panel of Service Provider to supply and deliver 3ply branded facial masks.

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- 14) Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 15) In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
- 16) No regret letters will be sent to unsuccessful bidders.
- 17) Any enquiry regarding this bid invitation and specification shall be submitted in writing to xhanti.benmazwi@univen.ac.za with quotation number as reference or subject.
- 18) Enquiries shall only be entertained until 5 working days before the closing date of the quotation
- 19) All documentation submitted in response to this quotation must be in English.
- 20) Univen reserves the right to:
 - a. Extend the closing date through the same medium of communication used for invitation.
 - b. Extend quotation validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - c. Verify any information contained in the quotation proposal including reference checks about prospective service providers' performance elsewhere before a quotation is awarded.
 - d. Request any further documentary proof regarding any declaration.
 - e. Award this quotation as a whole or in part.
 - f. Negotiate terms and conditions after the selection of the successful bidder.
 - g. Cancel or withdraw this quotation as a whole or in part.
- 21) The Service Providers will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the manufacturing of clothes industry.
- 22) The University reserves the right to reduce or increase the total quantity of items required in the quotation.
- 23) The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
- 24) It will be expected that the prices will be competitive and comparable with similar enterprises.

PROHIBITION OF RESTRICTIVE PRACTICES

- In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

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- If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful quotation. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

PARENT/SUBSIDIARY COMPANY.

A Company shall be defined as a legal persona and quotation documents submitted shall reflect those of the registered Company in terms of Companies Act. A Subsidiary Company quotationing shall not submit Parent's Company information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. This is not limited to Partnership, Close Corporation etc. where all members reflecting as Directors of the Company should enclose a copy of their Identify Document reflecting their share of ownership.

TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder

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are in order, i.e. a tax clearing certificate. The successful bidder will be required to register for VAT (if not yet registered).

VALIDITY PERIOD

Bids shall remain valid for 90 days after the quotation closure date. During the validity window period of the quotation, should the Bidder withdraw this quotation or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, withdraw or cancel the agreement.

RIGHTS TRANSFERRED OR CESSATION

For the nature of this quotation, the appointed bidder may not transfer or cede partly/wholly his rights to a third party.

ACCEPTANCE OR REJECTION OF A QUOTATION

The University reserves the right to withdraw any invitation to quotation and/or to re-advertise or to reject any quotation or to accept a part of it. The University does not bind itself to accepting the lowest quotation or the quotation scoring the highest points.

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.

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9(b)(i) of this Act.

The Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract.

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Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

LEGITIMACY OF INFORMATION

Bidders declare information furnished in this quotation to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. The quoted price shall remain valid for the period of 90 days.

RIGHTS RESERVED TO REQUEST ADDITIONAL INFORMATION

UNIVEN reserves the right to request additional information to the bidders during its evaluation and adjudication process.

TERMS OF CONTRACT

The term of the contract will be for 1 year reviewed annually based on performance. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites bidders to bid on the quotation of this nature.

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LOBBYING AND CANVASSING

No lobbying and canvassing by bidders in any form to staff member or student of the Univen for the purposes of influencing the evaluation process and awarding of the quotation, will automatically disqualify the bidder from the evaluation process and subsequent consideration.

ACKNOWLEDGEMENT OF TERMS & CONDITIONS

I (*Full name/s & Surname*), on behalf of (bidder) ; acknowledge receipt and understanding of the terms and conditions of service. I further make an undertaking that should our bid be successful, we shall be entering into an SLA with Univen which include all the above Terms and Conditions.

Signed:Date:

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10. CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

11. SWORN STATEMENT

SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature:Position:.....

Business Address:

.....
.....

Office Telephone:Mobile:

Date:

COMPANY STAMP