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## REQUEST FOR QUOTATIONS

DESCRIPTION	CONDUCT TRAINING ON ETHICS		
RFQ011-2025	CLOSING DATE: 28 JUNE 2024	CLOSING TIME:15H00	
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING			
BIDDING PROCEDURE: Mr Malwande Ntongana, <a href="mailto:tenders@ecsecc.org">tenders@ecsecc.org</a> and <a href="mailto:tenders.ecsecc@gmail.com">tenders.ecsecc@gmail.com</a>		TECHNICAL INFO: Ms Khayakazi Gwazela <a href="mailto:khayakazi.gwazela@ecsecc.org">khayakazi.gwazela@ecsecc.org</a>	

BIDDER'S INFORMATION					
NAME OF BIDDER					
BIDDER'S ADDRESS					
NAME OF BIDDER'S REPRESENTATIVE					
POSITION HELD IN COMPANY					
TELEPHONE NUMBER		VAT REGISTRATION NUMBER			
EMAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
CSD NUMBER	MAAA	TCC COMPLIANT (TICK APPLICABLE)	YES		
			NO		
BID RESPONSE					
QUOTATION AND BID DOCUMENTS MAY BE HAND DELIVERED TO ECSECC TENDER BOX PLACE AT FOYER OR SUBMITTED ELECTRONICALLY BY EMAILING ZIP FILE OR SENDING A LINK THROUGH TO <a href="mailto:TENDERS@ECSECC.ORG">TENDERS@ECSECC.ORG</a> AND <a href="mailto:TENDERS.ECSECC@GMAIL.COM">TENDERS.ECSECC@GMAIL.COM</a>					



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## **1 INTRODUCTION**

1.1 ECSECC is a Schedule 3C Public Entity governed by the PFMA and reporting to the Eastern Cape Office of the Premier.

1.2 ECSECC's overarching mandate is to advise the provincial government on improving service delivery and to create a common platform for debate between the various development communities of the Eastern Cape province.

1.3 ECSECC delivers on this by supporting government in advancing efficient service delivery and assisting the provincial government in developing policies and strategies that will facilitate the provincial economic growth.

1.4 ECSECC is situated in Vincent, East London only.

## **2 BACKGROUND**

2.1 ECSECC is also registered as a section 21 company and complies with all the regulations that govern the section 21 companies which is King IV Report, Companies Act, etc.

2.2 ECSECC uses King IV as a guide for good governance around ethics and has recently appointed Ethics Management Committee (Committee) to provide strategic direction and oversight of the ethics management in the organisation.

2.3 The Committee consists of 7 members and reports directly to the Chief Executive Officer

2.4 In addition, Audit, Risk and ICT Committee (ARICT) plays an independent oversight role on ethics & fraud related issues. ARICT reports directly to the Board of Directors.

2.5 As part of establishing the Committee, a need has been identified to broaden the Committee's understanding of Ethics in the public space. It is against this background that ECSECC solicits prospective service provider to conduct Ethics training.

### **3 SCOPE OF WORK**

3.1 ECSECC is inviting prospective service providers to conduct 1-day training on ethics for (13) thirteen representatives which include Committee members and Support Function officials.

3.2 The purpose of this training is to enable the Committee to understand what strategies can be put in place, processes of implementation and the ability to monitor such strategies.

3.3 In addition, the training is also intended to enable the Support Function officials to assist the Committee to execute its role.

3.4 The 13 officials that will attend the training are:

3.4.1 Ethics Management Committee 7 members.

3.4.2 Finance & SCM unit 5 representatives.

3.4.3 Operations Unit 1 representative.

3.5 The service provider must:

3.5.1 Provide all necessary material for the training.

3.5.2 Conduct assessment at the end of the training to confirm that members and officials understand Ethics in the public sector.

3.5.3 Issue certificate of completion to members that attended training.

3.6 The training must be held face-to-face in East London at ECSECC offices.

### **4 COMPETENCY REQUIREMENTS**

4.1 The bidder must meet the following requirements:

4.1.1 Proven relevant experience in conducting Ethics training for public sector institutions.

4.1.2 Proven working knowledge of King IV, Laws, Regulations, rules, and other National and Provincial Treasury Ethics related documents.

4.1.3 Relevant postgraduate qualifications

## 5 SUBMISSION OF QUOTATIONS

5.1 Bid documents may be submitted on or before the closing date and time, as follows:

5.1.1 Depositing into the tender box placed in the foyer at:

**ECSECC  
12 Gloucester Road,  
Vincent,  
East London**

**OR**

5.1.2 Electronically by emailing a compressed zip folder to [tenders@ecsecc.org](mailto:tenders@ecsecc.org) or [tender.ecsecc@gmail.com](mailto:tender.ecsecc@gmail.com) quoting the reference **RFQ011-2025**.

**OR**

1.1.1 Electronically by emailing a link pointing to your cloud account for file access to [tenders@ecsecc.org](mailto:tenders@ecsecc.org) or [tender.ecsecc@gmail.com](mailto:tender.ecsecc@gmail.com) quoting the reference **RFQ011-2025**.

1.2 Bidding enquiries may be directed to Mr Malwande Ntongana at [tenders@ecsecc.org](mailto:tenders@ecsecc.org) or [tenders.ecsecc@gmail.com](mailto:tenders.ecsecc@gmail.com) or phone 043 701 3400.

1.3 Bidders are required to submit, **on or before 28 JUNE 2024 at 15H00**, the following:

1.3.1 A quotation with sufficient detail to confirm the scope of work, including the name of the dedicated trainer and proposed date for the training.

1.3.2 Proof of valid competency requirements, i.e. certified copies of qualifications, CV of the dedicated trainer and reference letters.

1.3.3 Costing of the whole project must include total estimate price offer for the assignment.

1.3.4 Returnable documents (SDB 3.3, 4 & 6.1) as supplied.

## 2 EVALUATION CRITERIA

ECSECC has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Functionality Criteria (Gate 1)	Price and Specific Goals (Gate 2)
Bidders must submit all documents as outlined in <b>(Table 1)</b> below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of <b>80</b> points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Bidders will be evaluated out of 100 points, as per <b>(Table 2)</b> , below and Gate 2 will only apply to bidders who have met and exceeded the threshold of 80 points.

## 7.1 Gate 0: Prequalification

- 7.1.1 The bidders must return the documents listed in **Table 1**.
- 7.1.2 All documents must be completed and signed by the duly authorized representative of the prospective bidders.
- 7.1.3 During this phase Bidders' responses will be evaluated based on the information registered on the Central Supplier Database (CSD), and mandatory bid requirements.
- 7.1.4 The bidders' proposal may be disqualified for non-submission of any of the documents.

**Table 1:** Documents that must be submitted for Pre-qualification.

Document that must be submitted	Non-submission may result in disqualification?	
1. Tax Clearance Certificate	YES	a. ECSECC transacts with service providers that have a compliant tax status. b. ECSECC makes use of the CSD report to verify tax status of suppliers. Please ensure that your tax affairs are in good order with SARS. c. ECSECC does not transact with service providers that have a non-compliant tax status.
2. SBD 3.3 -Pricing Schedule	YES	Complete in full the supplied pro forma document.
3. SBD 4 -Bidder's Disclosure	YES	Complete in full the supplied pro forma document.
4. SBD 6.1 -Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022	NO	Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on Specific Goals.
5. Detailed costed quotation	YES	a. A detailed costed quotation with sufficient detail to confirm the scope of work. b. Proposed date of training. c. Name of the dedicated trainer.

## 7.2 Gate 1: Functionality Criteria

Element	Weight
<b>Relevant qualification of the Dedicated Trainer</b> a. This is the person that will be conducting the training, scores will be allocated as follows. <ul style="list-style-type: none"> <li>- NQF level 8/Postgraduate qualification or more.....<b>30 points</b></li> <li>- Qualification below NQF level 8/Postgraduate certificate.....<b>0 points</b></li> </ul> <b>[points will be based on submission of certified copies of qualification of the dedicated trainer]</b>	30
<b>Relevant experience of the dedicated trainer in rendering services.</b> a. Below 2 Ethics training conducted ..... <b>0 points</b> b. 5 – 10 Ethics training conducted..... <b>10 points</b> c. 11 - 15 Ethics training conducted ..... <b>20 points</b> d. Above 15 Ethics training conducted ..... <b>30 points</b> <b>[points will be based on submission of CV of the dedicated trainer]</b>	30
<b>Firm capacity and experience</b> a. Proof of Ethics training projects conducted. <ul style="list-style-type: none"> <li>- 5 projects and more.....<b>30 points</b></li> <li>- 4 - 5 projects.....<b>20 points</b></li> <li>- 2 - 3 projects.....<b>10 points</b></li> </ul> <b>[points will be based on favourable reference letters from previous contracts confirming ethics training projects]</b>	30
<b>Total</b>	<b>90</b>

## 2.1 Gate 2: Price and Specific Goals

- 2.1.1 In terms of regulation 4 of the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points) and
  - Specific Goals (maximum 20 points).
- 2.1.2 The evaluation of price and specific goals will be evaluated as outlined in **Table 2**.



**Table 2: Price and Specific Goals Evaluation**

<b>Element</b>	<b>Weight</b>
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises with ownership of 51% or more by person(s) who are black persons (5 points)	
- Enterprises with ownership of 51% or more by person(s) who are women (5 points)	
- Enterprises with ownership of 51% or more by person(s) who are youth (5 points)	
- Enterprises with ownership of 51% or more by person(s) with disability (2 points)	
- Enterprises located and/or operating within the borders of the Eastern Cape (3 points)	
<b>Total</b>	<b>100</b>

### 3 TERMS AND CONDITIONS

- 3.1 The RFQ forms should **not** be retyped or redrafted, but photocopies may be prepared and used.
- 3.2 Should the RFQ forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a **blank ink**.
- 3.3 The forms documents shall be completed, signed, and submitted with the bid.
- 3.4 Failure on the part of the bidder to sign any of the forms of the RFQ documents and thus to acknowledge and accept the conditions in writing or to complete the forms of RFQ documents, questionnaires, and specifications in all respects, may invalidate the bid.
- 3.5 Where items are specified in detail, the specifications form an integral part of the RFQ document and bidders shall indicate that the items offered are compliant to the specification, by way of a global code or picture detailing the specification or any other form that enables ECSECC to validate the items offered are compliant to the specification. In cases, where items offered are not compliant to specification, bidders shall indicate the deviations from the specification.
- 3.6 In instances where the bidder is not the manufacturer of the items offered, the bidder must state the relevant manufacturer or supplier of the items offered.
- 3.7 This RFQ will be processed in accordance with the PPPFA requirements and in line with the ECSECC SCM Policy.
- 3.8 This RFQ is subject to the General Conditions of Contract (GCC) and re-issues thereof. Copies of these GCC are obtainable from ECSECC office.
- 3.9 The quotation should reach this office not later than the closing date and time above. Please indicate the estimated date of delivery, next to delivery date, above.
- 3.10 Bids received after the closing date and time (late bids) at the address indicated in the bid documents will not be accepted for consideration.
- 3.11 Prices should be in RSA currency and please indicate if VAT inclusive/exclusive. Price Offer should be valid for **60** days from the closing date of this RFQ.
- 3.12 ECSECC reserves the right to **not** award or to cancel this bid at any time and shall not be bound to accept the lowest or any bid.

- 3.13 Should the quotation be submitted with any special terms and conditions which will govern or regulate or qualify the service that you will provide to ECSECC, same should be indicated as such in your quotation.
- 3.14 ECSECC reserves the right to accept those terms and conditions as originally submitted or to amend them in order to protect the rights and interests of ECSECC or reject them.
- 3.15 Should you refuse to agree to provide the said service subject to the amendment of the special terms and conditions, ECSECC will be entitled to reject your quotation.
- 3.16 ECSECC upholds good ethical principles. Should there be any transgression of ethics, you are required to report such to the CEO of ECSECC.
- 3.17 ECSECC does not pay for good/services **not** received.
- 3.18 Please note that ECSECC has up to 30 days to settle the account after receiving the items and invoice.

#### **4 SERVICE LEVEL AGREEMENT**

- 4.1 Upon award, ECSECC shall issue an authorized purchase order to the successful bidder to show acceptance of price offer.
- 4.2 ECSECC shall share all necessary documentation for preparation of this assignment.