

**REQUEST FOR
QUOTATIONS**

05 NOVEMBER 2024

**REQUEST FOR QUOTATIONS FOR STRATEGIC RISK
ASSESSMENT FACILITATOR**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of service provider to facilitate a Strategic risk assessment session.

2. Considerations/background

- 2.1. N/A

3. Scope of work / Specification

Specifications are as follows:

- The RSR hereby requests the services of a service provider to facilitate the strategic risk assessment workshop.
- The Risk and Strategy Department hereby requests the services of a service provider to facilitate the Strategic risk assessment by identifying and assessing risk against RSR's 2025-2030 Strategic Plan and the 2025-26 Annual Performance Plan which will be provided to the successful bidder.
- The Service provider must understand the Railway Safety Regulator Mandate as mandated by the National Railway Safety Regulator Act No 16 of 2002 as amended.
- The RSR has implement the Enterprise Risk Management Framework which is aligned with COSO Risk Management Framework and the ISO 31000 Risk Management Framework.
- The Service Provider must demonstrate the ability to utilise different risk identification methods.
- The Strategic Risk Assessment will be conducted with the Senior Management Team of the RSR including Executive Committee members which will be about 40 People in attendance from different business units within the RSR.
- The successful service provider will be required to commence the Strategic Risk Assessment on 19 November 2024.

- The Service Provider must produce a Strategic Risk Register utilising the RSR Risk Register Template which will be provided to the successful bidder.

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Evaluation Criteria

- 5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	<p>Project Plan and Methodology:</p> <p>The bidder must provide a detailed explanation of the methodology and project implementation plan which details how the risk assessment will be carried out. (Will be regarded as very good when it clearly defines the how part of the services tailored to the RSR and must demonstrate different methods of conducting risk identification).</p> <p>Average =5 points Good = 15 points Very Good = 20 points</p>	20
2	<p>Qualification:</p> <p>Provide qualification of Project leader in Risk Management related qualification.</p> <p>Diploma/NQF level 6 = 10 Points Degree/NQF level 7 = 20 Points Postgraduate Degree/NQF level 8 and above = 30 points</p>	30
3	<p>Professional Affiliation/ Certification:</p> <p>The Project lead should be Affiliated with Institute of Risk Management (Global – IRM or Local - IRMSA).</p> <p>Global – IRM or Local - IRMSA Affiliation Certificate = 10 points Not Affiliated = 0 point</p>	10
4.	<p>Experience (Reference Letters)</p> <p>The service provider must demonstrate years of experience in conducting or facilitating risk assessment (Please include signed reference letters with details of contact).</p> <p>No Letter = 0 Points From 1- 2 Letters = 5 Points From 3 – 4 Letters = 10 Points From 4 and above = 20 Points</p>	20

5.	CV of Project leader: CV of project leader with relevant experience in Risk Management. Less than 3 years =0 Points From 3 – 5 years = 5 Points Above 5 -7 years = 10 Points Above 7-10 years =15 Points Above 10 years = 20 points	20
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Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on price and specific goals.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration

			<ul style="list-style-type: none"> Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

7.1. SCM

Doris Letsholo

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7.2. Project Manager

Zwannda Mphaphuli

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8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on the 12 November at 12h00 pm**. Responses may be emailed to doris.letsholo@rsr.org.za