

BRIEFING SESSION PRESENTATION

RT80-2024: MANUFACTURE, SUPPLY, AND DELIVERY OF CELL LOCKS, CELL KEYS, CELL DOORS, CELL WINDOWS, CELL STEEL BARS AND ACCESSORIES TO THE STATE FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

PRESENTED BY:

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Division: OCPO

**Date: 13 December
2023 @9H30**



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



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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 to Manufacture, supply, and delivery of cell locks, cell keys, cell doors, cell windows, cell steel bars and accessories to the state for the period of thirty-six (36) months.
 - 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 economics 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 5 November 2023.
Non-compulsory briefing session	13 December 2023 at 9:30 – 10:30 (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	19 January 2024 at 11:00am
Communication channels	Attention: Contract Manager Email: Demand.Acquisition3@treasury.gov.za
Deadline for Queries, Question and Answers	5 January 2024 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>

E-tenders: <https://www.etenders.gov.za/>

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6. Technical Specification and Scope of Work

- Bidders must be able to Manufacture, supply, and delivery of cell locks, cell keys, cell doors, cell windows, cell steel bars and accessories to the state for the period of thirty-six (36) months as per the **Technical Specifications. (paragraph 5 page 10 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	Phase 4
Mandatory Requirements	Administrative and Legislative Requirements	Technical Requirements	Price and Specific Goals
Compliance with mandatory bid requirements	Compliance with legislative and other bid requirement	Compliance to the item technical specifications	Bids evaluated in terms of the 90/10 preference system

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- **Phase 1: Mandatory Requirement**

- Bidders must submit all required documents with the bid document at the closing date and time of the bid.
- During this evaluation phase, bidders' responses will be evaluated based on the document submitted under mandatory requirements. Any bid that does not meet these mandatory requirements will be considered non-responsive and will be disqualified.
- Pricing Schedule
 - a) Bidders are required to submit responsive bids by completing all pricing and item information on the provided pricing schedule for the individual items and all required forms.
 - b) Non-submission of the pricing schedule will invalidate the bid .
- Only bidders who have complied with Phase 1 mandatory requirements will be evaluated in Phase 2

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1. PHASE 2: ADMINISTRATIVE AND LEGISLATIVE REQUIREMENTS

1. Legislative Requirements

Bidders are required to submit the legislative documents to comply to the policy to guide uniformity in procurement reform processes in Government as per section 2 of Practice Note No SCM 1 of 2003 regarding bid documentation for supply chain management. It is also a requirement for bidders to submit the other legislative documents as detailed below.

1. **SBD 1** invitation form to bid.
2. **SBD 4** bidder's disclosure.
3. **SBD 6.1** preference points claim form.
4. **Company Registration and Organogram**
5. 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.

1. Conditions of Contract

1. **General Condition of Contract** which are fully signed and initialled on every page to indicate that the bidder has read and understood the terms and conditions.
2. **Special Conditions of Contract** which are fully signed and initialled on every page to indicate that the bidder has read and understood the terms and conditions.
3. Non-submission of the required documents may result in disqualification.

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PHASE 3: TECHNICAL SPECIFICATION COMPLIANCE

TCD 13 Authorization Declaration

- All bidders must complete the “Authorization Declaration” (TCD 13 to 13.1) for all relevant goods or services in full, sign it and submit it together with the bid response at the closing date and time of the bid invitation.
- Failure to submit a duly completed and signed Authorization Declaration, with the required annexure(s), in accordance with the above provisions will invalidate the bid for such goods or services offered.
- Any bidder/s who is sourcing from a Third Party must complete TCD 13.2 in full for all relevant goods and/or services. The letter of undertaking from the Third Party must include but not limited to the following:
 - i) List of item(s) number and item description.
 - ii) Letter must be on the Third-Party letter head, dated and originally signed.
 - iii) Have the contact person’s name, physical and postal address, telephone, and email details and the capacity which a person is signing the letter.
 - iv) All the information on the letter must be in English.

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- The State reserves the right to verify any information supplied by the bidder in the Authorization Declaration and should the information be found to be false or incorrect, the State reserves its right to exercise any of the remedies available to it, including disqualifying the bidder and or restricting the bidder.
- 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. Failure to render the service in line with the contractual terms of this transversal contract may lead to the contract being terminated and the bidder being restricted from doing business with the State.
- Failure by a bidder, other than a manufacturer or licensed importer to provide the letter confirming supply arrangements as per the specifications above, will invalidate the bid.

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PHASE 4: PRICE AND SPECIFIC GOALS

Preference Point System

- Prices quoted for all categories must be furnished based on supply, delivery and offloading in SAPS office in Pretoria.
- 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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Points Scored for Specific Goals

1. The following formular 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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GOALS	POINTS
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	5
Other specific goals (goals of the RDP- plus local manufacture) -Local Manufacturing (locally produced product)	5
Total Points	10

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8. TERMS AND CONDITIONS

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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9. SUBMISSION OF BIDS

PHYSICAL AND HARDCOPY BID SUBMISSION

- Bidders are required to submit One (1) original hard copy clearly marked as “original”;
- One (1) duplicate electronic copy (The Technical Specification and Pricing Schedule to be in an XLSX excel sheet format) on a memory stick at the National Treasury, 240 Madiba Street, TIC, and Deposit the bid in the tender box.
- Bidders to adhere to all the rules for the bid submission.
- Bidders’ attention is drawn to the sequential submission format as per the checklist on Table 1 page 7 and 8 Of the SCC.
- Pricing Schedule 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 05 January 2024. All enquiries beyond the closing date will not be considered.

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10. BIDDER DUE DILIGENCE

The State reserves the right to:

- **Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.**
- **Conduct due diligence prior to final award or at any time during the transversal contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.**
- **Conduct any evaluation verifications prior to final award or at any time during the transversal term contract period.**
- **Where applicable, through the BEC subject item samples to applicable clinical evaluations, applications, or test at any State facility to verify compliance with the technical specifications. This will be arranged with the bidder.**

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11. MULTIPLE AWARD

- The State reserves the right to award the same item to more than one (1) bidder to address item availability and compatibility. Due diligence will be applied to ensure that pricing is affordable, market related and aligned to end-user requirements.

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12. TRANSVERSAL CONTRACT PRICE ADJUSTMENT

Refer to paragraph 24.6 of the SCC:

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

Adjustment	Application	End Index Date	Dates from which adjusted price will effective
1 st Adjustment	1 February 2025	December 2025	1 April 2025
2 nd Adjustment	1 February 2026	December 2026	1 April 2026

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