

TENDER DATA

Project title:	Appointment of a service provider for the BBBEE tracking tool system for a period of 12 months.
Bid no:	

1. BACKGROUND

SENTECH is a Schedule 3B state owned company deriving its mandate from legislation, particularly the SENTECH Act and the Electronic Communications Act. In 1992, SENTECH was corporatized as a wholly owned subsidiary of the South African Broadcasting Corporation (SABC). In 1996, SENTECH Act, No. 63 of 1996 was amended, converting SENTECH into a separate public entity responsible for providing broadcasting signal distribution services as a common carrier to licensed television and radio broadcasters.

In 2002, following the deregulation of the telecommunications sector, SENTECH was granted two additional licenses, allowing the Company to provide international voice-based telecommunications and multimedia services. These licenses were converted into an Individual Electronic Communications Network Services (I-ECNS) and an Individual Electronic Communications Services (I-ECS), licensed in terms of the ECA. These licenses and SENTECH's technical skills and expertise allow SENTECH to bring to its customers, in South Africa and beyond, a host of high-end communication products and services.

Sentech is in need of a BBE monitoring tool focusing on achieving preset targets against which it is measured to obtain its BEE certificate on a yearly basis. The BBBEE monitoring tool must involve monitoring expenditure against these targets, identifying any shortfalls, implementing corrective measures to address missed targets, and generating detailed reports. Throughout the year, continuous tracking and timely interventions ensure that any discrepancies are resolved before the annual verification process.

2. SUBMISSION OF BIDS and CLOSING

- Quotations must be in a Company Letterhead.
- Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- Quotations or Proposals must be fully completed and signed in BLACK ink.
- Quotations must be submitted via Email.
- The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes

of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Both original signatures and electronic signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. BID VALIDITY

This Bid shall remain valid for a period of 90 days only. An extension of the Bid validity, if justified in exceptional circumstances, shall be requested in writing from all Bidders before the expiration of the 90-day period.

6. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

7. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

8. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

9. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder must subcontract a minimum of _____ % of the value of the contract to _____ (specify the designated group targeted).

10. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		

*Bidders must fill in the SBD6.2 for Local Content and Production

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

13. OBJECTIVE CRITERIA

- 13.1 Sentech reserves the right not to award this tender to any Bidder or any of its directors or subcontractors who during the preceding five (5) years –
 - 13.1.1 failed to perform satisfactorily on a previous project with Sentech or any other organ of state; or
 - 13.1.2 wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract.
- 13.2. Sentech further reserves the right not to award this Tender to any Bidder or any of its directors or subcontractors who have been blacklisted by any organ of state or committed and/or charged in any court of law or similar tribunal or forum with any act of tax non-compliance, fraud, corruption and/or dishonesty of whatsoever nature.

14. AWARD OF BID/S

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the Bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

15. ALTERNATIVE/SUBSTITUTE PRODUCTS

In the case of contracts and/or panels, Sentech shall be entitled to consider and accommodate product upgrades during the tenure of the contract and/or panel. Bidders are required to bring all such developments to the attention of Sentech for approval.

16. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

17. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

18. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p>80/20 system will be followed for Technical and Price offer</p>	<ol style="list-style-type: none"> <p>1. Stage 1 – Administrative Responsiveness Evaluation</p> <p>All the Technical Proposals will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents. Sentech reserves the right to request clarification on any aspect of the tender in line with its policies.</p> <p>2. Stage 2 –Technical Evaluation</p> <p><u>Functional Criteria:</u> Bidders will be evaluated against the Functional Criteria. Bidders must score 35 points or more out of a total 45 points allocated. Bidders that score less than 35 points will not be evaluated further. Bidders who obtain the required threshold points of 35 points or more will qualify for further evaluation</p> <p>3. Stage 3- Solution Demonstration criteria</p> <p>Bidders who meet the minimum score of 35 points from the functional criteria will be further evaluated under solution demonstration criteria. Bidders must score 80 points or more out of a total 100 points allocated. Bidders who obtain the required threshold points of 80 points or more will qualify for further evaluation</p> <p>4. Stage 4 – Risk Assessment</p> <p>Bidders that have qualified on the basis of achieving the required evaluation score may undergo a further risk assessment and may be disqualified from being evaluated further should the risk assessment so warrant or there are compelling and justifiable reasons to disqualify a bidder. The risk assessment will be based on any identified risks that arise out of the bidder's responses and any other risks that Sentech may identify. A physical visit and survey of the bidder's or customer's premises may be requested as deemed necessary.</p> <p>5. Stage 4 – Price and Preference</p> <p>Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</p>
---	---

19. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).

- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6, 1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.

20. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

21. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Functional Criteria
- Solution Demonstration criteria
- Risk Assessment

22. TECHNICAL EVALUATION CRITERIA

22.1 FUNCTIONALITY CRITERIA

Functionality Criteria	Proof Required
<p>Bidder Experience</p> <p>Company Experience in implementing the BBBEE tracking tool:</p> <ul style="list-style-type: none"> • Less than 1 year → 0 points • 1 to 2 years → 5 points • 3 to 5 years → 10 points • 6 years or more → 15 points 	<p>Company profile specifying the services and number of years in business</p>
<p>Client References / Track Record:</p> <ul style="list-style-type: none"> • No projects implemented → 0 points • Between 1 to 2 projects completed → 5 points • Between 3 to 5 projects completed → 10 points • 6 or more projects completed → 15 points 	<p>Provide List of Completed Projects</p>
<p>Project Plan</p> <p>No project plan → 0 points</p> <p>Project plan including key activities, milestones, implementation timelines of 3 weeks → 5 points</p> <p>Project plan including key activities, milestones, implementation timelines of 2 weeks or less → 10 points</p> <p>Project plan including key activities, milestones, implementation timelines of 1 week or less → 15 points</p>	<p>Provide a project plan with key activities, milestones, implementation timelines of 3 weeks</p>
Total functionality score	45
Minimum functionality score to qualify to the next stage	35

22.2 SOLUTION DEMONSTRATION CRITERIA

Bidders who meet the minimum functionality score will be invited to demonstrate their BEE Tracking tool and given 45min each. The solution demo will be evaluated using Demo Evaluation Criteria and Scoring Key below.

Scoring Key for Demo Evaluation:

SCORE	DEFINITION
5	Very Good: Exceeds Expectations
4	Good: Meets Expectation
3	Standard: Meets most expectations
2	Adequate: Meets some expectations
1	Unsatisfactory/ Substandard: Misses most expectations

Demo Evaluation Criteria	Score
1. Access to Supplier Directory	10
2. Access to Enterprise development Hub	10
3. Reporting Capability (Monthly, Quarterly, Yearly)	10
4. Customisation Capability	10
5. Early Certificate Validity Detection & follow-up on expired certificate Capability	15
6. B-BBEE procurement Gap Analysis and Expenditure Breakdown Capability	15
7. Integration Capability	15
8. Reports per module	15

Total minimum qualifying Score is 80 points out of 100 points. Bidders who qualify at this stage will be evaluated for price and preference.

23. Risk assessment

All bids that pass the technical evaluation in 22.2 will undergo a risk assessment based on the following framework:

Criteria	Comments
e.g. Dishonesty in information presented	
Any additional information received from past references	
Financially and operational sustainability of the Bidder	

NB: Sentech may disqualify Bidders based on the outcome of the risk assessment.

24. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000). Accordingly, either the 80/20 or 90/10 preference point system will apply and the highest acceptable Bid will be used to determine the applicable preference point system.

25. Preference Point allocation – 80/20 or 90/10

Price / Preference	Weighting (80/20)	Weighting (90/10)
Preference:	20	10
Price:	80	90
Total must equal:	100	100

Sentech will award preference points according to the following table:

Goal	Points (80/20)	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
	5	A valid BBBEE Certificate showing at least 25.1 – 50% black ownership
	3	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 51% women ownership
	4	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability or confirmation of disability from the Department of labour (EEA1 form) or equivalent
Total Points	20	

26. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

28. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation