

## REQUEST FOR QUOTATION

### SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	SENTECH is looking for a service provider to produce the SENTECH Corporate Plan. The job will include ContentWriting, Editing, Design and layout, as well as printing the plan.		
<b>Quotation or Proposal no:</b>	<b>RFX60000001627</b>		
<b>RFQ Issue date:</b>	<b>31 October 2023</b>		
<b>Briefing Date</b>			
<b>Closing date:</b>	<b>03 November 2023</b>		
<b>Closing time:</b>	<b>12h00</b>	<b>Validity period:</b>	<b>30 days</b>

**You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.**

### QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

<b>Quotations Administrator</b>	<b>Lungile Sithole</b>
<b>Telephone no:</b>	067 427 0326
<b>E-mail:</b>	Quotations5@sentech.co.za

## Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in ..... words)

..... Rand;

R.....(in figures)

### THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the tenderer:**

*(Insert name and address of organisation)*

Name & signature of witness

Date

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the Employer**

*(Insert name and address of organisation)*

Name & signature of witness

Date

## 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

- 1.1.** 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.
- 1.2. Quotations must be in a Company Letterhead.**
- 1.3.** Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.4.** Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.5.** Quotations must be submitted via Email.
- 1.6.** 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."

## 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

## 3. BRIEFING SESSION

N/A

## 4. RFQ EVALUATION METHOD

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

<b>Evaluation Method</b>	<ol style="list-style-type: none"><li><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li><li><b>2. Stage 2 – Functional Evaluation Criteria</b> The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</li><li><b>3. Stage 3 – Price and Preference</b> Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</li></ol>
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## 5. Evaluation of Price and Preference

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

## 6. TECHNICAL EVALUATION CRITERIA

### 6.1 Mandatory Evaluation Criteria (Stage 2)

Mandatory Criteria	Proof Required

### 6.2 Functional / Quality criteria (if applicable)(Stage 3)

Functional criteria	Proof Required	Points
Years of Experience of the Service Provider in the Content Writing, Editing, Proofing), Graphic Design & Layout, and Print Management industry  <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> </ul>	Detailed Project list with the following: <b>Project Name</b> <b>Customer Name</b> <b>Description of Service</b> <b>Start Date of the Project</b> <b>End Date of Project</b> <b>Contact Details of Customer</b>  Start Date of the projects will be used to calculate number of years' experience in the industry	15
Years of experience and qualifications in Content Writing, Editing and Proofing of Resource to be deployed at Sentech  <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> </ul>	Curriculum Vitae of the Content Writing, Editing and Proofing Resource  <b>(Should the content writer, editor and proofing specialist be different team members please send all CVs)</b>	15
Years of experience and qualifications in Graphic Design & Layout of Resource to be deployed at Sentech  <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> </ul>	Curriculum Vitae of the Graphic Design & Layout Resource	15
Years of experience and qualifications <u>Quality Assurance</u> in Content Writing  <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> </ul>	Curriculum Vitae of the Quality Assurance Resource	15

Functional criteria	Proof Required	Points
Years of experience and qualifications Print Management <ul style="list-style-type: none"> <li>• <b>More than 15 years of experience</b>.....15 points</li> <li>• <b>Between 10 to 15 years of experience</b>.....10 points</li> <li>• <b>Between 5 to 9 years of experience</b> .....5 points</li> </ul>	Curriculum Vitae of the Print Management Resource	15
Provide a detailed portfolio of soft copy (Email or USB) of previously published and client approved work. <b>(Not older than 3 years from the time date of RFQ Advert)</b> <ul style="list-style-type: none"> <li>8+ examples of corporate plan.....20 Points</li> <li>5 to 7 examples of corporate plan .....15 Points</li> <li>3 to 4 examples of corporate plan .....5 Points</li> <li>Less than 3 examples of corporate plan.....0 points</li> </ul>	Soft copy of previous projects (corporate plan or corporate publications) <b>(Not older than 3 years from the time date of RFQ Advert)</b>	20
Demonstrate referrals through testimonials in the Writing, Editing, Proof Reading (Publishing), Graphic Design & Layout, and Print Management. <b>(Not older than 3 years from the time date of RFQ Advert)</b> <ul style="list-style-type: none"> <li>More than 8 Letters.....20 points</li> <li>5 to 7 Letters.....15 points</li> <li>3 to 4 Letters.....10 points</li> <li>Less than 3 Letters.....0 points</li> <li>No letter attached.....0 points</li> </ul>	Attach letters of referral OR testimonials from previous Customer that you have serviced.  Letters must be on the official letterhead of the customer	20
Methodology and approach clearly describing the workflow for Content Writing, Editing, Proofing, Graphic Design, Quality Assurance and Printing project clearly showing the link and customer interface between Service Provider Team and the SenTech Teams during the project. Methodology must also highlight the supporting project resources that will assist with the implementation of the project.  <b>Evaluation indicators:</b> <ul style="list-style-type: none"> <li>• <b>Excellent methodology</b> – Comprehensive end- to-end Methodology and Proposal. This is covering over and above the minimum specifications =20 points</li> <li>• <b>Good methodology</b> – End-to-end Methodology and Proposal in line with the minimum defined Scope of Work =10 points</li> <li>• <b>Average methodology</b> – End-to-end Methodology and Proposal with one or more critical requirements missing = 5 points</li> <li>• <b>No methodology attached</b> OR Methodology and Proposal does have any solution linked to requirements =0 points</li> </ul>	Attached detailed Methodology and Proposal	20
<b>Qualifying Score: 110 points out of 135</b>	<b>TOTAL SCORE</b>	<b>135</b>

### 6.3 Technical Evaluation (Stage 4 )

	Item Description	Score	Comments	Proof required

	Item Description	Score	Comments	Proof required

**\*Bidders must complete the two annexures attached with this document.(i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).**

#### 6.4 RISK ASSESSMENT (Stage 5)

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

#### 6.5 Evaluation of Price and Preference (Stage 6)

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).

#### 7. The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
<b>Total must equal:</b>	<b>100</b>

#### 8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
<b>Total Points</b>	<b>20</b>	

#### a. Price Calculation 80/20

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

$$Ps = 80 \left[ 1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

Ps = Points scored for price of bid under consideration  
Pt = Rand value of bid under consideration  
Pmin = Rand value of lowest acceptable bid