

SOUTH AFRICAN POLICE SERVICE



SOUTH AFRICAN POLICE SERVICE

Private Bag X254

Reference	: SCM 13/25
Enquiries	: NS Bambo
Telephone	: 012 841 7201/082 308 0662
Fax & E mail	BamboN@saps.gov.za

DIVISIONAL COMMISSIONER
SUPPLY CHAIN MANAGEMENT
PRETORIA
0001

Name of company

Attention: _____

Tel & Cell number: _____

Email: _____

SAPS 106 NUMBER: _____

SERVICES REQUIRED: APPOINTMENT OF CONTRACTOR FOR DAY TO DAY MAINTENANCE TO REPAIR OR REPLACE SHOWER DOOR, WINDOW GLASSES AND DAMAGED CEILING

QUOTATION SOURCE DATE: 2025-05-28

CLOSING TIME AND DATE: 11:00 ON: 2025-06-04 Validity of Quotation (days): 60

1. Kindly submit a price quotation on the attached price quotation form, for the item(s) indicated thereon.
2. The Following documentations must be attached to each Quotation/s:
 - CSD Report
 - CIDB Certificate/ if it is supply and fit
 - Quotation with Letter Head of the company
3. By submitting the price quotation, it is accepted that you have made yourself familiar with the following:
 - (a) "General Conditions of Contract" as available on request from this office as well as on Treasury website www.treasury.gov.za will be applicable to the contract concluded as a result of this price quotation.
 - (b) The SA Police Service reserves the right to award the price quotation in its totality to one supplier or per item to different suppliers.
4. Each price quotation must be posted to following addresses :
 - E mail: BamboN@saps.gov.za or Phahlaamohlakaa@saps.gov.za before the closing time and date.
5. Your timely response to this price quotation invitation before the closing time and date, as indicated above, will be highly appreciated.

NB: The SAPS reserve the right to accept any quotation or part of quotation or no quotation at all. Suppliers are requested to quote on all items and only as per the requested descriptions. Suppliers should not offer alternative items than those Prescribed in the quotation document. Products offered should comply with the requested standard as indicated. If it is however noted that standards are outdated or incorrect, the nearest standard may be indicated in the space provided without offering an alternative product. If the supplier does not meet the stated above requirements their quotation/s will be disqualified.

**_____
SIGNATURE OF SUPPLIER / SUPPLIER'S REP**

Date: _____

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WRITTEN PRICE QUOTATIONS – FIRM PRICES

[Up to a value not exceeding R1 000 000.00 (Inclusive of all applicable taxes)]

SECTION "A": TO BE COMPLETED BY PROCUREMENT PRACTITIONER

NAME OF COMPANY:
 TELEPHONE NUMBER:
 QUOTATION NUMBER: SCM 13/25
 VALIDITY PERIOD: 60 Days
 REQUIRED AT: DIVISION SUPPLY CHAIN MANAGEMENT
 CLOSING TIME AND DATE: 11:00 ON 2025/06/04
 QUOTATION DESCRIPTION: APPOINTMENT OF CONTRACTOR FOR DAY TO DAY MAINTENANCE TO REPAIR OR REPLACE SHOWER DOOR, WINDOW GLASSES AND DAMAGED CEILING

FAX NUMBER

CLOSING TIME AND DATE: 11:00 ON 2025/06/04

SECTION "B": COLUMN 1 TO 5 TO BE COMPLETED BY PROCUREMENT PRACTITIONER AND COLUMN 6 TO 9 TO BE COMPLETED BY SUPPLIER

1 ITEM NUMB ER	2 DESCRIPTION OF ITEM	3 UNIT OF MEASU RE	4 END USER	5 QUANTITY REQUIRED	6 PERIOD REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER	7 DELIVERY MUST BE FIRM (STATE YES/NO)	8 UNIT PRICE (INCLUDING ALL APPLICABLE TAXES AND DELIVERY AND DELIVERY COSTS)	9 SUBTOTAL PER ITEM
1.	REPAIR OR REPLACEMENT OF SHOWER DOOR AT GYMNASIUM	EACH	SCM	1				
2.	REPAIR OR REPLACEMENT OF WINDOW GLASS AT 5 TH FLOOR	EACH	SCM	1				
3	REPAIR OR REPLACEMENT OF WINDOW GLASS AT 6 TH FLOOR	EACH	SCM	1				
4.	REPLACEMENT OF DAMAGED CEILING AT PHUMULANI	EACH	SCM	1				
							TOTAL	

Please note: Prices quoted must include all applicable taxes and delivery costs.

SECTION "D": TO BE COMPLETED BY SUPPLIER

POINTS CLAIMED FOR SPECIFIC GOALS: (MAXIMUM OF 20 POINTS)

Preference points claimed, as provided for by the SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022), will be verified by the Department.

CONTACT PERSON NAME:
 SIGNATURE: DESIGNATION:
 ADDRESS:
 TELEPHONE NUMBER: FAX NUMBER:
 SIGNED AT: DATE:

SECTION "E": TO BE COMPLETED BY PROCUREMENT PRACTITIONER

COMPLIANCE VERIFICATIONS BY PROCUREMENT PRACTITIONER ON THE RECOMMENDED SUPPLIER PRIOR TO AWARD (PROOF MUST BE ATTACHED)
 *Delete whichever is not applicable

Is the supplier TAX compliant?	*Yes / No
Is there any director who is a government employee?	*Yes / No
Is the supplier or any of its directors restricted?	*Yes / No
Signature:	Date:

(Appendix POA, Revised: 2023-08-15)

This offer is subject to the stipulations of the General Conditions of Contract.

SECTION "C": TO BE COMPLETED BY PROCUREMENT PRACTITIONER

Each price quotation must be posted or emailed to BamboN@saps.gov.za. Or PhahlaamohlakaA@saps.gov.za(postal/email address)before the closing time and date.

SPECIAL CONDITIONS

- The quotation must be submitted on the official SAPS forms and **must** not be retyped by a supplier. Failure to comply **will** invalidate your quotation.
- The SAPS refer to a supplier which means, for example, company/manufacturer/service provider, etc.
- Prices quoted must be firm.
- Delivery period quoted must be firm.
- Quotation must be signed and dated by the supplier.
- Prices quoted must include all applicable taxes and delivery costs.
- The 80/20 preference point system will be applicable, i.e. 80 points for price and 20 points for specific goals claimed in terms of the Preferential Procurement Regulations 2022.
- Preference points claimed, as provided for by the SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022), will be verified by the Department.
- The supplier who scored the highest points in terms of the preference point system shall be contracted.
- "General Conditions of Contract" as available on request from this office as well as on National Treasury website www.treasury.gov.za will be applicable to the contract concluded as a result of this price quotation.
- The SA Police Service reserves the right to award the price quotation in its totality to one supplier or per item to different suppliers.
- If you are a sole supplier or agent of a product(s), a letter of confirmation from the manufacturer/company must be obtained in writing by the manufacturer/company that you are the sole supplier or agent of a product(s). Profit margin before tax must be confirmed in writing on a company letter. Failure to submit this letter on the closing time and date with your quotation **will** invalidate your quotation.
- If you are a supplier or agent and not the actual manufacturer and will be sourcing the product(s) from another company, a letter from that company(ies)/supplier(s) confirming firm supply arrangement(s) in this regard must accompany your quotation on the closing time and date. Further, this letter must also indicate that all financial arrangements with regard to payment between the supplier or agent and company have been finalized and the terms and conditions mutually agreed upon. Failure to submit this letter(s) **will** invalidate your quotation.
- If applicable, the attached BD 6 form must be completed and certified by the Local Health Authority. Failure to submit the completed and certified BD 6 certificate **will** invalidate your quotation.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons historically disadvantaged on the basis of race with at least 51% ownership	5	
Persons historically disadvantaged on the basis of gender with at least 51% ownership by women	5	
Persons with at least 51% ownership who are youth	5	
Persons historically disadvantaged on the basis of disability with at least 51% ownership	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>