

REQUEST FOR PROPOSAL

CONTRACT NUMBER: CDC/196/23

CONTRACT DESCRIPTION:

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A COMPREHENSIVE eLEARNING & KNOWLEDGE MANAGEMENT SYSTEM FOR THE COEGA DEVELOPMENT CORPORATION (CDC)

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's approach, backed by its core values, is innovation and continuous improvement.

INVITATION AND SCOPE OF WORK

The CDC invites suitably qualified service providers to respond to the Request for Proposal for the provision of a comprehensive eLearning & knowledge management system for the Coega Development Corporation. The contract will be for a period of 36 months with an option to extend by additional 24 months depending on the satisfactory performance of the service provider.

The objective of this project is to support the Coega Development Corporation's broader digitalisation strategy to increase efficiencies and optimisation of resources across the Coega Development Corporation through the inclusion of a comprehensive eLearning and knowledge management platform.

SCOPE OF SERVICES

The scope of services entails the following:

- (i) System Functionality requirements

- (ii) Content functionality requirements
- (iii) Assessment functionality requirements
- (iv) Reporting functionality requirements
- (v) Additional functionality requirements

Each of the above (i) to (v) scopes of work are outlined in more detailed in the RFP Documents available for free download from the CDC Website.

CONDITIONS OF TENDER

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) The following shall apply:
 - (i) Public Finance Management Act (PFMA);
 - (ii) National Treasury Regulations;
 - (iii) Preferential Procurement Policy Framework Act, 2000; and
 - (iv) Preferential Procurement Regulations, 2022.
 - (v) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (vi) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (vii) B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013); and
 - (viii) Any other applicable legislation.
- (c) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (d) Preferential Procurement Policy Framework Act (PPPFA) 2000: Preferential Procurement Regulations, 2022 will apply.
- (e) The **80/20** preference point system will be used where points allocation will be as follows:
 - (i) Price – 80.00,
 - (ii) Specific goal (B-BBEE) – 20.00.
- (f) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the *dtic* B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.

- (g) Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (h) Bidders must complete and sign the POPI Act consent form. In case of Consortium/JV, a separate form in respect of each party to the JV must be completed.
- (i) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g., MAAA0.
- (j) The CDC will not award any more than five (5) active projects to one bidder, unless one project has reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded five contracts.
- (k) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
- (l) Bidders will be evaluated on functionality and are expected to meet the minimum of 60% threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided under Table A1 & A2 of the RFP document.
- (m) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act, Act (130 of 1993), Disaster Management Act, Act (57 of 2002) and, all relevant and applicable legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.
- (n) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
- (o) In case of Consortium/JV the Bidder must include the JV Agreement to enter into a Consortium/JV Agreement.
- (p) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realized. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (q) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorized person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.

- (r) Bidders are required to complete, sign, and submit Protection of Personal Information Act (POPIA) Consent Form.
- (s) The tender validity period for this project is twelve (12) weeks from closing date.

The RFP documents will be available for download from the CDC website (www.coega.co.za) from **Friday, 02 June 2023** at no cost. Potential bidders will be required to provide their email addresses on the CDC website before downloading the documentation for correspondence purposes. Potential bidders must therefore ensure that the email addresses are correct.

A **non-mandatory, virtual Briefing Meeting** will be held on **Monday, 12 June 2023 from 10:00 – 12:00** via Microsoft Teams [Click here to join the meeting](#)

Queries relating to this RFP may be addressed to **Ms. Zine Mtanda, Unit Head: Supply Chain Management** strictly via e-mail: tenderscdc19623@coega.co.za between the period of **02 June 2023 to 26 June 2023**. No new queries received **after 26 June 2023** will be considered.

Bids are to be placed in the tender box at the CDC's Main Office located at the **Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth)**. RFP documents will not be opened in public. No late submissions will be considered.

One original completed bid document shall be placed in a sealed envelope clearly marked with:

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The **closing date and time** for the receipt of complete bid documents is on **Monday 03 July 2023 at 12h00**.

Incomplete RFP Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled submissions will not be accepted.

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.