



REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Recruitment Portal		
Quotation or Proposal no:	RFQ/Recruitment Portal 6000001483		
Date of Issue	21.08.2023		
Briefing Session Date and Time	N/A		
Closing date:	24.08.2023		
Closing time:	12pm	Validity period:	30 days

You are invited to provide a quote to carry out the deliver the goods, services or works defined in Annexure 1 attached.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Tumelo Buang		
Telephone no:	+2711 471 4433	Fax no:	n/a
E-mail:	buangtp@sentechn.co.za with the subject line: RFQ/Recruitment Portal 6000001483		
The physical address of the SENTECH Office where quotation can be submitted to:	Quotes to be submitted by email		

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:

(inwords)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

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

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 Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 4. 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. RFQ EVALUATION METHOD

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

Evaluation Method	<ol style="list-style-type: none">1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the administrative responsiveness requirements as set out in section 1 of the RFQ Data.2. Stage 2 - Mandatory Evaluation Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further.3. Stage 3 – Price and Preference 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.
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4. EVALUATION CRITERIA

4.1. TECHNICAL EVALUATION CRITERIA

4.1.1. Mandatory Evaluation Criteria (Stage 2) N/A

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.			

4.2. Functional / Quality criteria (applicable)(Stage 3)-

Functional criteria	Points
Track Record: Provide a maximum of 5 contactable company references where online recruitment platform has been successfully deployed. <ul style="list-style-type: none"> 1 reference → 5 points 2 references → 10 points 3 references → 15 points 5+ references → 30 points 	30
Overall Company Experience on Online Recruitment Platform <ul style="list-style-type: none"> Less than 1 year → 0 points 1 to 3 years → 10 points 4 to 7 years → 15 points 8 or more years → 20 points 	20
Methodology: (As part of the methodology Vendors must outline in detail methodology, approach and systems used on their proposal i.e., Taking into the need to train Sentech HR team on the systems and methods. <ul style="list-style-type: none"> Approach – detailed project plan and approach of how to onboard the system <ul style="list-style-type: none"> Poor Technology → 0 points Average Technology → 5 points Good Technology → 10 points Relevant technology – (systems resources) - Services provider must demonstrate the capability and adoptability of their system. <ul style="list-style-type: none"> Poor Technology → 0 points Average Technology → 5 points Good Technology → 10 points System future enhancements and ease of use with other existing ERP Systems <ul style="list-style-type: none"> Poor Technology → 0 points Average Technology → 5 points Good Technology → 10 points 	30
Resources: Provide detailed CVs of the team of resources that will be involved in the project and account manager. <ul style="list-style-type: none"> Points will be given to the Project Manager <ul style="list-style-type: none"> Less than 1-year experience → 0 points 1 to 3 years' experience → 10 points 4 to 7 years' experience → 15 points More than 8 years' experience → 20 points 	20
Total Points.	100
The minimum threshold for the functionality will be 70 of 100 points	

4.3. Technical Evaluation (Stage 4) - Not Applicable

	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).**

4.4. 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:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

4.5. Evaluation of Price and Preference (Stage 6)- **Applicable**

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).

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

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

4.5.1.1. 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	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	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

4.5.1.2. 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

**Scope Of Works**

The HR Department like to contract a Service provider who has a reputable online recruitment service. The online system should enable HR to place Job Adverts, conduct shortlisting and send regret/invitations to candidates. It should also provide reports.

Other requirements

Please submit your BBBEE Certificate, CSD Report, Tax Pin and signed SBD from.