

Ref: QM 025.02

Appendix A

PURCHASING CONSORTIUM SOUTHERN AFRICA NPC

REQUEST FOR PROPOSAL

**NATIONAL CONTRACT FOR PROVISION OF FURNITURE REMOVAL AND OTHER
RELATED PRODUCTS AND SERVICES**

TENDER NO: PUR 600/3

This is an ALL INCLUSIVE Tender between the Supplier and All PURCO SA Members

Prospective Suppliers who are interested in participating in afore mentioned tender are invited to submit their proposal in full compliance to the requirement of this tender document. The completed document with all attachments must be signed and submitted in a clearly labelled sealed envelope together with a USB memory stick and deposited in the tender box at the following address.

PURCO SA

Rosen Office Park

8 Invicta Road

Erand Gardens X49

Midrand

1682

Tender number	PUR 600/3	
Date issued	22 May 2019	
Tender closing date	06 June 2019	Time: 12:00

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	Name:

/

Confidential

Contact numbers	(w)	(cell)
Email address		

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1.INTRODUCTION

1.1 OVERVIEW

1.1.1 WHO IS PURCO SA?

PURCO SA – the Purchasing Consortium Southern Africa NPC - is a group-purchasing organisation for Higher Education Institutions with a membership consisting of all 26 South African Public Universities, 18 Associate Members and 20 TVET Colleges. This gives a total membership of 64 institutions.

PURCO SA is committed to saving our Members time and money through professional and focused collaborative procurement, whilst strengthening partnership with all stakeholders in Higher Education Sector in Southern Africa.

1.1.2 WHAT DOES PURCO SA AIM TO DO?

PURCO SA intends to significantly reduce the Total Costs, while maintaining or improving the quality of the service. PURCO SA will pursue its goal through consolidating the volume of goods and services procured by the HE sector.

The aim of the tender is to appoint a panel of service providers nationally for the PURCO SA membership. PURCO SA engages on a voluntarily basis with its service providers. Once the panel of service providers has been approved, the PURCO SA Member will make their final decision on the selection of service provider/s and in some instances may choose not to contract with any of the panel of service providers.

1.1.3 WHAT IS PURCO SA LOOKING FOR?

This initiative is intended to identify suppliers of the goods and services/products ("Suppliers") that can best service PURCO SA's requirements for the goods and services. Through this process, PURCO SA wishes to establish a new level of cost transparency with its Suppliers in order to facilitate long-term cost control. Invoice price is critically important to us and this, together with the Suppliers commitment to cost transparency, will form the initial screening process. Determination of Suppliers continuing in the procurement process after this initial screening will include consideration of the following factors:

- a) Transparency of goods and service cost;
- b) Minimisation and reduction of "Total Costs" (as that term is defined in section 1.3.3 below);
- c) Capability of Suppliers in meeting PURCO SA's requirements;
- d) Suppliers' commitment to PURCO SA's needs; and
- e) Black Economic Empowerment

1.1.4 SUMMARY OF KEY MATTERS FOR CONSIDERATION BY POTENTIAL SUPPLIERS

Key matters for consideration by Suppliers include:

- a) This process will afford Suppliers the opportunity to acquire and /or increase their level of business with PURCO SA;
- b) Senior Management in PURCO SA are directing this assessment;

- c) A cross-functional team has been formed to facilitate this assessment and is empowered to make decisions in the best interests of PURCO SA;
- d) PURCO SA is prepared to significantly alter current purchasing patterns of the goods and services in order to take advantage of opportunities and achieve benefits for the whole Membership;
- e) Time is limited in the final Suppliers selection process;
- f) PURCO SA's objective is to reduce costs initially and then to achieve further on-going reductions in Total Costs. PURCO SA is expecting to identify Suppliers that can meet its need at an extremely competitive cost;
- g) The evaluation of potential Suppliers will also include important non-cost considerations, such as quality, service, implementation ability and other factors;
- h) This sourcing program must not disadvantage any operation at any site operated or managed by that relevant Member; and
- i) Prospective Suppliers' are requested to submit their best price at this time, as only competitive Suppliers will be invited for further discussions.

1.2 PURPOSE AND OBJECTIVE OF THE RFP

1.2.1 PURPOSE

The purpose of this RFP is to collect cost of goods and services, pricing and general information on your business as part of our program to determine the Supplier or Suppliers most capable of supplying the goods and services to PURCO SA. PURCO SA's objective is to identify opportunities to significantly reduce purchase costs and to improve the value added from all Suppliers of the goods and services.

1.2.2 HOW AGREEMENT IS TO BE FORMED

Responses to this RFP will form the basis for any agreements reached, such responses will represent a firm offer by the Supplier to agree to supply the goods, and services to PURCO SA as detailed in the pricing table proposed (see Annexure B1).

1.3 EVALUATION CRITERIA

1.3.1 OBJECTIVE

PURCO SA's objective is to assist our Members to collectively procure goods and services at competitive prices, acceptable quality and on-time delivery. Suppliers selected to participate with PURCO SA to meet this objective can anticipate an on-going commercial relationship.

1.3.2 INVOICE PRICE

Prices provided by Suppliers and transparency in the underlying costs will be the initial basis for evaluating Supplier's responses.

Suppliers, which are assessed favorably at this first test, will then be further assessed by reference to the matters set out in the remainder of this section below.

1.3.3 TOTAL COST

“Total Costs” will be an important parameter for Supplier assessment. “Total Costs” is defined as follows:

“Total Costs” means the sum of all direct and indirect costs associated with the purchase of the goods and services incurred by PURCO SA, including but not limited to the invoice price, goods and services life, service maintenance costs, distribution costs, transaction costs, inventory costs, purchasing administration costs and other costs incurred with the use of the goods and services provided by the Supplier.”

Suppliers can reduce Total Costs through one or more of the following approaches:

- a) Lowering prices for the goods and services;
- b) Lowering logistic costs;
- c) Increasing value from service and support; and/or
- d) Offering superior goods and services performance.

Suppliers are expected to provide highly competitive pricing - pricing reserved for their largest and most important account - both at the outset of the relationship and on an on-going basis. PURCO SA expects to work with Supplier(s) to continuously identify opportunities to reduce Total Costs.

1.3.4 COST TRANSPARENCY

PURCO SA desires to achieve clarity on the costs of all aspects of the supply of the goods and services. The details requested in this RFP are intended to deliver the required level of transparency. Any gaps in Supplier responses will be interpreted as an unwillingness to participate with PURCO SA in the desired relationship and will seriously disadvantage the Supplier.

1.3.5 SUPPLIER CAPABILITY

PURCO SA will make an assessment of Supplier capability on the basis of PURCO SA's experience and information provided by Suppliers in response to this RFP.

1.3.6 ADDITIONAL INITIATIVES

Suppliers are encouraged to be creative and develop suggestions to enhance Supplier relationships, quality, and service levels that will be cost effective for PURCO SA. These suggestions may lead PURCO SA to promote options for new goods and services to the Members.

1.3.7 EMPOWERMENT

PURCO SA is serious in its commitment to the previously disadvantaged groups and will expect selected Suppliers to demonstrate that they share that commitment. Accordingly, a BBBEE Certificate in terms of the Codes of Good Practice issued by an accredited rating agency must be submitted.

2. GUIDELINES FOR SUBMISSION OF PROPOSAL (“RFP”)

2.1 PROPOSAL TERMS

PURCO SA is inviting your company to submit a Proposal for the supply of the goods and/ or services.

PURCO SA intends to move quickly to award business; hence, Suppliers are encouraged to provide their best offer under the Proposal.

2.1.1 ACCEPTANCE OF PROPOSAL AT PURCO SA'S DISCRETION

PURCO SA reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any Proposal as it sees fit. Nothing stated in this RFP (whether express or implied) binds or obligates PURCO SA, or any other member of PURCO SA to accept the lowest of any price contained in a Proposal or to accept any Proposal. Suppliers or their representatives can expect to discuss the details of their Proposal during the evaluation process. PURCO SA reserves the right to negotiate specific terms with the preferred Suppliers prior to the award of a final contract (if any).

2.1.2 CONFORMANCE

All Proposals must conform to each of the requirements set out in this RFP. Non-conforming Proposals may not be considered. As well as providing a conforming Proposal, Suppliers may also submit additional or alternative information for further consideration where they believe that this is in the best interests of PURCO SA.

2.1.3 COVERAGE

While PURCO SA does not require Suppliers to tender on all aspects of this RFP, the broader the range of goods and/ or services quoted on, the greater Supplier's chance of success.

2.1.4 REQUIREMENTS FOR ADDITIONAL INFORMATION

PURCO SA may require a Supplier to provide additional information to allow further consideration of the Supplier's Proposal.

2.1.5 COSTS

None of PURCO SA is responsible for any costs (whether direct or indirect) incurred by a Supplier in preparing and/or submitting a Proposal or otherwise responding to this RFP or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.1.6 SUBMISSION VALIDITY

Each Proposal submitted by a Supplier must remain valid for a period of 90 days from the required date of submission.

2.1.7 SUPPLIER'S ACCEPTANCE OF TERMS & CONDITIONS

Each Supplier submitting a Proposal agrees to do so on the terms and conditions set out in this RFP. Suppliers, which submit responses to this RFP, will be deemed to have accepted, and willfully comply with, all of those terms and conditions.

The Proposal must be signed by a person fully authorised to commit the Supplier to the terms and conditions set out in this RFP. PURCO SA is entitled to assume that there is full authority in the signatory of the person.

2.2 PRICING TRANSPARENCY

PURCO SA wishes to establish an increased level of cost transparency with the chosen Supplier. The level of transparency will be taken as an indication of each Supplier's willingness to participate with PURCO SA in a transparent relationship.

2.3 MONTHLY SALES REPORT

The Supplier shall submit a written report on each individual purchase order received from the Members to PURCO SA by the 10th working day of each month of the contract period. The total sales (meaning total invoice value relating to the supply of goods and service including any ad hoc supply of goods and/or services or otherwise (whether contracted or non-contracted) supplied to the Member for the month shall be recorded into the monthly sales report and including any extension of the service and/or renewal letter / contract.) Any discrepancies between the Suppliers' monthly report and the Members' monthly report for the supply of goods within the scope of this Agreement shall be brought to the attention of the Supplier. The Supplier shall within seven (7) working days investigate the variance and report in writing to PURCO SA the reasons thereof. Should the Supplier have under reported, the Supplier shall be required to retrospectively update the monthly sales report accordingly. PURCO SA shall use the updated sales report for the purposes of invoicing the service fee.

2.4 SERVICE FEE

The Supplier must provide **for a 3% service fee** calculated on the total value of each invoice issued by the Supplier for or otherwise relating to supply of goods and/ or performance of the services to the Member (including any additional/ ad hoc goods supplied or services rendered and including any extension of the service and/or renewal letter / contract), payable to PURCO SA on submission of relevant invoice to the Member. The selected Supplier is required to send a copy of monthly invoice and statement to both PURCO SA and the Member. Upon receipt of the monthly sales report from the Supplier, PURCO SA shall invoice the Supplier a minimum of 3% service fee based on the Rand value of the total monthly sales which is payable to PURCO SA within 30 days of date of statement.

2.5 PURCO SA REPRESENTATIVE

All contact and questions with regard to this RFP must be made through the PURCO SA representative. Discussion with other parties within or associated with PURCO SA may result in disqualification from this process.

For the purpose of the RFP, the PURCO SA representative ("PURCO SA Representative") is:

Contact Person	
Name & Surname	Rosina Moota
Telephone number	011 545 0963
E-mail address	Rosina.moota@purcosa.co.za

2.6 QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be directed to the PURCO SA Representative by email. Questions must not be submitted by telephone. PURCO SA will accept written questions regarding this RFP up to **03 June 2019 at 12:00 p.m.**

Answers to all questions will be e-mailed to all Suppliers who have been provided with this RFP.

All questions must include:

- the Supplier's name and address;
- a reference to the specific section and page number of the RFP; and
- the contact name, telephone number and e-mail address

A sample page for questions is provided in Appendix J.

RFP Schedule

Date	Action
22 May 2019	RFP released to potential Suppliers
03 June 2019	Last Day for submission of questions and clarification (see question sheet in Appendix J)
06 June 2019	Submission of Proposal by 12H00
06 June – 21 June 2019	Evaluation period
24 June 2019	Final Suppliers selection and contract adjudication
01 July 2019	Contract Implementation

Suppliers not responding by 12:00 am on 06 June 2019 shall be disqualified.

2.7 RFP FORMAT

All Supplier responses must follow the prescribed format. Refer to "Delivery Instructions" below. Failure to do so may result in disqualification from this RFP/Proposal process.

2.8 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format: **(See 8.2.1)**

- ***One signed hard copy in a sealed envelope together with a USB memory stick, containing the appendixes in the following order:***

All signed hard copies and CD/Memory Stick of the proposal prepared as per the required layout must be placed in the tender box during office hours (07h45 – 16h00) at **PURCO SA, Rosen Office Park, 8 Invicta Road, Erand Gardens X49, Midrand, 1682.**

The response deadline is **06 June 2019 at 12:00 am**. Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

2.9 ADDITIONAL SUPPLIER INFORMATION

PURCO SA may request additional data, discussions or presentations in support of responses to this RFP. Additionally, PURCO SA may conduct a survey of any Supplier under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Supplier.

2.10 ACKNOWLEDGMENTS AND DISCLAIMERS

2.10.1 NON-BINDING

This RFP and any Proposals are not legally binding on PURCO SA.

None of PURCO SA, nor any person purporting to act on behalf of PURCO SA, or any other Member of PURCO SA makes any representations or provide any undertakings to Suppliers other than to invite Suppliers to submit Proposals. PURCO SA intends to use the RFP/Proposal framework as the basis for negotiations with Suppliers. PURCO SA reserves the right to alter that framework at its discretion at any point prior to or during the RFP/Proposal process.

2.10.2 ACCURACY OF INFORMATION

PURCO SA has endeavored to provide correct information in this RFP. However, the onus is on Suppliers to satisfy themselves as to the accuracy, completeness and sufficiency of any information provided to them by PURCO SA, or any person purporting to act on behalf of PURCO SA.

2.10.3 NEGOTIATIONS

On receipt of Proposals from Suppliers, PURCO SA proposes to evaluate those responses based on the requirements of the PURCO SA Members. Negotiations will be conducted with a reduced number of selected Suppliers which may lead to one or more contracts for the supply of part or all of the goods and/ or services.

PURCO SA reserves the right to vary, at its sole discretion, this negotiation plan at any time and does not make any undertakings in relation to entering into any contracts for the supply of goods and services.

2.10.4 PURCO SA'S USE OF INFORMATION

In lodging a Proposal, a Supplier will be deemed to have granted PURCO SA a non-exclusive right to use any information in the Proposal as PURCO SA sees fit, including, without limitation, for operations purposes and future discussions with Suppliers. PURCO SA will also acquire a non-exclusive right to use any processes, sketches, calculations, drawings, computer programs or other data or information submitted with, or included in, a Proposal.

Each Supplier which submits a Proposal agrees to indemnify PURCO SA, and every other Member of PURCO SA against third party claims arising out of any use of any proprietary information submitted with, or included in, the Proposal by PURCO SA, and its or their respective directors, officers, agents, employees, advisers or consultants.

2.10.5 INFORMATION PROVIDED BY PURCO SA

Copyright in this RFP is reserved exclusively to PURCO SA.

Any information which PURCO SA provides in this RFP or otherwise ("Information") is provided in confidence and for use solely by the Supplier in the preparation of its Proposal. The Supplier must not disclose it to any third party without PURCO SA's prior approval in writing. Any further information that PURCO SA provides to the Supplier from time to time will be made available on the same terms and conditions as apply under this RFP.

2.10.6 SUPPLIER'S ACKNOWLEDGMENTS

In submitting a proposal, the Supplier acknowledges and agrees that:

- a) The Information has been independently verified and PURCO SA, all other Members of PURCO SA and its and their respective directors, officers, advisers, employees and agents, are not under any liability, whether arising from negligence or otherwise, for any representation contained in it or any omission from it or for any error, inaccuracy, incompleteness or other defect in the Information it contains.
- b) This Proposal contains representations and other statements concerning requirements for the supply of the goods and services. No representation, statement or warranty, express or implied, is made by PURCO SA, any other Member of PURCO SA or its and their respective directors, officers, advisers, employees or agents that any statement, estimate or evaluation contained in it will prove correct. The Supplier relies solely on its own investigations and inquiries in respect of PURCO SA's requirements for the goods and services and the accuracy of the Information.

- c) Without limitation to the above, none of PURCO SA, or any other Member of PURCO SA, nor any person purporting to act on behalf of PURCO SA, or any other Member of the PURCO SA, will be liable in any way for any losses or liabilities incurred by a Supplier or any other person (including, without limitation, damages, costs, loss of profits or consequential or indirect losses) arising from any cause whatsoever including, without limitation, any error, inaccuracy, incompleteness or other defect in the Information.
- d) The Supplier also acknowledges that PURCO SA, without liability or recourse, may at any time without notice:
- e) Enter into and conclude negotiations with any other Supplier for the supply of part or all of PURCO SA's requirements of the goods and services;
- f) Terminate the RFP/Proposal process in respect of any or all of PURCO SA's requirements;
- g) Terminate discussions or negotiations with the Supplier or otherwise terminate the Supplier's further participation in the RFP/Proposal process;
- h) Reject any Proposal submitted by the Supplier; and/or
- i) Depart from or modify the proposed framework and/or any other procedures in relation to the RFP/Proposal process.
- j) If the Supplier decides not to submit a Proposal, or at any time discontinues for any reason (including as a result of any action of PURCO SA) its participation in this RFP process or subsequent discussions or negotiations, the Supplier must promptly return this RFP (and destroy any copies which it has made) to PURCO SA together with any other documents or other material relating to the service procurement that contains, embodies or might reveal Information.

2.10.7 PUBLIC ANNOUNCEMENTS

Neither the potential Supplier nor PURCO SA will make any public announcements or disclosures as to the RFP, any Proposal or the RFP process or otherwise in relation to the subject matter of any potential contract, without the prior written consent of the other party (except as required by any applicable law or regulatory requirement). In this regard, no media release or public announcement will be made in relation to any resulting contract, should such be executed, without the written approval of both parties as to the wording of such release and the manner or publication of such release.

3. SUPPLIER CAPABILITY

3.1 SECURITY OF SUPPLY

The goods and services are critical to on-going operations and therefore security of supply is a major requirement for PURCO SA.

4. PROPOSED PRICING

4.1 INTRODUCTION

While PURCO SA require Suppliers to tender on the full range of goods and services or for all sites included in this RFP, the broader the range of goods and services quoted on, the higher a Supplier's chance of success. Please be aware that this RFP provides all participants the opportunity to increase current business and/or acquire new business with PURCO SA and its Members.

PURCO SA expects Suppliers to respond fully to the requested level of detail. This detail will contribute towards the transparent cost structure being pursued by PURCO SA.

4.2 PRICING TABLE – INSTRUCTIONS

The responses must remain in the format outlined in the instructions of Appendix B, which contain the technical and pricing information.

Please note that all the prices reflected in Appendix B1 shall be:

- a) Inclusive of Value Added Tax (which shall be payable by the Member subject to the receipt of a VAT invoice); and
- b) Inclusive of all associated costs and taxes, including insurance, charges for packaging, shipping, carriage, delivery to the premises, handling fees, toll fees, permits, all duties, licenses and other related charges payable in respect of the service from time to time.

PRICING TABLE, SPECIFICATION AND ESTIMATED VOLUME/ QUANTITY

PURCO SA has included specification and estimated volumes/quantity (Appendix B) as a guideline to assist suppliers in pricing. Separate detailed pricing schedule and/ or bill of quantities may be attached. The volume is an estimate and should not be interpreted as a guarantee in any way.

4.3 DOUBLE COUNTING

In order to assess your prices fairly (and prevent “double counting”) do not include costs which are explicitly asked for in other columns or spread sheets.

4.4 INFRASTRUCTURE AND OPERATIONAL INFORMATION

The response must remain in the format outlined in the instructions of Appendix C which contain the infrastructure and operational information.

5. PRICING

Tenderers are required to submit a price proposal as stipulated in the Annexure B1.

5.1 PAYMENT TERMS

Payment terms are within 30 days from date of statement. If we were to alter payment times, what discount on invoice prices would the Supplier offer on the entire spend? Please respond in the table below.

Time until Payment	% Discount
--------------------	------------

7 days from statement receipt	
14 days from statement receipt	
30 days from statement receipt	
Other	

5.2 CONTRACT LENGTH

The envisaged contract will be for three (3) years. If we are to negotiate a longer term, what additional discount on invoiced price would you offer on the entire annual spend? Please provide separate additional discount on a separate page.

5.3 TYPE OF CONTRACT

PURCO SA requires a **full-risk contract** arrangement. Application for a price increase will only be considered if submitted with written proof that it is due to circumstances beyond the control of the supplier.

6. REQUIRED PROPOSAL LAYOUT

In order to facilitate a structured evaluation of the submissions resulting from this RFP, PURCO SA requires each supplier to conform to a specific proposal layout. Deviation from this required document structure may result in disqualification.

6.1 GENERAL NOTES:

- a) A cover page per Appendix is included in this document and Supplier must ensure that these cover pages are used in their submissions.
- b) Each Appendix cover will contain a list of the required information and / or documents that need to be included in that section. The list has a check box for the supplier to indicate that the information requested has been included.
- c) Each Appendix cover page is to be signed by the duly authorized representative of the Supplier.

7. TECHNICAL SPECIFICATION

PURCO SA has included specification and estimate volumes / quantity (Appendix B and B1) to assist suppliers in pricing. Refer to Appendix B and B1 for instructions.

MINIMUM REMOVAL AND PACKING REQUIREMENTS

7.1.1 FULLY MAINTENANCE FLEET

Closed pan Technicon weather proof bodies suitable for moving household effects.
Must be roadworthy with valid roadworthy certificate and license.

7.1.2 RISK COVER

Service provider should have a risk cover should there be any damage that arises.

7.1.3 PACKING SERVICES

Ability to pack and unpacking furniture
Dismantling and assembling furniture
Protective packaging for delicate items
Cleaning before and after move
Storage facilities for office and household goods.

7.1.4 PERSONNEL

Trained driver/supervisor and loading crew.
Protective clothing for move personnel.
Supervisor must be able to write up a detailed inventory and label all items.

7.1.5 STORAGE FACILITIES

Suitable weatherproof warehouse with adequate valid fire protection equipment.

Tenderers to note specification used is for evaluation purposes only.

8. EVALUATION PROCESS

8.1 AIM OF EVALUATION

To ensure that all proposals received are afforded the opportunity to compete equally and enable PURCO SA a chance to evaluate the tender received in fair and unbiased manner, as per pre – described process of evaluating proposals.

8.2 EVALUATION CRITERIA

The evaluation criteria as set out hereunder will assist PURCO SA to ensure conformity to all tender requirements. PURCO SA's evaluation team shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the tender document. The evaluation criteria can be discussed and clarified with all attendees at the compulsory information session, where applicable, as an aid to prepare for such evaluation.

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

8.2.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B and B1	Technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
Appendix C	Infrastructure and operational information	A hard copy of the response documentation must be printed out, signed by a duly authorised representative and included in this RFP	Yes	No
Appendix D	Company registration documents	Company registration documents	Yes	No
Appendix E	Tax clearance certification	An original valid tax clearance certificate	Yes	No
Appendix F	Financial Statements	Audited financial statement for the last financial year	Yes	No
Appendix G	BBBEE certification	A valid BBBEE certificate	Yes	No
Appendix H	Security of Supply and Board Resolution	A letter from OEM and board resolution	Yes	No
Appendix I	Additional information	Any additional information that a supplier would like to include with their submission	Yes	No
Appendix J	RFP Questions	To be used to asked question and clarification	Yes	No
Appendix K	CSD	Provide a copy of your unique supplier number (MAAA.....).	Yes	No

Appendix L	Supplier Development	Tenderers to provide example of what they done for Supplier Development Initiatives	Yes	No
Appendix M	Supplier Development	Attach plan/program as to how they would engage Suppliers locally in attempt to support Supplier Development	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

8.2.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

Functionality Criteria	Weights
Company References: Provide three (3) contactable references for similar projects that are not older than three years.	Maximum 20 points
3 References provided = 20 points	
2 References provided = 15 points	
1 References provided = 10 points	
Companies Years of Experience	Maximum 10 points
More than 5 years = 10 points	
Less than 5 years = 5 points	
Fully Maintained Fleet	Maximum 20 points
Proof of fleet maintenance / service contract = 10 points	
Trucks fitted with radio and tracking device = 10 points	
Risk Cover / Transit Insurance	Maximum 15 points
Service provider to submit risk cover = 15 points	
Packaging Services	Maximum 15 points
Services include <ul style="list-style-type: none"> - Packing and Unpacking - Dismantling and assembling furniture - Protective packaging for delicate items - Cleaning before and after moving - Storage facilities of office and household goods Service provider to provide proof of these services.	
Storage Facility	Maximum 20 points
Suitable weatherproof warehouse with adequate fire protection equipment = 20 points	
TOTAL	100 POINTS

8.2.2.1 Step 1: References table

The references must be current clients that have done business with your company for a minimum of two (2) years and more for contracts of a similar size or more with a proven track record.

Kindly complete the tables below for references and please ensure that all reference details added below, correspond with reference letters attached.

FUNCTIONALITY CRITERIA

REFERENCE ONE (1)

COMPLETE TABLE IN FULL BELOW

Reference Company One (1)			Contact Name:	
Name of Company:				
Contact e-Mail:			Contact Telephone:	
Description of Contract:				
Contract Details				
1	Contract Value			
Attach Reference Letter 1				
<ul style="list-style-type: none">The reference letter should be on an official Letterhead from your Client with the following:<ul style="list-style-type: none">Name of your business mentioned on the letterhead with Reference to Tender PUR 600/3Period of contractValue of ContractOfficially signed and dated with contact details (Name, telephone, email address)Recommendation				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE TWO (2)

COMPLETE TABLE IN FULL BELOW

Reference Company Two (2)			Contact Name:	
Name of Company:			Contact Telephone:	
Contact e-Mail:				
Description of Contract:				
Contract Details				
1	Contract Value			
<p>Attach Reference Letter 2</p> <ul style="list-style-type: none"> • The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> - Name of your business mentioned on the letterhead with Reference to Tender PUR 600/3 - Period of contract - Value of Contract - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation 				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE THREE (3)

COMPLETE TABLE IN FULL BELOW

Reference Company Three (3)		Contact Name:	
Name of Company:			
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
<p>Attach Reference Letter 3</p> <ul style="list-style-type: none"> • The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> - Name of your business mentioned on the letterhead with Reference to Tender PUR 600/3 - Period of contract - Value of Contract - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation 			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

8.2.2.2 Step 2: Functionality Table

A tenderer shall proceed to the next stage of evaluation if a percentage score of 70% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (70%) will not proceed to the next stage of evaluation.

Kindly complete below table for functionality:

a. REFERENCES WILL BE VERIFIED. ENSURE REFERENCE LETTERS ARE ATTACHED.

3 References = 20 points			Maximum 20 points
2 References = 15 points			
1 Reference = 10 points			
Attach contract/ referral letters to Annexure A1			
Company /University Name	Contact Name	Contact Number	Email Address
1.			
2.			
3.			

b. COMPANIES YEARS OF EXPERIENCE

Indicate Company Years of Experience	Maximum 10 points
Number of Years of Experience ----- Year/s	Attach Company Profile to Annexure A.1

c. PROOF THAT FLEET IS FULLY MAINTAINED

Attached valid proof.	Maximum 20 points
Attach valid proof that vehicle is maintained fully on a regular basis Attach proof of trucks fully fitted tracking device	Attach Proof to Annexure A.1.1 Attach Proof to Annexure A.1.2

d. RISK COVER / TRANSIT INSURANCE

Attach Proof	Maximum 15 points
Service provider to submit risk cover	Attach response to Annexure A.2

e. PACKAGING SERVICES

Attached valid proof	Maximum 15 points
<div>1) Packing and unpacking</div> <div>2) Dismantling and assembling furniture</div> <div>3) Protective packaging for delicate items</div> <div>4) Cleaning before and after move</div> <div>5) Storage facilities of office and household goods</div>	<div>Attach Proof to Annexure A.3</div>

f. STORAGE FACILITIES

Attached valid proof of Storage Facilities	Maximum 20 points
Suitable weatherproof secured water house with adequate fire protection equipment	Attach Proof to Annexure A.5

g. REGIONAL/ LOCAL INFRASTRUCTURE

Local Business	Indicate the Area/ Locate Province			
	Contact Person	Contact Number	Contact Email Address	Physical Address
1.				
2.				
3.				

h. NATIONAL FOOT PRINT / CAPACITY

National Footprint/	Maximum 10 points			
Indicate the Area/ Province	Contact Person	Contact Number	Contact Email Address	Physical Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Please complete table and not refer to attached annexures.

8.3 STAGE 2: PRICE AND BBBEE

Only tenders that achieve the minimum stipulated threshold for functionality of 70% will be evaluated further in accordance with the 80/20 preference point systems. The 80 points will be allocated for price whilst, 20 points will be allocated for BBBEE both totaling 100 points.

The formula below will be used in calculating points scored for the Preference points system

8.3.1 STEP 1: CALCULATION OF POINTS FOR PRICE

The first step under price and BBBEE is to calculate the price points for tenderers who progressed to this stage of evaluation as per formula below.

$$Ps = 80 \left\{ 1 - \frac{Pt - Pmin}{Pmin} \right\}$$

Where

Ps = Points scored for comparative price of tender under consideration.

Pt = Comparative price of tender under consideration.

Pmin = Comparative price of lowest acceptable tender.

8.3.2 STEP 2: BBBEE LEVEL OF CONTRIBUTION

The second step under price and BBBEE is to calculate BBBEE points for tenderers who progressed to this stage of evaluation as per below BBBEE status level of contribution.

The level 1 contributor will obtain 10 points and the last level contributor will obtain the lowest points as per table below.

BBBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
• Non- compliant contributor	0
• A letter of verification in progress	0

* Only a SANAS accredited or similar certificate is acceptable	
--	--

8.3.3 STEP 3: FINAL SCORE

The points scored for price (step 1) will be added together with the points scored for BBBEE (step 2) to obtain the tenders total points.

PURCO SA and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing;

PURCO SA and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide PURCO SA and/ or Member/s with all necessary access, assistance and/or information which PURCO SA and/ or Member/s may reasonably request and to respond within the given time frame set by PURCO SA and/ or Member/s;

PURCO SA and/ or Member/s will evaluate the Tenders with reference to PURCO SA set and approved evaluation criteria as indicated in the tender document.

9. PRICING SCHEDULE

Pricing schedule – ALL PRICES SHOULD BE INCLUSIVE OF VAT

For tender purposes Pricing Schedule will be based on transport costs per cubic meter, **PACKAGING INCLUDED.**

No	Tender Specification	Cost Rand (VAT Inclusive)
1.	Storage cost per cubic meter per week	
2.	Re-delivery costs per cubic meter (50 km) radius	
3.	Full Risk Insurance cost per R1000 value or part thereof	
4.	Packaging	
5.	Other	

For tender purposes Pricing Schedule will be based on transport costs per cubic meter, **PACKAGING EXCLUDED.**

No	Tender Specification	Cost Rand (VAT Inclusive)
1.	Storage cost per cubic meter per week	
2.	Re-delivery costs per cubic meter (50 km) radius	
3.	Full Risk Insurance cost per R1000 value or part thereof	
4.	Other	

Name of Tenderer:

Completed by:

Date:

Request for Proposal: PUR 600/3

Addendum 1

Technical Specifications and Pricing

Documentation	Requirement	Included in required format (Please tick)
Technical specifications and pricing as per worksheet	A hard copy of each work sheet and pricing schedule must be printed out, signed by a duly authorised representative and included in this section	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

1.SPECIFICATIONS 1 : TRANSPORT COSTS PER CUBIC METER, PACKAGING INCLUDED

																		Makhado
																		Polokwane
																		Pretoria
																		Johannesburg
																		Potchefstroom
																		Vanderbijlpark
																		Bloemfontein
																		Durban
																		Pietermaritzburg
																		Empangeni
																		Umtata
																		East London
																		Fort Beaufort
																		Grahamstown
																		Port Elizabeth
																		Stellenboch
																		Cape Town
																		Windhoek
Windhoek	Cape Town	Stellenboch	Port Elizabeth	Grahamstown	Fort Beaufort	East London	Umtata	Empangeni	Pietermaritzburg	Durban	Bloemfontein	Vanderbijlpark	Potchefstroom	Johannesburg	Pretoria	Polokwane	Makhado	

- 1 The above should be completed as per attached example.
- 2 Storage cost per cubic meter per week R.....
- 3 Re-delivery costs per cubic meter (50 km) radius R
- 4 Full Risk Insurance costs per R1000 value or part thereof R...../R1000

Confidential

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2.SPECIFICATIONS 2: TRANSPORT COSTS PER CUBIC METER, PACKAGING EXCLUDED

																		Makhado
																		Polokwane
																		Pretoria
																		Johannesburg
																		Potchefstroom
																		Vanderbijlpark
																		Bloemfontein
																		Durban
																		Pietermaritzburg
																		Empangeni
																		Umtata
																		East London
																		Fort Beaufort
																		Grahamstown
																		Port Elizabeth
																		Stellenboch
																		Cape Town
																		Windhoek
Windhoek	Cape Town	Stellenboch	Port Elizabeth	Grahamstown	Fort Beaufort	East London	Umtata	Empangeni	Pietermaritzburg	Durban	Bloemfontein	Vanderbijlpark	Potchefstroom	Johannesburg	Pretoria	Polokwane	Makhado	

1. The above should be completed as per attached example.
2. Storage cost per cubic meter per week R
3. Re-delivery costs per cubic meter (50 km) radius R
4. Full Risk Insurance cost per R1000 value or part thereof R/R1000

3.TRANSPORTATION COST PER CUBIC METREE: EXAMPLE

																		Makhado
																		Polokwane
			A															Pretoria
																		Johannesburg
																		Potchefstroom
																		Vanderbijlpark
		B																Bloemfontein
																		Durban
																		Pietermaritzburg
																		Empangeni
																		Umtata
																		East London
																		Fort Beaufort
																		Grahamstown
																		Port Elizabeth
																		Stellenboch
																		Cape Town
																		Windhoek
Windhoek	Cape Town	Stellenboch	Port Elizabeth	Grahamstown	Fort Beaufort	East London	Umtata	Empangeni	Pietermaritzburg	Durban	Bloemfontein	Vanderbijlpark	Potchefstroom	Johannesburg	Pretoria	Polokwane	Makhado	

The quote for transporting furniture from Pretoria to Grahamstown is filled in the relevant space where the two columns intersect (Point A)
The same applies for Bloemfontein to Cape Town (Point B).

4. PRICING SCHEDULE: EXAMPLE

PLEASE COMPLETE THIS EXAMPLE:

CUSTOMER:	PURCO SA
COLLECTION ADDRESS:	PURCO SA 8 Invicta Road , Midrand
DELIVERY ADDRESS:	NMMU University Way Summerstrand Port Elizabeth
REMOVAL:	
Content	Normal office furniture ± 50m³
Cost of removal from collection address to delivery address	
STORAGE	
Cost of storage per month:	
(a) Palletised	
(b) Loose stack	
Storage insurance per month	
PACKING	
Cost of Packing	
Cost of special wrapping/crating	
INSURANCE	Value of the furniture is ± R 500 000
"All risk" Transit Insurance Rate (inclusive of handling charge) @ % on value	
ALL PRICES INCLUSIVE OF VAT	
TOTAL:	

5. MINIMUM REMOVAL AND PACKING REQUIREMENTS

5.1 VEHICLES

- 5.1.1 Closed pantechnicon weather proof bodies suitable for moving household effects.
- 5.1.2 Must be roadworthy with valid roadworthy certificate and license.

5.2 LOADING EQUIPMENT

- 5.2.1 Blankets/pack mats – minimum of 10 per 2,8m³ of vehicle volume.
- 5.2.2 Adequate webbing – not less than 50mm wide.
- 5.2.3 Loading trolleys
- 5.2.4 Ladders – minimum of one per vehicle to reach highest point inside vehicle.
- 5.2.5 Fire extinguishers – minimum 2,5kg dry powder.
- 5.2.6 Toolbox with screwdrivers, allen keys, stanley knife, shifting spanner and marking pen.

5.3 PACKING MATERIAL

- 5.3.1 Sealing tape
- 5.3.2 Clean white paper (not newspaper)
- 5.3.3 Range of clean cardboard cartons
- 5.3.4 Protective plastic covers at least 65 micron thick for upholstered items

5.4 PERSONNEL

- 5.4.1 Trained driver/supervisor and loading crew.
- 5.4.2 Protective clothing for move personnel.
- 5.4.3 Supervisor must be able to write up a detailed inventory and label all items.

5.5 STORAGE

- 5.5.1 Suitable weatherproof warehouse with adequate valid fire protection equipment.
- 5.5.2 24 Hour security.
- 5.5.3 Pest control.
- 5.5.4 Dust covers where goods are not stored in pallet boxes.
- 5.5.5 Inventory control of items moving in and out of warehouse.
- 5.5.6 Pack mats/blankets for stacking of loads.

5.6 TRANSIT INSURANCE

- 5.6.1 All risks transit and storage insurance must be provided.
- 5.6.2 Suitable insurance proposal form to be provided.
- 5.6.3 Proof of insurance cover to be provided in the form of an insurance cover

note/certificate and Policy Holder Protection rules

QUOTATION		
CUSTOMER:		Quotation Number:
POSTAL ADDRESS:		
COLLECTION ADDRESS:		Quotation Date:
DELIVERY ADDRESS:		
REMOVAL:		
1 Cost of removal from collection address to delivery address/storage		
2 Cost of removal from collection address to delivery address/storage		
3 Redelivery from storage to delivery address		
STORAGE		
8 Cost of storage per month:		
(a) Palletised		
(b) Loose stack		
9 Storage insurance per month		
PACKING		
10 Cost of Packing included or not required		
11 Cost of special wrapping/crating		
INSURANCE		
12 "All risk" Transit Insurance Rate (inclusive of handling charge) @ % on value		
ALL PRICES INCLUSIVE OF VAT TOTAL:		R
CUSTOMER'S ACCEPTANCE:	CONTRACTORS SIGNATURE	
FULL NAME:.....	
SIGNATURE:	
DATE:	
Name of Tenderer :		
Completed by:		
Date:		

From	To
Makhado	Polokwane
Polokwane	Pretoria
Pretoria	Johannesburg
Johannesburg	Potchefstroom
Potchefstroom	Vanderbijlpark
Vanderbijlpark	Bloemfontein
Bloemfontein	Durban
Durban	Pietermaritzburg
Pietermaritzburg	Empangeni
Empangeni	Umtata
Umtata	East London
East London	Fort Beaufort
Fort Beaufort	Grahamstown
Grahamstown	Port Elizabeth
Port Elizabeth	Stellenboch
Stellenboch	Cape Town
Cape Town	Makhado

10. DECLARATION

I, the undersigned

From (Name of Supplier)

- a) Declare that I have studied the contents of this document and, that the organisation I represent agrees to the terms and condition of this RFP without any exceptions and, is prepared to carry out the services according to the specifications and to the satisfaction of PURCO SA and its Members.
- b) Has the authorisation to sign tender documents on behalf of my company. Attached a Director's resolution or proxy, authorising to sign this document on behalf of the company (See Appendix H).
- c) Declare that the company has the financial ability to meet its obligations in respect of this RFP and that it is in a sound position to meet its overall financial commitments.
- d) State that the information submitted is true and correct.
- e) Certify that as far as I/we know no member of our company have any direct or indirect vested interest in PURCO SA or its Members.

Signed at _____ on this _____ day of _____ 20____

Signature and capacity

Initials and Surname

GENERAL TERMS AND CONDITIONS OF THE TENDER

11. ESCALATION MECHANISM

11.1 Escalation of prices

11.2 Any escalation in prices will be considered only under exceptional circumstances and upon a detailed breakdown of the various cost components and the percentage each cost component contributes to the total selling price.

11.3 PURCO SA reserves the right to accept price increases or to terminate the contract in part or in whole.

11.4 No price increase with retrospective effect shall be considered.

11.5 Any application for a price increase shall only become effective if approved by PURCO SA provided that a minimum period of 30 (thirty) days from date of application is required before any price increase may become effective.

12. PRICE OFFER AND ADJUSTMENTS

12.1 Prices quoted must be valid up to the conclusion and final award of the tender and thereafter remain fixed for a period of 12 months from the effective date of the contract-

12.2 Is the contract price firm for the duration of the contract period?

YES

NO

Please indicate the applicable block with ✓

12.3 If the reply to 11.2 is negative, on what grounds (with a breakdown of the various cost components and the percentage each cost component contributes to the total contract price) would price adjustments be requested?

Factors that contribute to any price escalation for locally manufactured goods

Cost Components	Weighting

12.4 Factors that contribute to any price escalation for imported goods

- a) Please state the Rate of Exchange at which your contracted price was based:

Please note: Should there be a price variance of more than 5% due to Rate of Exchange, then only will a price adjustment be considered.

- b) Frequency of Escalation:_____

- c) Any Statutory Related Price Adjustment_____

- d) Price Formulas:_____

- e) References to Indices:_____

- f) PURCO SA reserves the right to audit evidence forwarded as motivation for price adjustments.

13. TENDER FORM, IMPORTANT CONDITIONS & MISCELLANEOUS REQUIREMENT

13.1 I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to PURCO SA on the items and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

13.2 I/We agree that:

- a) The offer herein shall remain binding upon me/us and open for acceptance by PURCO SA during the validity period indicated and calculated from the closing time of the tender;
- b) If I/we withdraw my/our tender within the period for which I/we have agreed that the tender should remain open for acceptance, or fail to fulfil the contract when called upon to do so, PURCO SA may without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and PURCO SA and I/we will then pay to PURCO SA any additional expense incurred by PURCO SA having either to accept any less favourable tender or fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tender and by the subsequent acceptance of any less favourable tender, PURCO SA shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss PURCO SA may sustain by reason of my/our default;
- c) If my/our tender is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and the SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to the SA Post Office Ltd shall be treated as delivery to me/us;

- d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic (full address).
- e) I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- f) I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principles (s) liable for the due fulfilment of this contract.
- g) I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
- h) I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or tender(s) involved.

Are you duly authorized to sign Appendix H: Acknowledgement of the tender?

***YES / NO**

Has the Declaration of Interest been duly completed and signed?

***YES / NO**

**Delete whichever is not applicable*

SIGNATURE (S) OF TENDER OR ASSIGNEE(S)

DATE:.....

Please complete the following in block letters

Capacity and particulars of the authority under which this tender is signed

.....

Name of Service Provider

Postal Address

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Telephone number(s) (Toll free if applicable)

Facsimile number(s)

Email Address(s)

Tender Number

Name of contact person

14. ACKNOWLEDGEMENT OF TENDER

14.1 I/We _____ having examined the Request for Proposal Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite goods and/ or services in conformity with the aforesaid documents.

14.2 Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

Signature

Date

Request for Proposal: PUR 600/3

APPENDIX A

RFP Document

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Each page must be initialled by a duly authorised representative and the declaration signed in full	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX A.1 COMPANIES YEARS OF EXPERIENCE / EXISTENCE

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach Company Profile	<input type="checkbox"/>
	Indicate number of years of experience / existence Year/s	

<i>Please sign that the contents of this Appendix has been verified</i>	
Name	
Signature	

Request for Proposal: PUR 600/3

Appendix A.1.1: ATTACH PROOF THAT FLEET IS FULLY MAINTAINED AND SERVICED

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach proof of latest maintenance and service contracts.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

Appendix A.1.2: ATTACH PROOF THAT TRUCKS FULLY FITTED WITH TRACKING DEVICES

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach proof that trucks fully fitted with tracking devices	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: Request for Proposal: PUR 600/3

Appendix A.2: RISK COVER / TRANSIT INSURANCE

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Provide proof of risk cover/ transit insurance	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

Appendix A.3: PACKAGING SERVICES

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach proof of compliance with tender specification	<input type="checkbox"/>
	1) Packing and unpacking	<input type="checkbox"/>
	2) Dismantling and assembling furniture	<input type="checkbox"/>
	3) Protective packaging for delicate items	<input type="checkbox"/>
	4) Cleaning before and after move	<input type="checkbox"/>
	5) Storage facilities of office and household goods	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

Appendix A.4: VALID DRIVERS LICENSE

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach proof that driver has a legal driver's license	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

Appendix A.5: STORAGE FACILITIES

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Attach proof of suitable weatherproof secured water house with adequate fire protection equipment	<input type="checkbox"/>

Request for Proposal: PUR 600/3

APPENDIX B

Technical Specifications

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Each page must be initialled by a duly authorised representative and the declaration signed in full. In addition, the suppliers may include all the specification information. e.g. specifications on the type of material, colour of material etc.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX B.1

Pricing Table

Documentation	Requirement	Included in required format (Please tick)
RFP Document	Price table on page must be completed	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX C

Infrastructure and operational information

Documentation	Requirement	Included in required format (Please tick)
Infrastructure and operational response	A hard copy of the response documentation must be printed out, signed by a duly authorised representative and included in this section	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX D

Company Registration Documents

Documentation	Requirement	Included in required format (Please tick)
Company Registration Document	Please ensure that each document is certified	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX E

Tax Clearance certificate

Documentation	Requirement	Included in required format (Please tick)
Tax Clearance certificate	Please ensure that the Tax clearance certificate is valid and certified if it is not an original copy	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX F

Financial Statements

Documentation	Requirement	Included in required format (Please tick)
Financial statements	Please ensure that the financial statement for the last financial year and that they are certified.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX G

BBBEE Certification

Documentation	Requirement	Included in required format (Please tick)
BBBEE certification	Supply a valid BBBEE certificate	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX H

Security of Supply and Board Resolution

Documentation	Requirement	Included in required format (Please tick)
Letter from OEM	Please include certified copy	<input type="checkbox"/>
Board Resolution	Include Board resolution for delegation of authority	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX I

Additional information

Documentation	Requirement	Included in required format (Please tick)
Brochures and specification	Please feel free to include any additional information concerning your company or products	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX J

EMAIL COVER PAGE

RFP Questions –

To:

Fax:

E-mail:

From: Company Name: _____

Contact Name: _____

Telephone: _____

Fax: _____

Reference to Section _____ of **Request for Proposal: PUR 600/3**

Question:

Total Number of Pages (including cover): _____

Request for Proposal: PUR 600/3

APPENDIX K

CSD Registration

Documentation		Requirement	Included in required format (Please tick)
CSD Sheets	Summary	Please provide your company CSD Registration Number and Summary Sheets MAAA_____	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

SUPPLIER DEVELOPMENT INITIATIVE

1. PURCO SA Membership actively supports Supplier Development and Empowerment of suppliers that are locally based.
2. Our members expect potential suppliers to buy into this initiative in order to assist developing previously disadvantaged communities.
3. Tenderers to provide example of what they have done for Supplier Development Initiatives for Emerging Enterprises.
4. Suppliers should also propose a plan/program as to how they would engage Suppliers locally in attempt to support Supplier Development.

Responses to be attached to the following Appendixes

Request for Proposal: PUR 600/3

APPENDIX L

SUPPLIER DEVELOPMENT

Documentation	Requirement	Included in required format (Please tick)
Supplier Development	Tenderers to provide example of what they done for Supplier Development Initiatives.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX M

SUPPLIER DEVELOPMENT

Documentation	Requirement	Included in required format (Please tick)
Supplier Development	Attach plan/program as to how they would engage Suppliers locally in attempt to support Supplier Development.	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

Request for Proposal: PUR 600/3

APPENDIX N

REGIONAL SUPPLIERS

Supplier	Requirement	Included in required format (Please tick)
Regional Suppliers	Indicate which regions you are supplying for	<input type="checkbox"/>

Please sign that the contents of this Appendix has been verified

Name

Signature

List of PURCO SA Members and location

Type of Membership	No	Member	Institution Abbreviation	Area	Group
Associate Member	1	Academy of Science of South Africa	ASSAF	Gauteng	Group 2
Associate Member	2	AFRICA HEALTH RESEARCH INSTITUTE	AHRI	KZN	Group 5
TVET College	3	Boland TVET College	BOL	Western Cape	Group 7
University	4	Cape Peninsula University of Technology	CPUT	Western Cape	Group 7
TVET College	5	Capricorn TVET College	CTC	Gauteng	Group 1
TVET College	6	Central Johannesburg TVET College	CJC	Gauteng	Group 2
University	7	Central University of Technology	CUT	Free State	Group 4
Associate Member	8	Centre for the AIDS Programme of Research in South Africa	CAPRISA	KZN	Group 5
TVET College	9	Coastal KZN TVET College	CKTC	KZN	Group 5
TVET College	10	College of Cape Town	CPT	Western Cape	Group 7
Associate Member	11	Council for Scientific and Industrial Research	CSIR	Gauteng	Group 2
University	12	Durban University of Technology	DUT	KZN	Group 5
TVET College	13	Ehlanzeni TVET College	ETC	Gauteng	Group 1
TVET College	14	Elangeni TVET College	EC	KZN	Group 5
Associate Member	15	Engineering Council of South Africa	ECSA	Gauteng	Group 2
TVET College	16	False Bay TVET College	FBTC	Western Cape	Group 7
TVET College	17	Flavius Mareka TVET College	FMC	Free State	Group 4
TVET College	18	Gert Sibande TVET College	GSTC	Gauteng	Group 1
Associate Member	19	Independent Institute of Education	IIE	Gauteng	Group 2
TVET College	20	Majuba TVET College	MTC	KZN	Group 5
University	21	Mangosuthu University of Technology	MUT	KZN	Group 5
Associate Member	22	Milpark Education	MILPARK	Gauteng	Group 2
Associate Member	23	MINTEK	MINTEK	Gauteng	Group 2
Associate Member	24	Monash University	MONASH	Gauteng	Group 2
Associate Member	25	Moonstone Business School of Excellence	MBSE	Western Cape	Group 7
TVET College	26	Motheo TVET College	MTC	Free State	Group 4
Associate Member	27	Namibia University of Science & Technology	NUST	Namibia	Group 8
Associate Member	28	National Research Foundation	NRF	Gauteng	Group 2
University	29	Nelson Mandela University	NMU	Eastern Cape	Group 4
Associate Member	30	National Health Laboratory Services	NHLS	Gauteng	Group 2
University	31	North West University	NWU	North West	Group 3
TVET College	32	Northlink TVET College	NLC	Western Cape	Group 7
TVET College	33	Port Elizabeth TVET College	PEC	Eastern Cape	Group 4
Associate Member	34	Quality Council on Trade and Occupation	QCTO	Gauteng	Group 2
University	35	Rhodes University	RU	Eastern Cape	Group 4
University	36	Sefako Makgatho Health & Sciences University	SMU	Gauteng	Group 2
University	37	Sol Plaatje University	SPU	Kimberley	Group 7
Associate Member	38	South African Qualifications Authority	SAQA	Gauteng	Group 2
Associate Member	39	South African Bureau of Standards	SABS	Gauteng	Group 2
University	40	Stellenbosch University	SUN	Western Cape	Group 7
TVET College	41	Thekwini TVET College	TVC	KZN	Group 5
TVET College	42	Tshwane North TVET College	TNC	Gauteng	Group 2
University	43	Tshwane University of Technology	TUT	Gauteng	Group 2
Associate Member	44	UMALUSI Council for Quality Assurance in General and Further Education and Training	UMALUSI	Gauteng	Group 2
University	45	University of Cape Town	UCT	Western Cape	Group 7
University	46	University of Fort Hare	UFH	Eastern Cape	Group 4
University	47	University of Johannesburg	UJ	Gauteng	Group 2
University	48	University of KwaZulu-Natal	UKZN	KZN	Group 5

List of PURCO SA Members and location – Continued

Type of Membership	No	Member	Institution Abbreviation	Area	Group
University	49	University of Limpopo	UL	Limpopo	Group 1
University	50	University of Mpumalanga	UMP	Mpumalanga	Group 2
Associate Member	51	University of Namibia	UNAM	Namibia	Group 8
University	52	University of Pretoria	UP	Gauteng	Group 2
University	53	University of South Africa	UNISA	Gauteng	Group 2
University	54	University of the Free State	UFS	Free State	Group 4
University	55	University of the Western Cape	UWC	Western Cape	Group 7
University	56	University of the Witwatersrand	WITS	Gauteng	Group 2
University	57	University of Venda	UNIVEN	Venda	Group 1
University	58	University of Zululand	UNIZULU	KZN	Group 5
University	59	Vaal University of Technology	VUT	Gauteng	Group 2
University	60	Walter Sisulu University	WSU	Eastern Cape	Group 4

Groupings (as indicated above) - Kindly indicate by placing a ✓ next to the applicable group you will be tendering for:

Group 1	
Group 2	
Group 3	
Group 4	
Group 5	
Group 6	
Group 7	
Group 8	

Distribution Area

- 1.1 On the following page you will find a map of South Africa indicating the major cities. Kindly place a BOLD ✓ (tick) on the city that you are able to distribute to.
- 1.2 Who is your distribution Partner:

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