



**APPOINTMENT OF A SERVICE PROVIDER FOR RENEWAL OF SAGE 300 ERP, BPM,
VRM AND 4ASSET LICENSES AND SUPPORT FOR A PERIOD OF TWELVE (12) MONTHS.**

RFQ NUMBER	:	SEB/04/2024
ISSUE DATE	:	29 APRIL 2024
CLOSING DATE	:	06 MAY 2024
CLOSING TIME	:	12:00

PART 1
NOTICE TO TENDERERS

Quotations which must be completed as indicated in Part 3 of this RFQ are to be submitted as follows:

VIA EMAIL : scm-it@cefgroup.co.za

CLOSING DATE: 06 May 2024

1 Submissions to RFQ

Submissions to this RFQ [**Quotation**] must not include documents or reference relating to any other quotation or quotations. Any additional conditions must be embodied in an enclosed letter.

2. Preferential Procurement

CEF (SOC) Ltd fully endorses and supports the Government's Preferential Procurement Programme, and it would therefore prefer to do business with local business enterprises who share these same values. CEF (SOC) Ltd will accordingly allocate "preference points" in line with the preference point system and policy of CEF. All procurement bids will be evaluated accordingly.

2.1 Specific Goals and proof to claim points

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, bidders are to note that the following preference point systems are applicable to all tenders:

- the 80/20 system for tenders with a Rand value of up to R 50,000,000 (all applicable taxes included); and
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and if all tenders received exceed R 50,000,000.00, the lowest acceptable tender will be used to determine the applicable preference point system to evaluate tenders in line with Regulation 3(2)(b) of PPR 2022. Similarly, if the 90/10 preference point system is stipulated in this RFQ and all Tenders received are

equal to or below R 50, 000,000.00, the lowest acceptable tender will be used to determine the applicable preference point system to evaluate the tender in line with Regulation 3(2)(b) of PPR 2022. .

The value of this tender is estimated to be below R50, 000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

Bidders are required to complete SBD 6.1: Preference Point Claim Form and submit it together with proof that they meet CEF's preferential procurement specific goals as stipulated in the Claim Form to obtain preference points.

Note: Failure to submit a valid proof demonstrating compliance to specific goals at the closing date of this RFQ will result in a score of zero being allocated for specific goals.

3. Communication

- a) Bidders are warned that a bid submission may be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFQ between the closing date and the date of the award of the RFQ.
- b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following CEF (SOC) Ltd employee:

Name: Wellem Skhosana

Email: wellems@cefgroup.co.za

- c) Bidders may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

4 Tax Clearance

The bidder's valid Tax compliance PIN must accompany the quotation. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

5 Legal Compliance

The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

6 Pricing

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 Negotiations

CEF (SOC) Ltd reserves the right to undertake negotiations with any number of short-listed bidders prior to award of the bid.

8 Repudiations

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFQ's goods / service(s) and request bidders to re-tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;
- place an order in connection with this quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

CEF (SOC) Ltd will award the bid to the highest scoring bidder (s) unless objective criteria in terms of Section 2(1)(f) justify the award to another bidder.

9 Validity Period

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFQ.

10 Returnable Documents

Returnable Documents means all the documents, Parts and Annexures, as listed in the tables below.

- a) Bidders are required to submit with their quotations the mandatory **returnable documents** as detailed below.

Failure to provide all these returnable documents at the closing date and time of this RFQ will result in a bidder's disqualification.

Mandatory Returnable Documents	Submitted [Yes or No]
- Pricing/Quotation	
- Proof to claim specific goals (Valid B-BBEE Verification Certificate/BBBEE affidavit or copy thereof) Note: failure to submit proof to claim specific goals at the closing date and time of the RFQ will result in an automatic score of zero for preference points.	
ANNEXURE A – SBD 1: Invitation to Bid	
ANNEXURE B – SBD 4: Bidder's Disclosure	
ANNEXURE C – SBD 6.1: Preference points claims form	
Proof of Central Supplier Database registration (MAAA.....)	

PART 2
SERVICE REQUIREMENTS
SCOPE OF WORK

Refer to annexure D.

SELECTION CRITERIA

Phase 1: Commercial evaluation

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

- **Commercial evaluation of this bid will be in terms of the Preferential Procurement Regulations 2022. The regulations require that:** The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.



PART 3

QUOTATION FORM

I/We _____
hereby offer to supply the goods/ services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:
Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by CEF (SOC) Ltd in calling for Quotations afresh and/or having to accept any less favourable offer.

PRICING SCHEDULE

The bidder must provide an all-inclusive pricing offer that will cover the full scope of work.