

02 JULY 2020

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CORPORATE CLOTHING FOR MICT SETA.

RFQ	RFQ/MICT/10/2020
RFQ ISSUE DATE	02 JULY 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CORPORATE CLOTHING FOR MICT SETA.
CLOSING DATE & TIME	09 JULY 2020 @ 11:00
EMAIL FOR SUBMISSIONS	rfqs@mict.org.za

Submissions must be emailed to rfqs@mict.org.za on the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CORPORATE CLOTHING FOR MICT SETA.

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the “MICT SETA”, was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

MICT SETA seeks to appoint a bidder to supply and deliver corporate clothing.

2. SCOPE OF WORK

NO.	DESCRIPTION	QUANTITY
2.1	Bomber Jackets for Males	11
2.2	Bomber Jackets for Females	6
2.3	Golf T-Shirts for Male	11
2.4	Golf T-Shirts for Females	6
2.5	Blazers Male	17
2.6	Blazers Female	11
2.7	Ties, Waist Coats Male	17
2.8	Formal Shirts Male	32
2.9	Formal Shirts Female	22
2.10	Females Dresses	11
2.11	Females Neck Scarves	11

- 2.1 All Branding Material to be printed using MICT SETA Corporate Identity; All Branding Material should have MICT SETA logo; and Service Provider should provide different samples and artwork of the items.
- 2.2 Delivery-Bidders are required to provide **delivery times** from letter of award or purchase order. (this must be clearly detailed in the pricing)

2.3 Detailed specification: Corporate Clothing

NO	DESCRIPTION	QUANTITY
1.	<p>Bomber Jackets for Males - Colour: Navy Material: 100% polyester single jersey knit bonded with 100% polyester micro fleece, Catalyst Softshell Size: 360g/m2 Feature Adjustable hood (volume control tab) Adjustable Velcro closure at the sleeves Wind placket Two hand zip-pockets Left sleeve has a zip-pocket Two pockets on the inside Mobile phone pocket on the inside Elastic cords with stoppers at bottom hem as well as in hood Windproof 1000 and moisture vapour proof 1500 Slim fit</p>	11
2.	<p>Bomber Jackets for Female- Colour: Navy Material: 100% polyester single jersey knit bonded with 100% polyester micro fleece, Catalyst Softshell Size: 360g/m2 Features Adjustable hood (volume control tab) Adjustable Velcro closure at the sleeves Two hand zip-pockets Left sleeve has a zip-pocket Two pockets on the inside Mobile phone pocket on the inside Elastic cords with stoppers at bottom hem as well as in hood Rubber MICT SETA Logo label in the front Windproof 1000 and moisture vapour proof 1500 slim fit</p>	06
3.	<p>Golf T-Shirts for Male Mens Golf Shirt Colour: Grey Grammage: 165 g/m2 Material: 100% Cool Fit polyester melange single jersey knit Features Short sleeve golf shirt in a single jersey knit Features a self-fabric collar with self-fabric neck tape This shirt must have 3 button placket with tone-on-tone logo buttons. Buttons must be the same colour of the shirt Slim fit</p>	11
4.	<p>Golf T-Shirts for Female Ladies Golf Shirt Colour: Grey Quantity per Carton: 50 Carton Weight (in kg): 9.7 Carton Dimensions (in cm): 58 x 34 x 25 Grammage: 165 g/m2 Material: 100% Cool Fit polyester melange single jersey knit Features Short sleeve golf shirt in a single jersey knit Features a self-fabric collar with self-fabric neck tape This shirt must have 4 button placket with tone-on-tone logo buttons Buttons must be the same colour as the shirt</p>	06

	Slim fit	
5.	<p>Blazers Male</p> <p>Design: Fitted, lined slim fit blazer with Notch lapels, 2 front button fastening, long sleeves, 2 side flap pockets, a single vent to the rear, 1 internal pocket, 2 Button</p> <p>Colour: Greek Navy/ Blue/ Navy/ Nautical Navy</p> <p>Composition Outer: 100% Luxury Polyester Lining: 100% Viscose Fabric must be at least 2% Elastine</p>	17
6.	<p>Blazers Female</p> <p>Design: Fitted, Slim fit Long Sleeve Jacket with flaps Notch lapels, 2 front button fastening, 2 side Flap pockets, 1 internal pocket, 3 buttoned cuffs, single vent, fully lined with MICT SETA Logo</p> <p>Colour: Greek Navy/ Blue/ Navy/ Nautical Navy</p> <p>Composition Outer: 100% French Polyester Lining: 100% Viscose Fabric must be at least 2% Elastine</p>	11
7.	<p>Ties, Waist Coats Male (Quantity: 17)</p> <p>Ties 100% Polyester tie with adjustable neck strap, 7cm slim tie</p> <p>Waist Coats 100% Polyester tie with adjustable neck strap, 7cm slim tie Fabric must be at least 2% elastene</p>	17
8.	<p>Formal Shirts Male (Quantity: 32 for x16pp (x2pp))</p> <p>Details: Slim Fit, Plain white shirt, Classic collar, long sleeves, a button fastening and a curved hem</p> <p>Colour: Plain white shirt x2pp</p> <p>Composition 100% Cotton Rich Fabric must be at least 2% Elastene</p>	32
9.	<p>Formal Shirts Female</p> <p>Details: Slim Fit, classically fitted, Long sleeve smart Cotton Shirt, Approx. 67cm Centre Back Length</p> <p>Colour: Plain white shirt x11 and Plain Blue/Topaz shirt x11</p> <p>Composition 100% Cotton Rich</p>	22
10.	<p>Females Dresses</p> <p>Slim Fit, Lined, panelled dress. No sleeves, No pockets, Approx. 85cm Centre Back Length</p> <p>Composition Fabric: 100% French Polyester Lining: 100% Viscose</p>	11
11.	<p>Females Neck Scarves</p> <p>Size: One size fits all 142cm x 21cm Fabric: 100% Polyester with polka dots</p>	11

3. PRE-QUALIFICATION CRITERIA

- 3.1 **Locally Manufactured:** All items quoted must be manufactured in South Africa. **Any imported items will result in immediate disqualification, if not approved by DTI.** The Local Content Certificate from the DTI must be submitted with the response for all items and fabrics quoted
- 3.2 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.3 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)
- 3.4 Bidder must complete and sign the RFQ document by the authorised company representative.

Note: All bidders who do not comply with the items listed above will be disqualified.

4. COSTING

The quotation must reflect a detailed cost breakdown indicating the following, but limited to: see Annexure A as reference for pricing: **(Pricing must include a detailed cost breakdown below)**

5. FUNCTIONAL EVALUATION CRITERIA

5.1 BBBEE and Price

5.1.1 As the RFQ price is estimated to be between **R 30 000.00 and R 500 000.00**, therefore RFQ responses will be evaluated on the **80/20** Price & BBEE preference point system.

5.2 Functional Evaluation

5.2.1 The RFQ submission will be technically evaluated out of a maximum of **60**. (**phase 1**) a threshold of **40** out of the **60** has been set, bidders who fail to minimum threshold will be deemed non-responsive and will not qualify for further evaluation against **phase 2**.

5.2.2 **Phase 2** will be evaluated against a threshold of **40 points**. **Bidders who do not meet the set threshold of 40, will be deemed non-responsive and will be disqualified for further evaluation of BBBEE & Price Preference.**

5.2.3 Assessment of evaluation of the functional/ technical criteria will be based on the tables below:

Phase 1

Category	Description	Max. points
Delivery lead time	<p>The lead time for delivery from the date of approval is to be stated. Orders are not to take longer than 6 weeks from confirmation of order or letter of award.</p> <ul style="list-style-type: none"> 4-5 weeks = 30 points 6 weeks = 20 points <p>Non-compliance with minimum points = 0 points</p>	30
References	<p>The bidder is to provide a maximum of 5 contactable references (not older than 3 years) where corporate clothing has been supplied to organisations in a table format.</p> <ul style="list-style-type: none"> 4-5 references = 30 points 2-3 references = 20 points 	30
Total		60

5.2.4 Bidders are required to pass the minimum threshold of **40 points** on the functional criteria in order to be considered for phase 2, where samples will be evaluated.

Phase 2:

Category	Description	Max. points
Quality of samples	<p>Quality of samples: The stitching, fabric, embroidery, creation and finishing of the sample items are to be durable and of a high quality. The samples must be as per specification.</p> <p>Samples for the items listed below will be required: at no cost to MICT SETA</p> <p>Bomber Jackets for Males Bomber Jackets for Females Golf T-Shirts for Male Golf T-Shirts for Females Blazers Male Blazers Female Ties, Waist Coats Male Formal Shirts Male Formal Shirts Female Females Dresses Females Neck Scarves</p> <p>Sizes: to be confirmed</p>	40
TOTAL		40

Note: All bidders achieving less than the set threshold will be declared non-responsive.

6. ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{min})}{P_{min}} \right\}$$

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

8. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE 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

- 8.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 8.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard

as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 8.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 8.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

9. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

10. CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 10.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 10.2 Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 10.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 10.4 Award a contract to one or more bidder(s).
- 10.5 Accept any RFQ in part or full at its own discretion.
- 10.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 10.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

11. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- **Annexure A – Costing model**
- SBD 4 Declaration of Interest
- SBD 6.1 Preference Point Claim form
- SBD 6.2 Local Declaration
- SBD 8 Declaration of Bidder's past SCM Practices
- SBD 9 Certificate of Independent Bid Determination
- General Conditions of Contract



ANNEXURE A

COSTING MODEL: RFQ/MICT/11/2020 -APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CORPORATE CLOTHING FOR MICT SETA.

No.	Product Code	Estimated Annual Quantities	Material Cost	Embroidery/ Branding Cost	Production Cost	Overhead Cost	Transport Cost	Delivered Unit Price
1.	Bomber Jackets for Males	11						
2.	Bomber Jackets for Females	6						
3.	Golf T-Shirts for Male	11						
4.	Golf T-Shirts for Females	6						
5.	Blazers Male	17						
6.	Blazers Female	11						
7.	Ties, Waist Coats Male	17						
8.	Formal Shirts Male	32						
9.	Formal Shirts Female	22						
10.	Females Dresses	11						
11.	Females Neck Scarves	11						
12.	Delivery (where applicable)	1						
SUB -TOTAL								
VAT								
TOTAL PRICE								

NEXURE A