REQUEST FOR QUOTATION

Subject: Request for Quotations to Engage with Branded Merchandise Suppliers who can supply Personal Protective Clothing Options for CSA Staff

RFQ No: BRANDED PPE
Date of Issuance: 8 August 2023

1. Background
Conservation South Africa (CSA), as a local affiliate of Conservation International (CI), is committed to helping societies adopt a more sustainable approach to development, one that considers and values nature and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide.

CSA aims to create a working environment that is safe for all our staff and the people working on our projects and that minimizes their exposure to workplace hazards. CSA requires the services of a supplier who can provide, manage, and distribute Branded Personal Protective Equipment (PPE) for our staff. The supplier is to supply quality branded PPE that is durable and comfortable to wear. The supplier must also be able to present branding (embroidery and print screening) options for all required items using specified logos and sizes which will be provided per project.

CSA currently operates in Cape Town (Western Cape), Johannesburg (Gauteng), Matatiele (Eastern Cape), Springbok (Northern Cape) and Acornhoek (Mpumalanga). The selected supplier will be expected to supply PPE to these sites and to facilitate size exchanges at no extra cost to the organisation.

In addition, and at no extra cost to CSA, the supplier should have the necessary expertise and industry experience to support CSA in defining fit for purpose PPE lists and specifications, as well as in streamlining and optimizing CSA’s PPE ordering, management and delivery processes to achieve timeous delivery of PPE and economies of scale.

2. Submission of Quotations:
   a. Deadline. All quotations are due on 18 August 2023 by no later than 18h00(SAST). Late submissions will not be accepted. Quotations should be sent by email, in PDF format, to csaprocurement@conservation.org. The subject line of the email must reference the RFQ No. of this solicitation.

   b. Validity of bid. 90 days from the submission deadline.

   c. Clarifications. Requests for clarification to this RFQ must be made in writing via e-mail to: csaprocurement@conservation.org no later than 15 August 2023 at 16h00

3. The Merchandise Supplier must submit the following, valid documentation in their RFQ proposal and preference will be given to servicers providers who meet all the specification and are able to offer bulk discounts.
• Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
• Full quotation of all items (each item to be costed) as per the provisional list and in the template provided in Attachment 2.
• Branding (embroidery and print screening) options and costings for two logos (which will be provided on request) as follows:
  o Back of the T-shirts and jackets 250mm wide, Left chest 90mm wide, height in proportion with logo, and
  o On hats 90mm wide, height in proportion with logo.
• Confirmation of ability to supply at scale within short lead times (please provide examples of where you have delivered this).
• Details of any discounts that you can offer and the terms and conditions of these. (Please provide the full price for the quote you provide against the provisional PPE list and give any discount details as a separate paragraph).
• Company profile.
• Company registration certificate.
• Tax certificate.
• A valid B-BBEE Verification certificate as follows:
  o The service provider needs to have a minimum of BBBEE Level 4 to be considered for this opportunity, and
  o Preference will be given to proposals from Service Providers with a BBBEE level 2 and above.
• Confirmation of the ability to be able to provide large orders within short lead times (please provide supporting examples).
• Contact information and permission to contact at least 3 references, who:
  o Have been your customer for at least 2 years,
  o During this 2-year period have spent more than 1 million rand per annum with you,
  o Have operations in rural areas in sectors such as Environmental/Nature Conservation and Management, Agriculture, Forestry, and
  o Have required you to deliver PPE to at least 750 people at the same time.

• If you have any existing partnerships with any small suppliers in the areas in which CSA operates that could improve logistics and operational efficiencies, please also include details in your RFQ response.

4. Specifications.
CSA is seeking a Service Provider to submit a proposal for supplying branded PPE for the items on the PPE list below, including the available colours per item, options on specifications where relevant and price per size. The Services Provider is to provide this information on the template below. Where there are different specifications for an item that could be considered as alternatives and where there is a different price depending on the colour, these should be listed as separate items in the template.

<table>
<thead>
<tr>
<th>DESCRIPTION OF GOODS</th>
<th>COLOURS AND SPECIFICATIONS AVAILABLE</th>
<th>SIZES</th>
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<tbody>
<tr>
<td>T-SHIRTS</td>
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<td>XXXL</td>
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</tbody>
</table>
**PRICE**

<table>
<thead>
<tr>
<th>PANTS, WORK SUITS AND JACKETS</th>
<th>28</th>
<th>30</th>
<th>32</th>
<th>34</th>
<th>36</th>
<th>38</th>
<th>40</th>
</tr>
</thead>
</table>

**PRICE**

<table>
<thead>
<tr>
<th>BOOT SIZES</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
</table>

* All available sizes (female and male) to be quoted.

**Provisional list of PPE Requirements**

*Please note that this list is not necessarily the final PPE list that will be required to be supplied as CSA will work with the Service Provider to ensure review both the list and the current specifications on the list to ensure that they are fit for purpose for the different projects and the different geographical regions in which CSA operates.*

- Branded 100% y Cotton Golf t-shirt
- Branded 100% cotton neck round t-shirt
- Safety shoes/boots (waterproof, slip-resistant sole with steel toe)
- Gumboots
- 65/35 Polycotton Conti work suits + extra pants with viz lite reflector tape on each leg (50MM)
- 65/35 Polycotton Plain pants only
- 65/35 Polycotton or 100% cotton shorts
- Branded 100% cotton face masks
- High polyester shell gloves (Gray Pride brand or equivalent specification)
- Safety eyewear glasses (Raven or equivalent specification)
- Branded sun hats (yellow, khaki, and navy-blue) string under the chin
- Branded jackets with hood – waterproof and suitable for working outside in temperatures down to 0 degrees Celsius
- Branded Fleece Jackets
- Branded men’s and ladiesparka jacket
- Rainsuits with reflectors
- Safety wear socks (all sizes) (Bova brand or equivalent specification)

**The Merchandise Supplier must be able to deliver the required merchandise to the following sites and be able to facilitate size exchanges.**

(a) Springbok, Northern Cape
(b) Matatiele, Eastern Cape
(c) Hoedspruit, Limpopo
(d) Acornhoek, Mpumalanga
(e) Cape Town, Western Cape
Other relevant information

- The appointed service provider may be required to be able to provide PPE to a large number of people and must be able to accommodate order size of anything from 50 sets to 1,400 sets with a maximum lead time of 4 weeks. Please confirm that you will be able to meet this requirement in your RFQ, and include details of any potential limitations or risks to being able to achieve this.
- Within the context of CSA being an NGO that operates as a Public benefit organisation, CSA currently has a service provider who can offer a 10% discount on bulk purchases. Please specify what discounts you are able to offer as part of your quotation if relevant.

5. Evaluation of Quotations. In evaluating quotations, CSA will seek the best value for money considering the merits of the technical and costs factors. Quotations will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
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<tbody>
<tr>
<td>Quotation fully complies with requirements of the RFQ.</td>
<td>20</td>
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<tr>
<td>Client references</td>
<td>10</td>
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<tr>
<td>Delivery terms and conditions</td>
<td>10</td>
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<tr>
<td>Price</td>
<td>40</td>
</tr>
<tr>
<td>B-BBEE Level</td>
<td>20</td>
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</table>

6. Currency. Price must be quoted in **ZAR** with taxes/duty shown separately. CSA reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

7. Price for shipping. Please provide prices and additional expenses for shipping (if any). CSA reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

8. Warranty & Replacement: Explain in detail the terms and conditions of the warranty provided by the company, and to what extent they apply.

9. Post-Performance: Explain any post-performance your company may offer.

10. Resulting Award. CSA reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CSA to award a purchase order, nor does it commit CSA to pay any costs incurred by the bidder in preparing and submitting the quotation. CSA reserves the right to enter negotiations about price and terms as required.
11. **Confidentiality.** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CSA may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CSA’s evaluation results are confidential and applicant scoring will not be shared among bidders.

12. **Code of Ethics.** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

13. **Attachments:**

   Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

   Attachment 2: Quotation Form
Attachment 1

Representation of Transparency, Integrity, Environmental and Social Responsibility

RFQ No. BRANDED PPE

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. CI’s Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI’s Code of Ethics, we certify:
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
   
   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business.
   
   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
   
   c. We are/were not involved in writing or recommending the scope of work for this solicitation document.
   
   d. We have not engaged in any collusion or price fixing with other offerors.
e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.

f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”.

Name: _____________________________________________

Signature: ___________________________________________

Title: _______________________________________________

Date: _______________________________________________
Attachment 2

Quotation Form

(This Form must be submitted only using the Vendor's Official Letterhead/Stationery)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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Total before tax:
VAT (if applicable)
Add: Other Charges (pls. specify)

Total Final and All-Inclusive Price Quotation

Company Name:  
Name of Representative:  
Title:  
Signature:  
Date:  

Tender #:  