

BRIEFING SESSION PRESENTATION

**RT74-2024: SUPPLY, DELIVERY,
INSTALLATION OF PREFABRICATED
ADJUSTABLE SHELVING, STEEL RACKING,
DESIGNING OF MEZZANINE FLOORING,
AND HIGH-DENSITY MOBILE FILING
SYSTEMS FOR THE STATE FOR THE
PERIOD OF 36 MONTHS**

PRESENTED BY:

NTOMBI SIDINILE

Division: OCPO

Date: 16 OCTOBER
2023 @10H00



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



**STAY
SAFE**

VACCINATE TO SAVE SOUTH AFRICA

SUPPLY, DELIVERY, INSTALLATION OF PREFABRICATED ADJUSTABLE SHELVING, STEEL RACKING, DESIGNING OF MEZZANINE FLOORING, AND HIGH-DENSITY MOBILE FILING SYSTEMS

AGENDA

- 1. Opening, welcome and Introductions
- 2. Purpose of the RFP
- 3. Duration of the Contract
- 4. Bid Timelines
- 5. How to access the Tender Document
- 6. Technical Specification and Scope of Work
- 7. Evaluation Criteria as per clause 6 of the SCC
- 8. SUBMISSION OF BIDS
- 9. LATE BIDS
- 10. Question and Answers
- 11. Closure

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1. Opening, welcome and Introductions
2. Purpose of the RFP
 - The purpose of this request for proposal (RFP) is to solicit bids from interested parties (“Respondents”) to enable National Treasury to appoint suppliers for the supply, delivery, installation of prefabricated adjustable shelving, steel racking, designing of mezzanine flooring, and high-density mobile filing systems for the State.
 - The RFP consists of the Special Conditions of contract(SCC), Technical Specification, GCC, Pricing Schedule and other Standard Bidding Documents (SBD).
 - To obtain market related Price and to ensure that Government benefits from the economic of scale.
3. Duration of Contract – Three (3) years / Thirty Six (36) months

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4. Bid Timelines

ACTIVITY	DUE DATE
RFP Upload on e-Tenders Portal – Tender Document	The tender was advertised on e-Tender Portal & National Treasury website on 3 October 2023.
Non-compulsory briefing session	16 October 2023 at 10:00 – 12:00 (Online session: MS Teams) Link to join: Click here to join the meeting
Bid Validity period	180 Days from the closing date of the bid
Bid Closing date and Time	31 October 2023 at 11:00am
Communication channels	Attention: Contract Manager Email: Demand.Acquisition3@treasury.gov.za
Deadline for Queries, Question and Answers	26 October 2023 at 16:00

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5. How to Access bid document

- Where bid documents can be obtained:

National Treasury website

<http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx>

Etenders: <https://www.etenders.gov.za/>

- NOTE: Bidders are required to submit (upload) the bid on www.etenders.gov.za by the closing date and time.
- Bidders to adhere to all the rules for the online bid submission on or before **31 October 2023 at 11:00am.**

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6. Technical Specification and Scope of Work

- Bidders must be able to supply, delivery, installation of prefabricated adjustable shelving, steel racking, designing of mezzanine flooring, and high-density mobile filing systems for the period of 36 months as per the **Technical Specifications. (clause 5 of the Special Conditions of Contract)**
- All items are supported by detailed specifications. Items must comply with the specification as stated in the bid document of each item.

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7. Evaluation Criteria as per clause 6 of the SCC

Phase 1	Phase 2	Phase 3
Mandatory and other standard bid requirements	Technical Requirements	Price and Specific Goals
Compliance with mandatory and other standard bid requirements	Compliance to the item technical specifications	Bids evaluated in terms of the 90/10 preference system

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- Kindly refer to paragraph 6 of the Special Conditions of Contract for detailed Phases 1 to 3
- **PHASE 1: MANDATORY AND OTHER BID DOCUMENTS**
- Bidders will be evaluated based on the documents submitted at the closing date and time of the bid. Only bidders who have complied with Phase 1 pre-qualification requirements will be evaluated on Phase 2.
- The State may conduct due diligence during any of the evaluation phases to confirm the information submitted by the bidder and any misrepresentation by the bidder may disqualify the bid thereof.

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OTHER STANDARD BIDDING DOCUMENTS

▪ Company Registration and Organogram

Shareholding portfolio by proof of registration of the company with Companies Intellectual Property Commission. An additional document detailing the shareholding of the bidder in an organogram format in support of the proof of company registration must be submitted by bidders at the closing date and time.

▪ Conditions of Contract

General Condition of Contract which are fully signed and initialed on every page to indicate that the bidder has read and understood the terms and conditions.

Special Conditions of Contract which are fully signed and initialed on every page to indicate that the bidder has read and understood the terms and conditions.

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Draft Master Transversal Agreement

A Master Transversal Agreement (MTA) will be signed between National Treasury and the successful bidders on acceptance of an unconditional award letter.

Draft Participation Agreement

A Participation Agreement (PA) which is linked to the MTA, will be signed between the Participants and the successful bidders.

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PHASE 2: TECHNICAL REQUIREMENTS AND SAMPLE EVALUATION (CLAUSE 5 OF THE SCC)

TCD 13 Authorization Declaration

- All bidders must complete the Authorisation Declaration (TCD 13 to 13.1) for all relevant goods or service
- Any bidder who is sourcing goods or services from a third party must submit a valid Third-Party Undertaking (template provided as TCD 13.2) in full for all relevant goods or services. The letter of undertaking must include but not limited to the following:
 - a) List of item(s) number, item description and brand/model name and number,
 - b) Letter must be on the original manufacturer's and or third-party undertaking letter head, dated and signed,
 - c) Letter must not be older than 30 days at the closing date and time of the bid,
 - d) Have contact person's name, physical and postal address, telephone, and email details, and
 - e) All information on the letter must be in English.
- The State reserves the right to verify any information supplied by the bidder in the Authorisation Declaration and should the information be found to be false or incorrect, the State will exercise any of the remedies available to it in the bid documents.
- The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. No agreement between the bidder and the third party will be binding on the State.

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- The letter of undertaking must be from an Original Equipment Manufacturer (OEM) or an authorised importer/distributor. In the case where the letter of undertaking is from an authorised importer/distributor, the bidder must submit in addition to the letter of undertaking, documentary proof from OEM, that the authorized importer/distributor is authorized by the OEM. The letter of undertaking and supporting documents must be submitted with the bid at the closing date and time of the bid.
- Failure to submit a duly completed and signed Authorisation Declaration, with the required annexure(s), in accordance with the above provisions will invalidate the bid for such goods or services offered.

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PHASE 3: PRICE AND SPECIFIC GOALS

Preference Point System

- Prices quoted for all categories must be furnished based on supply, delivery and application.
- The pricing schedule provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.
- Bidders are required to complete a mandatory Pricing Schedule as a response on how much the items offered will be charged. No submission of the Pricing Schedule will invalidate the bid response.
- Prices submitted for in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.

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

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where,

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

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• Items Grouped as a Series :

- Where applicable, items that are grouped in a series as per item technical specifications will be evaluated and awarded accordingly. Allocation of points will be as per the total value of the series group.
- Bidders are required to offer prices for all units of measure specified in the series, and for all items within a group series
- **Objective of the bid is to award to Local Produced Products**
- In terms of section 2(1) (f) of the PPPFA Act, the state may award a contract to a tenderer that did not score the highest points.
- With the above provision, a tender may be awarded to a bidder offering goods with more local content and/or local value added than the tenderer scoring the highest points.
- Bidders are therefore required to submit SBD 6.2 and its annexures for this purpose for items applicable to this clause.....

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Points Scored for Specific Goals

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

$$\bullet \text{ PSSG} = \text{MPA} \times \frac{\text{POE}}{100}$$

Where,

PSSG = Points scored for specific goals

MPA = Maximum points allocated for a specific goal

POE = Percentage of equity ownership by an HDI

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SPECIFIC GOALS	POINTS ALLOCATED OUT OF 10	FORMULA TO CALCULATE THE POINTS OUT OF 10
<p>Preference points for equity ownership by historically disadvantaged Individuals who, due to the apartheid policy that had been in place had no franchise in national elections before the introduction of the Constitution of the RSA, 1983 (Act 110 of 1983) or the Constitution of the RSA, 1993 (Act 200 of 1993), ("the Interim Constitution") and or</p>	5	$\text{PSSG} = \text{MPA} \times \frac{\text{PEO}}{100}$ <p>Where: PSSG = Points scored for a specific goal MPA = Maximum points allocated for a specific goal PEO = Percentage of equity by an HDI</p>
<p>Other specific goals (goals of the RDP- plus local manufacture) Local Manufacturing (locally produced product)</p>	5	
POINTS	10	

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Counter Conditions

- Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- The National Treasury reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The National Treasury and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- If the National Treasury exercises its right to change or supplement information in terms of the above clause, it may seek amended bid documents from all bidders.

Fronting

- The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury does not support any form of fronting.

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Right Of Award

The State reserves its following rights -

- a) To award the bid in part or in full,
- b) Not to make any award in this bid or accept any bids submitted,
- c) Request further technical information from any bidder after the closing date,
- d) Verify information and documentation of the bidder(s),
- e) Not to accept any of the bids submitted,
- f) To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award, and
- g) If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

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SUBMISSION OF BIDS

PHYSICAL AND HARDCOPY BID SUBMISSION

- Bidders must submit one (1) original hard replica copy as the online submission by the closing date and time at the Tender Information Centre (TIC) situated at corner 240 Thabo Sehume and Madiba Streets, Pretoria.
- Bidders to adhere to all the rules for the bid submission (**Clause 7 of the SCC**).
- Bidders' attention is drawn to the sequential submission format as per the checklist on Table 1.
- The Technical Specifications and Pricing Schedule (Annexure 3) should be in an XLSX excel sheet format and not any other format.
- Non-compliance with the bid submission WILL invalidate the bidder's response.
- **Bid Enquiries:** - All enquiries should be in writing to demand.acquisition3@treasury.gov.za The closing date for receipt of all enquiries is **26 October 2023**. All enquiries beyond the closing date will not be considered.

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TRANSVERSAL CONTRACT PRICE ADJUSTMENT

Refer to paragraph 13 of the SCC:

Transversal Contract Price adjustments shall be applied on a quarterly basis. Transversal Contract Price adjustment periods will be as follows:

Adjustment	End Index Date	Dates from which adjusted prices will become effective
1 st Adjustment	October 2023	1 December 2023
2 nd Adjustment	January 2024	1 March 2024
3 rd Adjustment	April 2024	1 June 2024
4 th Adjustment	July 2024	1 September 2024
5 th Adjustment	October 2024	1 December 2024
6 th Adjustment	January 2025	1 March 2025
7 th Adjustment	April 2025	1 June 2025
8 th Adjustment	July 2025	1 September 2025
9 th Adjustment	October 2026	1 December 2025
10 th Adjustment	January 2026	1 March 2026
11 th Adjustment	April 2026	1 June 2026

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- Questions and Answers

Thank You