

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>Provision of Annual ICT Training Subscription services</b>		
<b>RFQ Number:</b>	<b>RFQ/HCM/Subscription Services/2024/11</b>		
<b>Opening Date:</b>	<b>01 March 2024</b>		
<b>Closing Date:</b>	<b>15 March 2024</b>	<b>Time:</b>	<b>16h00</b>
<b>Contact Person:</b>	<b>Bukelwa Loliwe</b>	<b>Email:</b>	<b>Bukelwal@ppecb.com</b>
<b>Bid Validity Period</b>	<b>90 Days</b>		

### 1. PROJECT PURPOSE

PPECB seeks to appoint a service provider of annual training course subscriptions to enable ICT skills and talent development on multiple technical skills and levels.

### 2. PPECB BACKGROUND

The PPECB is a Schedule 3A national public entity that is constituted and mandated in terms of the PPEC Act, No. 9, of 1983 to perform cold chain services. The PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Land Reform and Rural Development under the APS Act, No.119 of 1990.

The PPECB's Executive Authority is the Minister of the Department of Agriculture, Land Reform and Rural Development who appoints the board members. The board comprises of representatives from the perishable product industries.

The PPECB employs ± 1 200 people, who deal with more than 200 products and 500 varieties. There are more than 50 service types, over 30 offices in 13 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices the PPECB also has several sub offices that operate on a seasonal or ad-hoc basis.

The PPECB, mandated by the Minister of the Department of Agriculture, Land Reform and Rural Development has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

The PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored, and transported at specific temperatures and optimum conditions. Please visit the PPECB's website on [www.ppecb.com](http://www.ppecb.com) for more information on the PPECB.

Our Vat registration number is 4520 1111 98.

### 3. SCOPE

Twenty-five (25) subscriptions are required for a period of 12 months, with the option to renew for further 12 months.

DEPARTMENT:	SUBSCRIPTIONS
Business Intelligence	3
Application Development	6
Cybersecurity	4
ICT Services/ Infrastructure	7
Product Delivery Management	5
TOTAL	25

The PPECB and the successful service provider will enter into a written contract and/or Service Level Agreement in respect of the topics and outputs as listed below.

#### Course Topics required:

	Business Intelligence:	
	3 subscriptions required:	Learning Pathway levels
1	<b>DATA analysis skills</b>	Y
	Data analysis - Querying data	
	Data profiling	
	Data Literacy	
	Data Quality	
2	<b>Tools skills</b>	Y
	Microsoft SQL developer (SSIS and Azure)	
	Microsoft Azure - DATA fundamentals, design, dev	
	Data Warehouse design and development	
	Power BI reporting and versions	
	DAX programming for PowerBI	
	Data Science basics	
	Big Data / Data Lake basics	
	Multidimensional models (SSAS) development	
	Master Data management & platform	
	MS PowerApps	
	Dataverse - MS common data model	
3	<b>Methodology</b>	
	DevOps: Agile	
	Data modelling & Data design	
	IT Governance	
	Data Governance	
	Data Architecture	
4	<b>Data visualisation</b>	Y
	Visualisation Techniques	
	Storytelling	
	KPI calculation	



	<b>Application Development:</b>	<b>Learning Pathway levels</b>
	<b>6 subscriptions required:</b>	<b>Y/N</b>
1	<b>Methodology</b>	
	ITIL	
	DevOps	
2	<b>Tools</b>	
	Power Apps	
3	<b>Testing</b>	
	Automation Testing (5)	
	Azure DevOps for Automation Testers + CICD Concepts (5)	
	ISTQB Foundation (5)	
	Advanced ISTQB (5)	
4	<b>Azure</b>	
	Azure DevOps Fundamentals	
	Developing Solutions for Azure	
	Designing and Implementing MS DevOps Solutions	
	Microsoft Azure - DATA fundamentals, design, dev	
5	<b>Frameworks</b>	
	TOGAF (2)	

	<b>Cybersecurity</b>	<b>Learning Pathway levels</b>
	<b>4 subscriptions required:</b>	<b>Y/N</b>
1	Certified in Cybersecurity (CCSM)	
2	Certified Cloud Security Professional (CCSP ®) with exam	
3	Certificate of Cloud Security Knowledge (CCSK & CCSK Plus)	
4	Certified in Governance Risk and Compliance (CGRC)	
5	Certified Information Systems Auditor (CISA®)	
6	CISCO Certified Information Systems Auditor®	
7	CISCO Certified CyberOps Associate (CBPROPS 200-201)	
8	Certified Information Security Manager (CISM®) with exam	
9	AccessData Forensic Toolkit (FTK)	
10	API Security	
11	AWS Cloud Security	
12	Bash Scripting for Security Operations	
13	Blue Team Tools	
14	Microsoft Azure Administrator	



	ICT Services/ Infrastructure	Learning Pathway levels
	7 subscriptions required:	Y/N
1	ITIL	
2	Microsoft Azure Fundamentals	
3	Microsoft Azure Administrator	
4	Microsoft Azure Design and Implementation of Network Infrastructure.	
5	Microsoft Azure – Configuring	
6	Microsoft azure - designing and implementing Microsoft azure networking solutions	
7	Designing Microsoft azure infrastructure solutions	
8	Configuring and operating a hybrid cloud with Microsoft azure stack hub	
	Certification Programme for Business Analysis	
10	Certificate in Cyber Security Analysis	

	Product Delivery Management (BAs & PMO)	Learning Pathway levels
	5 subscriptions required:	Y/N
<b>1</b>	<b>Business Analysis &amp; Project Management</b>	
	Certification of Capability in Business Analysis™ (CCBA®)	
	Certified Business Analysis Professional (CBAP®)	
	PMI Project Management Professional	
<b>2</b>	<b>Tools</b>	
	MS PowerApps	
	Microsoft Project 2021: Master Project Management	
	Azure DevOps Fundamentals	
	Microsoft Excel for Project Management	
	SQL Fundamentals	
<b>3</b>	<b>Methodology</b>	
	DevOps Agile Project Management	
	Business Process Model and Notation	
	IT Governance	
	Agile PRINCE2 Project Management	
<b>4</b>	<b>Framework</b>	
	TOGAF	
	Six Sigma	
	COBIT	

	Product Delivery Management (BAs & PMO)	Learning Pathway levels
	5 subscriptions required:	Y/N
<b>5</b>	<b>Project Management</b>	
	Agile Project Management accredited course	
	ICT Project Management Accredited course	
	MS Project course	
	Minute Writing	
	Business Reporting Writing	

### **Briefing Session: Not compulsory**

The briefing session will be held on \_\_06 March 2024\_\_ at 10am via Microsoft Teams.

### **3.1 Output requirement:**

The successful service provider will be required to fulfil the following requirements:

- Provide online skills assessments for each course required.
- Determine the learner's proficiency levels; beginner, intermediate, advanced as indicated in the departmental requirements above.
- Provide feedback on developmental actions required for progression on the learning path.
- Provide appropriate level of training aligned to the individual's skills proficiency results.
- Training must include practical application component in the forms of Labs/ sandboxes/ assignments.
- Training must be provided online.
- Provide progress results.
- Provide certificates upon successful course completion.

### **Proposal Requirements**

- Provide a proposal on the methodology and packages proposed according to the ICT departmental requirements.
- Online training should be provided in the proposal.
- Digital Training material must be provided to all delegates.
- Training Certificates for all successful delegates must be available no less than 1 month post completion.
- Proof of training completion must be provided for auditing purposes.
- The provider must provide valid proof of training service provider accreditation.
- The service provider to provide three contactable references where these trainings has been provided.
- **The costings must be valid as of 01 April 2024 and what are the acceptable range is for variances in exchange rates.**
- Pricing proposal to be provided as:

**Annual subscription cost for proposed package:**

Description	Number of Subscriptions required:	Package proposed by supplier:	Pricing per individual	Total
Annual cost per individual subscription for proposed package:	25			

#### **4. TERMS AND CONDITIONS OF BID**

##### **4.1 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 [Bukelwal@ppecb.com](mailto:Bukelwal@ppecb.com)

This submission must contain all information and documentation relating to the  
**RFQ/HCM/Subscription Services/2024/11**

##### **4.2 Closing Date**

- 4.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.
- 4.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

##### **4.3 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.

##### **4.4 Bid Validity Period**

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

##### **4.5 CSD Registration**

- 4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 4.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number to enable the PPECB to verify the supplier's status on the CSD.

4.5.3 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.

#### **4.6 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.

#### **4.7 Insurance.**

4.7.1 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 Quotation.

#### **4.8 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.

#### **4.9 Reservations**

4.9.1 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.

4.9.2 Quotations 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.

4.9.3 PPECB may, during and after the evaluation of the Quotations 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.

#### **4.10 Data Protection**

4.10.1 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.

#### **4.11 News and press releases.**

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

#### **4.12 Disclaimer**

- 4.12.1 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.
- 4.12.2 By submission of its quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.
- 4.12.3 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.

#### **4.13 General Terms and Conditions**

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

### **5. COMPLIANCE DOCUMENTS**

The following documents are required for the quotation 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.

### **6. 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.

#### **6.1 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 5**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Compliance Evaluation criteria may be disqualified and not be considered for further evaluation.



No.	Mandatory Functional/Technical Evaluation Criterion	Comply	Comments / X-Ref in Quotation
1.			

## 6.2 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.	Show capability to deliver all specified items listed in the Topics/ Outputs to be covered.		20
2	<b>Company Experience</b> Bidders relevant experience in providing IT Technical training subscriptions. <ul style="list-style-type: none"> <li>• <b>6 years or more: 15 points</b></li> <li>• <b>3 – 5 years: 10 points</b></li> </ul>		15
3	Proof of accreditation as a Training Service Provider –Registration Certificate or Letter		10
4	<b>Company References</b> The service provider must provide three (3) positive written and contactable references where these IT Technical training subscriptions have been delivered in the last 5 years. The reference letters from the clients of a bidder must include: <ul style="list-style-type: none"> <li>•Company name in a letterhead</li> <li>•Contact person and telephone numbers.</li> <li>•The letter must be signed by a duly authorized person.</li> </ul> <b>Scoring</b> <ul style="list-style-type: none"> <li>• 3 Reference letters – <b>15 points</b></li> <li>• 2 Reference letters – <b>10 points</b></li> <li>• 1 Reference letter – <b>5 points</b></li> <li>• NB: The PPECB reserves the right to contact the references</li> </ul>		15
5	Provide Letter of Good Standing (current)	10	10
6	Letter acknowledging confirmation that all training certificates for delegates trained will be provided no less than 1 month post completion of course	10	10
7	Confirm ability to Provide online training	5	10
8	Letter to Provide proof of digital training materials that can be provided to all delegates	10	10
9	Provide a proposal on the methodology, packages, and timelines for the PPECB.	10	10
10	Payment terms Bidder to confirm in writing the acceptance of 30 days from invoice, PPECB payment terms.	10	10
	<b>Total Points</b>		<b>120</b>

### **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:

### **6.3 POINTS AWARDED FOR SPECIFIC GOALS**

6.3.1 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:

6.3.2 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	<b>Total Points: 10</b> % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes	<b>Total Points: 5</b>	

		which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	% 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	
<b>3</b>	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	<b>Total Points: 5</b>	
	<b>Total Specific Goals</b>		<b>20</b>	

#### 6.4 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:

- 6.4.1 The risk of fruitless and wasteful expenditure to the PPECB.
- 6.4.2 The risk of an abnormally low bid.
- 6.4.3 The risk of a material irregularity.
- 6.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 6.4.5 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.

#### 7. SPECIFICATION APPROVAL

Specification Expert: ..... Date: .....

Executive:  ..... Date: .....

## 8. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: **RFQ/HCM/Subscription Services/ 2024/11 for the entire PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / quotation 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 quotation. I confirm that I am satisfied with the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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 quotation as the principal liable for the due fulfilment of this quotation.

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

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 authorized to sign this quotation.

Name (PRINT) ..... Signature .....

Witnesses:

1. ....

2. ....