

RFQ Number	Seda/JHB02/2023/02
Issue Date	19 May 2023
Closing Date	25 May 2023, by no than 23:30pm
Submission Instruction on or before the closing date and time	Please forward your responses either via email or hand delivered on or before the closing date as follows: <u>Via email - sshiya@seda.org.za and amodise@seda.org.za</u> OR <u>Hand delivered</u> Seda Johannesburg Branch 33 Hoofd St, Braampark, Johannesburg 2000 Contact Details Tel: (011) 408-6500
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TERMS OF REFERENCE**1. Purpose**

The purpose of the project is to appoint a service provider to follow all due and required legal procedures and processes as stipulated by the law in executing a worldwide patent of a vehicle anti-theft/hi-jack device.

2. Background

A manufacturing company that has manufactured a vehicle anti-theft and anti-hijack device. The business is at the stage of manufacturing a prototype and hence the need for patenting.

3. Scope of Work

3.1. The appointed service provider will be expected to provide the following support:

3.1.1 to follow all due and required legal procedures and processes as stipulated by the law in executing a worldwide patent of a vehicle anti-theft/hi-jack device.

4. Seda's Roles and Responsibilities

4.1 To appoint a Service Provider who meets the functionality criteria.

5. Information required in the Proposal/Quotations

5.1. Demonstrate ability to provide required support as per 3 through at least two (2) References/Recommendation letters with contact details of previous work done in Patenting.

5.2. Completed and signed aSBD4 and SBD 6.1

5.3. BBBE Certificate or Exemption Certificate

6. Evaluation of the Proposal**6.1 Phase 1: SCM Assessment Documentation Criteria**

The following criteria will form the basis of the evaluation of all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

6.2 Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the scm assement documentation criteria on the basis of functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	Experience / Track Record Demonstrate ability to provide required support: (Patenting) done. - Two (2) reference/Recommendation letters = 60 points - One (1) Reference/Recommendation letter= 30 points - No reference/Recommendation letter = 0 points	60
2.	Methodology Detailed the approach on how the project will be done as per point 3 above by including the project plan with time frames. • Detailed approach with time frames covering all deliverables as per point 3 above = 40 points • Detailed approach with time frames not covering all deliverables as per point 3 above = 0 points	40
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

6.3. Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations, 2 as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

7. TERMS AND CONDITIONS

- ✓ Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.

- ✓ The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- ✓ Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- ✓ No late price quotations will be accepted under any circumstances.
- ✓ Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- ✓ Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- ✓ Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- ✓ This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Seda wishes to thank you in advance for your price quotation.