

REQUEST FOR QUOTATION (RFQ)

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|-------------------------------|---|---------------|--------------------------|
| Request for Quotation: | Business Continuity service to the PPECB | | |
| RFQ Number: | RFQ/ICT/BCP/2023/12 | | |
| Opening Date: | 02 November 2023 | | |
| Closing Date: | 17 November 2023 | Time: | 16h00 |
| Contact Person: | Lerato Ramabu | Email: | LeratoR@ppecb.com |
| Bid Validity Period | 60 Days | | |

1. PROJECT PURPOSE

To supply Business Continuity services to the PPECB.

2. SPECIFICATION

The PPECB is a Schedule 3A entity in terms of the Public Finance Management Act 1 of 1999. The PPECB is established in terms of Section 2 of the Perishable Products Export Control Act 9 of 1983. The main purpose of the PPECB is to promote the orderly, efficient, and sustainable export of perishable products from South Africa. The PPECB manages and monitors the cold chain for the export of perishable products from South Africa. The PPECB operates under two mandates, namely the Agricultural Products Standards Act and the Perishable Products Standards Act 9 of 1983.

The main operational activities of the PPECB are;

1. Quality and Phyto Inspections.
2. Export Certification
3. Cold Chain Services
4. Food Safety Services

The PPECB has a business continuity plan. However, the PPECB landscape has matured from a fully on-premises solution to a hybrid cloud-based solution. The business continuity plans require alignment to PPECB business objectives.

- Understand the PPECB mandate and strategic objective.
- Understand the PPECB technology landscape
- Review and update the Business Continuity Policy and Procedure,
- Conduct a business impact analysis,
- Develop a business continuity plan.
- Review and update the Disaster Recovery Plan in accordance with the new business continuity plan
- Develop recommendations and assist with engagement with third party suppliers, to align with updated business continuity plan.
- Oversee one iteration of disaster recovery plan with updates to the relevant documentation, policies and processes
- Provide business continuity Implementation plan for PPECB to execute
- All the above must ensure PPECB complies with international best practises, i.e., ISO 22301 and ISO 9001
- Knowledge skills and transfer to the PPECB
- Exclusion : implementation of the recommendations

a. Duration

The project is envisioned to run for a period of three to six months.

3. TERMS AND CONDITIONS OF BID

3.1 Bid Submission

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to: **LeraoR@ppecb.com**

Or

submitted electronically via Microsoft One Drive and shared with this email address

LeraoR@ppecb.com This submission must contain all information and documentation relating to the **RFQ/ICT/BCP/2023/12**

3.2 Closing Date.

3.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.

3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

3.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

3.4 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

3.5 CSD Registration

3.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.

3.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.

3.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

3.6 Acknowledgement and Acceptance

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

3.7 Insurance.

3.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

3.8 Response Preparation Cost and Ongoing Engagement

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

3.9 Reservations

- 3.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 3.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 3.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
- Accept a Quotation other than the lowest priced quotation.
 - Refuse to consider any Quotation not conforming with the requirements of this RFQ.
 - Ask any Service Provider to supply further information after the closing date.
 - Cancel this RFQ or any part thereof at any time.
 - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
 - Not to award the quotation at all.

4. Data Protection

- 4.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

5. News and press releases

- 5.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

6. Disclaimer

- 6.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.
- 6.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 6.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

7. General Terms and Conditions

The attached terms and conditions must be signed and send back with the RFQ response.

8. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for evaluation process.

1. SBD1 – Invitation to bid.
2. SBD4 - Bidder's Disclosure.
3. Valid Tax Clearance Certificate or Pin.
4. Valid BEE Certificate or EME/QSE Affidavit.
5. SBD6.1 – Preference Point Claim Form.
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

9. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

9.1 Stage 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 8**. Bidders must ensure that they complete and sign returnable documents.

| No. | Mandatory Criterion | Functional/Technical Evaluation | Comply | Comments X-Ref in Proposal | / |
|-----|---|---------------------------------|--|----------------------------|---|
| 1. | SBD4 - Bidder's Disclosure; | | <input type="checkbox"/> YES <input type="checkbox"/> No | | |
| 2. | Valid Tax Clearance Certificate or Pin; | | <input type="checkbox"/> YES <input type="checkbox"/> No | | |
| 3. | SBD6.1 – Preference Point Claim Form; | | <input type="checkbox"/> YES <input type="checkbox"/> No | | |
| 4. | Valid BEE Certificate or EME/QSE Affidavit; | | <input type="checkbox"/> YES <input type="checkbox"/> No | | |

Stage 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

Weighted Functional Criteria

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

| No. | Evaluation Criterion | Minimum Points | Maximum points |
|-----|--|----------------|----------------|
| 1. | <p><i>ISO 22301 certification</i></p> <p>The bidder must provide the Company ISO 22301 certification (5) Any additional professional accreditation or certification related to BCP (5) The Bidder should provide in their response:</p> <ol style="list-style-type: none"> 1. Staff complement / key personnel that will be assigned to PPECB for the duration of the project and for each resource provide: <ol style="list-style-type: none"> a. A one-page CV per resource including (5): b. Full names (5) c. Evidence of their ISO 22301 certification (5) d. Other certification related to BCP (5) e. Qualifications (5) f. Experience relevant to the scope of services.(5). <p>NB: The curriculum vitae must be signed by both the Bidder's authorised representative and the resource concerned, in order to confirm that it is accurate and complete. (5)</p> | | 45 |
| 2. | <p>Bidders should provide a company profile that includes:</p> <ol style="list-style-type: none"> 1. An organogram; (5) 2. Years of experience in the industry. <ol style="list-style-type: none"> 2.1 More than 5 years (10) 2.2 3-4 years (5) 2.3 Less than 3 years (0) | | 15 |
| 3. | <p>Reference Letters:</p> <ol style="list-style-type: none"> 1. Services rendered in respect of Business Continuity and related services (Attach 5 reference letters where BCP project conducted successful) not older than 3 years; <ol style="list-style-type: none"> 1.1 5 letters (10) 1.2 3-4 letters (5) 1.3 less than letters (0) <p>The letter must include the scope of the project , a contactable reference, and signed by the client. The letter must be on a Company letterhead, not older than 3 years include but not be limited to:</p> <ol style="list-style-type: none"> 1. A brief description of services rendered; (5) 2. Quality of service; and (5) 3. Performance (Testing and Evaluation) (5) 4. On a Company letterhead and signed by Client (5) 5. Clients Contact detail (5) <p>Please note that PPECB reserves the right to contact the clients for a reference check . It is therefore important to ensure that the clients listed on the schedule are contactable.</p> | | 35 |

| | | | |
|---------------------|--|------------|------------|
| 4. | The Bidder should provide in their response: - A detailed proposal of the Bidder's envisaged work plan that describes how the Bidder intends to render the services which are set forth in point 2. A Bidder must demonstrate a clear understanding of all tasks and activities in the scope of work. - A comprehensive plan detailing the: 1. Methodology (20) 2. Timelines;(5) 3. Milestones; and (5) 4. Deliverables and outcomes.(5) 5. Staff assigned to the project: a. % allocation in the project (5) b. Roles and responsibilities per phase; (5) | | 45 |
| 5. | SKILLS TRANSFER PLAN Bidders must demonstrate their approach to ensure skills and knowledge transfer to nominated PPECB BCP champions (10) | | 10 |
| Total Points | | 110 | 150 |

Functional Threshold

The minimum functional threshold is [110]. Points. Bidders who score less than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

9.2 POINTS AWARDED FOR SPECIFIC GOALS

9.1 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:

9.2 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 the 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.)

| No | Specific Goal | Supporting Evidence | Preference Points | Number of points claimed (80/20 system) (To be completed by the bidder) |
|-----------------------------|--|---|--|---|
| 1 | Black-owned enterprises | Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate | Total Points: 5 % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 5 50% to 69% = 3 Below 50% = 1 | |
| 2 | Women-owned enterprises; | Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate | Total Points: 5 % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0 | |
| 3 | Small business including EMEs or QSEs; | Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements | Total Points: 10 EME = 10 QSE = 10 Enterprises with turnover above R50m = 5 | |
| Total Specific Goals | | | 20 | |

10. Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- I. The risk of fruitless and wasteful expenditure to the PPECB;
- II. The risk of an abnormally low bid;
- III. The risk of a material irregularity;
- IV. The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- V. The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

11. SPECIFICATION APPROVAL

Specification Expert: *N Pretorius* Date: 1 Nov 2023

Executive: *[Signature]* Date: 2/11/2023

12. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.
RFQ No: **RFQ/ICT/BCP/2023/12 for the Business Continuity service to the PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) Signature

WITNESSES:

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