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Council for Geoscience

REQUEST FOR QUOTATION FOR GOODS AND SERVICES

Council for Geoscience requests your quotation on the goods listed hereunder.
 Please furnish all information as requested and return your quotation on the date stipulated.
Late quotations will not be considered.

THIS REQUEST WILL BE EVALUATED BASED ON AN 80/20 (PRICE AND SPECIFIC GOAL/S) PREFERENCE SYSTEM

NB: Bidders must provide their quotes with the latest completed SBD6.1 (PPR 2022) form. To claim points on specific goal/s (as stipulated in SBD6.1), a Certified BBBEE Certificate /affidavit must be provided as a supporting document.

In a case where a bidder does not provide the supporting document/s or incorrect completion of the SBD6.1, they will not be awarded points.

Date Request Sent	09/10/2023			
Department	Supply Chain Management			
Description of goods	Appointment of a service provider for a web hosting services for the Council for Geoscience's websites and mobile applications for a period of 12 months.			
Detailed Specification	Description of services	Monthly recurring cost vat incl	Qty	Total VAT inclusive
	Share website hosting server		12	
	Dedicated website hosting server		12	
	Website migration (once off)		1	
	Application hosting		12	
	Annual mobile app renewal subscription (once off)		1	
	Unlimited hours of support and maintenance services on a retainer basis for Websites and Application		12	
	Total bid price VAT inclusive			R

MANDATORY EVALUATION CRITERIA

bidders must comply with all the requirements mentioned below and failure to comply will lead to disqualification:

		Comply	Not Comply
1. Shared website hosting servers: www.afscweb.org and www.oagsafrica.org	Hosting services, support and maintenance service		
	500gb SSD storage minimum		
	10 MYSQL databases		
	2 FTP accounts		
	4 subdomains		
	Unlimited Bandwidth and traffic		
	Security, including but not limited to Spam filtering, Virus Protection & Malware Scanning		
	Automatic Backups (Monthly)		
	cPanel Panel		
	Premium Support - 24/7 Monitoring		
	Site Stats		
	Latest PHP version - PHPMyAdmin		
	Web File Manager		
	SSL Certificates		
	Migration to the new hosting environment.		
	Plugins and components updates		

		CMS support and maintenance i.e WordPress			
	2. Dedicated website hosting server: www.geoscience.org.za	Hosting services, support, and maintenance services			
		Unlimited storage (SSD)			
		20 MYSQL databases			
		2 FTP accounts			
		10 subdomains			
		Unlimited Bandwidth and traffic			
		Security, including but not limited to Spam filtering, Virus Protection & Malware Scanning			
		Latest PHP version - PHPMyAdmin			
		Automatic Backups (daily and Weekly)			
		cPanel Panel			
		Premium Support			
		24/7 Monitoring			
		Site Stats			
		Web File Manager			
		SSL Certificates			
		Migration to the new hosting environment.			
		Plugins and components updates			
		CMS support and maintenance i.e WordPress			

	3. Mobile apps	CGS Mobile apps support and maintenance services.		
		Annual mobile app renewal subscription		
FUNCTIONAL EVALUATION CRITERIA				
REQUIREMENTS			POINTS	
Contactable References The bidder has experience in providing similar services (provide signed reference letters not appointment letters from other clients which must be on the client's letterhead) <ul style="list-style-type: none"> • Five (5) or more reference letters = 30 points • Four (4) reference letters = 20 points • Three (3) reference letters = 15 points • Two (2) reference letters = 10 points • One (1) or no reference letter = 0 points 			30	
Experience of the Service Provider in Web Design, Web Development and Website hosting. Bidder must submit a detailed company profile with an organogram and previous clients' projects in web design and web development. <ul style="list-style-type: none"> • 5 or more years' experience in website hosting, web design and web development = 30 points • 3 - 4 years' experience in website hosting, web design and web development = 20 points • 1 - 2years' experience in website hosting, web design and web development = 10 points • Less than 1 year' experience in website hosting, web design and web development = 0 points 			30	
The bidder must submit the approach or methodology through which the services will be rendered which demonstrates all the activities below: including but not limited to: <ol style="list-style-type: none"> 1. Incident management process, 2. Change management process, 3. Problem management process, 4. Support management and maintenance process, 			40	

	<ul style="list-style-type: none"> No methodology = 0 Points. Methodology with activities and either timelines or deliverables = 20 Points. methodology with activities; with timelines and deliverables linked to the activities – 30 Points. Methodology with activities; with timelines and deliverables linked to the activities. Work plan also indicate responsibilities of key project resources of ensuring all services are available on commencement of the contract = 40 Points. 																						
	<p>Bidders MUST at least score minimum points for each criterion as tabled below; failure to comply will lead to disqualification.</p> <p>The minimum threshold to be met is 70 points and failure to comply will lead to disqualification.</p> <table> <tr> <th>No</th><th>Requirements</th><th>Maximum points</th><th>Minimum points</th></tr> <tr> <td>Criteria 1</td><td>reference letters</td><td>30</td><td>20</td></tr> <tr> <td>Criteria 2</td><td>Company Experience</td><td>30</td><td>20</td></tr> <tr> <td>Criteria 3</td><td>methodology</td><td>40</td><td>30</td></tr> <tr> <td></td><td></td><td>100</td><td>70</td></tr> </table> <p>The minimum threshold to be met is 70 points and failure to comply will lead to disqualification.</p> <p>Special conditions</p> <p>Prices must be fixed for 12 months.</p>			No	Requirements	Maximum points	Minimum points	Criteria 1	reference letters	30	20	Criteria 2	Company Experience	30	20	Criteria 3	methodology	40	30			100	70
No	Requirements	Maximum points	Minimum points																				
Criteria 1	reference letters	30	20																				
Criteria 2	Company Experience	30	20																				
Criteria 3	methodology	40	30																				
		100	70																				
Telephone no:	071 610 2044																						
	Submission of quotation																						
Email	E-bids@geoscience.org.za ATT: ZIZIPHO FADANE																						
Closing Date and Time	13/10/2023 at 16:00																						
The following number must be quoted in all correspondence	RFQ NO:2023-005Z																						

Company Name	
Bidder Signature	
Designation	

RFQ TERMS AND CONDITIONS

1. The rate must be VAT inclusive.
2. The Council for Geoscience pays 30 days after receipt of a correct tax invoice/statement
- 3. The Council for Geoscience does not make upfront payments or deposits.**
4. The Council for Geoscience will only pay suppliers using the banking details listed on your Central Database Summary form.
5. Rates must be inclusive of delivery, and customs /clearing costs to the Council for Geoscience premises.
- 6. The rates must be inclusive of disbursement and any other costs.**
7. RFQ responses must be submitted in pdf format.
8. Service providers must provide proof of registration on the National Treasury Central database, if a supplier is not registered; they are encouraged to register on the central database.
9. Quotation validity is 60 days from the date of RFQ closure.
10. The RFQ threshold is less than R1 000 000.00 VAT inclusive.

CGS POPI ACT COMPLIANCE POLICY STATEMENT

The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against unlawful access and use. The processing of your personal information by the Council for Geoscience will be done in accordance with the POPI Act 4 of 2013 as well as our processing notice that can be accessed from our website www.geoscience.org.za.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference point system

The applicable preference point system for this tender is the 80/20 preference point system.

- a) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 Allocated preference points

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that

preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. 51% or more black Ownership. (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	
2. 30% or more black women ownership (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

