

1<sup>st</sup> Floor, 29 South, 7 Umsinsi Junction, La Mercy,  
KwaZulu-Natal, 4399  
[www.moseskotaneinstitute.com](http://www.moseskotaneinstitute.com)

**REQUEST FOR QUOTATIONS (RFQ)**

<b>REF No</b>	MKIQ81/2022
<b>Description</b>	Electronic Board Management System
<b>Closing date and time to submit quotation.</b>	17 November 2022 at 16H30
<b>Delivery address</b>	1 <sup>st</sup> Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399
<b>Quotations and enquires must be emailed to:</b>	<a href="mailto:gcino.lugayeni@moseskotane.com">gcino.lugayeni@moseskotane.com</a>
<b>Technical enquires must be emailed to:</b>	<a href="mailto:cosec@moseskotane.com">cosec@moseskotane.com</a>

**Disclaimer**

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

**Terms and Conditions**

- Quotations must be emailed by no later than 17 November 2022 at 16h30. Quotations received after the closing time and date will not be considered.
- All prices must be all-inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Quotations to be valid for a period of 60 days from the closing date of the bid

## Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal (KZN) Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate to conduct world-class research into training, skills development, and provincial strategic economic sectors; and to strategically lead on innovation and maritime coordination and implementation activities to respond to the needs of the provincial economy. MKI generally aims to provide timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with the public and private sectors.

MKI invites suitable service providers to submit their quotations as per the specification below.

The introduction of an electronic Board management system (system), should assist the Board, Management, and the Company Secretary in the following manners:

Before the meeting:

- i. To build an agenda online with ease by uploading documents or utilising the drag-and-drop option.
- ii. Agendas can also be amended with ease without having to re-do the whole pack, agenda, and numbering of same.
- iii. Publishing or distribution of pack. A notification will be sent out to Members that the pack is available for them to access and a link will be shared to direct them to such a meeting pack.
- iv. Members can view the pack, make comments, or highlight areas of interest in the report.

During the meeting:

- i. Collating an attendance agenda.
- ii. Ease of drafting of minutes, capturing resolutions and matters arising as the system can produce skeleton minutes from the agenda. Notes can be made on same during the meeting by the Company Secretary.
- iii. Board-pack viewing. Members will be able to navigate between different reports, zoom in or search for text in the pack.
- iv. Ability to have a virtual meeting utilising the system or the system can be integrated with Teams or Zoom.

Out of the meeting:

- i. Voting with ease.
- ii. Members can be assisted with an electronic signature to places where required, such as round robins and minutes if they sit as Chairperson.
- iii. Access to old Board packs, approved and signed minutes, and approved policies which will be archived in a “read-only” format.
- iv. Ease of audit processes as the system enables you to track when the pack was published and when Members accessed the pack for preparation purposes and attendance of Members.
- v. Members and Management can have access to the resolution registers which can be stored online.

The system should enhance the security of the information shared via Board packs as Members will be offered a security code to their respective accounts to access the system.

The Company Secretary as the administrator of the system should have control over who has access to the Board pack and information

**1. The following documents to be submitted with the quotation**

- Proof of company registration, where applicable i.e., unless you a sole proprietor
- Valid tax clearance certificate/pin
- Valid BBBEE certificate by a SANAS accredited agency/company or affidavit
- Bank account confirmation letter
- Proof of registration on the Treasury Central Supplier Database (CSD)
- Letter of good standing/partnership agreement with the manufacturer
- Supplier declaration form (attached hereinto)

*NB: Failure to submit the above documents will lead to disqualification.*

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative:  
.....
  - 2.2 Identity ..... Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 2.4 Company ..... Registration ..... Number: .....
  - 2.5 Tax ..... Reference ..... Number: .....
  - 2.6 VAT ..... Registration ..... Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document?  
**YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011