

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	Development of 250 profiles for organization that is aligned to the approved structured and operating model		
<b>Quotation or Proposal no:</b>	RFQ/Job Grading SENT JG 2023		
<b>Date of Issue</b>	15/08/2023		
<b>Compulsory Briefing Session Date and Time</b>	N/A		
<b>Closing date:</b>	18/08/2023		
<b>Closing time:</b>	12pm	<b>Validity period:</b>	30 days

You are invited to provide a quote to carry out the deliver the goods, services or works defined in Annexure 1 attached.

### QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

<b>Quotations Administrator</b>	Tumelo Buang		
<b>Telephone no:</b>	+2711 471 4433	<b>Fax no:</b>	n/a
<b>E-mail:</b>	<a href="mailto:buangtp@sentech.co.za">buangtp@sentech.co.za</a> subject line: RFQ/Job Grading SENT JG 2023		
<b>The physical address of the SENTECH Office where quotation can be submitted to:</b>	Quotes to be submitted by email		

## Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) .....  
 .....Rand;

R.....(in figures)

#### THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

.....  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date



## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## RFQ Data

### 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

### 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 4. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

### 3. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	<ol style="list-style-type: none"> <li>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li> <li>2. <b>Stage 2 - Mandatory Evaluation</b> Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further.</li> <li>3. <b>Stage 3 – Price and Preference</b> Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20  Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</li> </ol>
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#### 4. EVALUATION CRITERIA

##### 4.1. TECHNICAL EVALUATION CRITERIA

###### 4.1.1. Mandatory Evaluation Criteria (Stage 2)

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
Must have extensive experience developing job profiles within the telecommunication industry		Reference List.	
<b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.</b>			

##### 4.2. Functional / Quality criteria (applicable)(Stage 3)-

Functional criteria	Points
Provide a copy of a template of a job profile developed.	15
Track record of developing job profiles and organisational design framework within the telecommunication industry. <ul style="list-style-type: none"> <li>0-5 years = 5 points</li> <li>5-10 years = 15 points</li> <li>10-15 years = 35</li> </ul>	35
The proposal needs to clearly reflect the job profile development methodology.	20
Contactable references must be provided indicating experience in developing job profiles within 3 years of project implementation): <ul style="list-style-type: none"> <li>0-2 reference letters = 5</li> <li>3-5 reference letters = 15</li> <li>5+ reference letters = 30</li> </ul>	30
<b>Total Points.</b>	<b>100</b>
<b>The minimum threshold for the functionality will be 80 of 100 points</b>	

#### 4.3. Technical Evaluation (Stage 4 ) - **Not Applicable**

	Item Description	Score	Comments	Proof required
1				
2				
2.1				
a				
c	Product warranty	2	Above 12year product (2); 10 - 11, year product (1,5); 5 -9 year product (0.1)	Attach spec sheet from Manufacturer
d	Output Performance warranty	2	Equal to or above 25 year perf. (2); 15 - 24 year perf. (1.5); 10 -14 year perf (0.1)	Attach spec sheet from Manufacturer
		10		
	Total score		The pass mark for further evaluation is 120 or more out of 170 points. Any points scored lower than the pass mark will the render the submission disqualified.	

**\*Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

#### 4.4. RISK ASSESSMENT (Stage 5)- **Applicable**

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

#### 4.5. Evaluation of Price and Preference (Stage 6)- **Applicable**

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

##### 4.5.1.The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

#### 4.5.1.1. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act

which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability

#### 4.5.1.2. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

Ps	=	Points scored for price of bid under consideration
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid

## **SCOPE OF WORK**

### **1. Purpose**

SENTECH is looking to appoint a suitable service provider to develop 250 job profiles for the organization that are aligned to the approved structure and operating model.

### **2. Background**

SENTECH is a Schedule 3B state owned company deriving its mandate from legislation, particularly the SENTECH Act and the Electronic Communications Act. In 1992, SENTECH was corporatized as a wholly owned subsidiary of the South African Broadcasting Corporation (SABC). In 1996, SENTECH Act, No. 63 of 1996 was amended, converting SENTECH into a separate public entity responsible for providing broadcasting signal distribution services as a common carrier to licensed television and radio broadcasters.

SENTECH has recently conducted an organisational design exercise to improve efficiency and effectiveness. There is a need to review the job profiles to ensure alignment to the strategy.

Job profiles need to be developed based on clear job accountability (duties, knowledge, skills, experience) as well as key inherent competencies for each position.

The job profiles must contain the following minimum requirements as well as alignment to the organisation's specific requirements:

- A market relevant job title.
- A job purpose statement.
- Defined key performance Areas (or key results areas).
- Duties, tasks and outputs that must be achieved.
- Knowledge, skills and experience prerequisites.



- The foundational and job specific competencies the role requires.

### 3. Alignment framework

The service provider must ensure alignment with the following key drivers when developing the job profiles.

- Organisational strategy
- Business model
- Operating model
- Organizational architecture
- Business processes
- Competency directory
- Capability maps

### 4. Scope of work

The service provider to develop 250 job profiles for the organization that are aligned to the approved structure and operating model within 3 three months.

The job profiles must contain the following minimum requirements as well as alignment to the organisation's specific requirements:

- A market relevant job title.
- A job purpose statement.
- Defined key performance Areas (or key results areas).
- Duties, tasks and outputs that must be achieved.
- Knowledge, skills and experience prerequisites.
- The foundational and job specific competencies the role requires.

### 5. Evaluation Criteria

#### 5.1 Mandatory Criteria (If applicable)

Mandatory Criteria	Proof Required
Must have extensive experience developing job profiles within the telecommunication industry.	Reference List

## 5.2 Functional / Quality criteria (if applicable)

Applicable for acquisitions between R 30 000 and R 500 000 and if no Functional Criteria, indicate “N/A”

(Applicable where Evaluation Method 3 or 4 is used.)

Functional criteria	Points
Provide a copy of a template of a job profile developed.	15
Track record of developing job profiles and organisational design framework within the telecommunication industry. <ul style="list-style-type: none"> <li>0-5 years = 5 points</li> <li>5-10 years = 15 points</li> <li>10-15 years+ = 35 points</li> </ul>	35 maximum
The proposal needs to clearly reflect the job profile development methodology.	20
Contactable references must be provided indicating experience in developing job profiles within 3 years of project implementation): <ul style="list-style-type: none"> <li>0-2 reference letters = 5</li> <li>3-5 reference letters = 15</li> <li>5+ reference letters = 30</li> </ul>	30 maximum
<b>Total Points:</b>	<b>100 points</b>

## 5.3 Minimum Score to Qualify (applicable to Functional Criteria)

If no Functional Criteria, indicate “N/A”

Minimum Score to Qualify for Further Evaluation	[Insert Minimum functional/ quality score]
<b>Total minimum threshold</b>	<b>80</b>

Other Requirements:

Kindly send your BBBEE Certificate, CSD report, Tax Pin and signed SBD 4 document