



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE (ONE) SUPPLY CHAIN AND ASSETS MANAGER FOR THE PERIOD OF 24 MONTHS TO THE KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE.

RFP NUMBER: KZNCETC 04/2022

Date issued: 01 JULY 2022

Closing date and time: 26 JULY 2022 at 11:00 am

Bid Validity period: 90 days

TENDER BOX ADDRESS: KZN CETC, 1ST FLOOR 17 Kosi Place, Umgeni Business Park, Springfield, Durban 4001.

1. BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.
- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
- 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to provide one supply chain and assets manager for the period of 24 months to the KwaZulu-Natal Community Education and Training College.

3. SCOPE OF WORK

JOB DESCRIPTION – SUPPLY CHAIN AND ASSETS MANAGER

3.1 JOB INFORMATION SUMMARY

Job Title	Supply Chain and Asset Manager
Name of Component	Supply Chain Management
Location	CET College 17 Kosi Place
Post Reports To	Deputy Principal: Finance

3.2 JOB PURPOSE

To oversee and manage the overall supply chain management operations including procurement, asset management and logistics services

3.3 MAIN OBJECTIVES

NO	OBJECTIVES
1.	<p>Develop, review, implement and monitor SCM policies in line with relevant legislation.</p> <ul style="list-style-type: none"> • Ensure the implementation and monitoring of Supply Chain policy. • Introduce a system for provisioning, procurement, stock control and reporting. • Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. • Conduct awareness on approved SCM policies.
2	<p>Oversee the procurement of goods and services for the college:</p> <ul style="list-style-type: none"> • Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college. • Improve computerization of SCM policies. • Ensure that all official orders are compiled and authorized within three days form the date of recipients of the quotations or comparative schedules.



	<ul style="list-style-type: none">• Align procurement plan, policies, and strategies with the annual budget• Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements.• Ensure that purchase orders are generated, approved, and processed.• Ensure that the receipt of goods and services are submitted to finance department for processing.• Oversee the development, maintenance, and utilization of the central supplier database.• Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up.• Respond to all internal audit findings• Respond and support to all External audit findings.
3.	<p>Oversee the administration of demand, acquisition, Logistics</p> <ul style="list-style-type: none">• Manage the administration of tender briefing session.• Manage preparation of a tender document upon receipt from tender bid specification committee.• Manage preparation of logistics for the Evaluation and Adjudication Committees.• Serve as an observer in the Evaluation and Adjudication Committee.• Ensure that adjudication is monitored and aligned with the preferential procurement strategy.• Ensure compliance to all National Treasury regulations and Instruction notes.• Compliance to College policies and procedures• Improve processes to include Technology• Establish the bid specification, bid evaluation, bid adjudication committee, and oversee the proper functioning of the committee.• Ensure the development and utilization of a supplier database and bid processes
4.	<p>Oversee the management of assets for the college:</p> <ul style="list-style-type: none">• Monitor the implementation of the asset management plan of the college.• Ensure the barcoding of all existing and new assets are recorded on the relevant asset register.• Review the asset management register, electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements, and disposals.• Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant.• Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms.• Coordinate the receipt, processing and distribution of new assets.• Oversee identification of asset for disposal.• Facilitate and recording of loss, damage or mismanagement of asset.• Responsible for asset verification.• Establish asset disposal committee.• Coordinate the internal, external and unauthorized movements of assets.• Validate loss control reports for quality and losses.



	<ul style="list-style-type: none"> • Conduct loss analysis to identify trends, security shortcomings and investigate all losses.
5.	<p>Ensure an up-to-date database of service providers:</p> <ul style="list-style-type: none"> • Oversee the development and utilization of a supplier database. • Ensure that manual records are kept for all documentation submitted by suppliers • Ensure that all suppliers' information and documentation are confidential. • Ensure continuous maintenance of database • Deviation register • Contract Management • Risk Management • Construction procurement • Liase with projects
6.	<p>Management of staff development</p> <ul style="list-style-type: none"> • Render management service to the staff • Ensure completion of performance agreements by all employees in the unit. • Supervision of staff

3.4 INHERENT REQUIREMENT OF THE JOB

KEY COMPETENCIES	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE
1. Education and training	<ul style="list-style-type: none"> • Recognized Bachelor's Degree in Supply Chain Management or Logistics Management/ Accounting or related qualification. 	Advanced
2. Relevant Experience	<ul style="list-style-type: none"> • 3-5 years' experience and Practical knowledge in Supply Chain Management. • Drivers License 	Advanced
3. Knowledge	<ul style="list-style-type: none"> • Knowledge of the PFMA, PPPFA, Treasury Regulations, Batho Pele Principles, Supply Chain Framework Act and BEE Act. • Implementation of the Supply Chain Management cycle or elements which includes demand, acquisition, logistics, and disposal and supplier relationship management. • Asset Management • National treasury's Supply Chain Management guidelines. • Project management • People management • General Procurement guidelines 	Advanced
4. Skills	<ul style="list-style-type: none"> • Administrative 	Advanced



	<ul style="list-style-type: none"> • Planning and organizing • Financial management • Report writing • Communication and interpersonal skills • Problem solving • Computer literacy • Analytical • Client oriented • Team leadership • Willing to work flexible hours 	
5.Values/ attributes	<ul style="list-style-type: none"> • Client service focus • Integrity • Committed • Proactive • Loyal 	Advanced

3.5 LEARNING FIELDS AND INDICATORS

NO.	LEARNING INDICATORS
1.	Recognized Bachelor's Degree (NQF 7) in Supply Chain Management or Logistics Management or related qualification.
2.	Advanced experience in the development of policies/ implementation strategies
3.	Practical experience in Sage Pastel and interpretation of the system generated report.
4.	Practical knowledge of managing three bid committees.

4. DURATION

- 24 months contract.

NB: The contract may be terminated by the College once or a permanent employee has been appointed by the Department or College and a three (03) months' written notice shall be given to the service provider.

5. SPECIAL INSTRUCTIONS

- The end-user must be involved in the recruitment process.
- The service provider must pay each manager a minimum (not less than) R 20 000 per month for the duration of the contract.



- The winning bidder must provide at least 5 personnel to choose from should the end user not be able to recommend. The personnel should be vetted.
- The KwaZulu-Natal Community Education and Training College must be at a liberty to choose the best candidate using technical assessments and interviews as tools of recruitment.
- The recommended personnel must meet monthly performance targets failure to meet them will require a change in personnel from the company providing the personnel.

Proposal must be placed in the sealed envelope and clearly marked – “Request for proposal – **To provide one supply chain and assets manager**” and placed in the tender box Kwa Zulu- Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **26 July 2022 before 11: 00 am.**

6. EVALUATION CRITERIA

Bids will be evaluated on two stages.

Stage 1: Compulsory Compliance Information

Note to the Bidders: Bidders must ensure that submissions are fully completed with the required information and failure to submit, or late submission would result in disqualification from the tender.

No.	Documents/Requirements	Yes	No
1.	Valid Tax Clearance Certificate submitted with tender documents.		
2.	Certified copy of company Registration (CIPRO/ CIPC).		
3.	Original or certified copy of BBBEE Certification or Sworn Affidavit indicating the BBBEE status.		
4.	SBD 1 duly completed.		
5.	SBD 4 - Declaration of interest duly completed.		
6.	SBD 3.3 - Pricing Schedule duly completed.		
7.	Proof of residence (to confirm address and existence of		



	provider).		
8.	CSD Registration reports.		
9.	Tender Standard Bid Documents fully completed		
10.	Letter of good standing		
11.	Submission of list of similar projects done in the past 3 to 5 years with contacts of responsible manager, value and duration of the projects.		

Phase 2: Preferential Point System, Price and BBEE Points.

- a. Bidders are required to score a minimum of **80 points** for functionality in order to be considered for awarding of preference points for Price and B-BBEE
- b. Pricing options and B-BBEE qualification will accordingly be evaluated as follows: In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)*, responsive bids will be adjudicated on the **80/20 or 90/10**.
- c. **Price Evaluation** (80 Points) or (90 points):

CRITERIA	POINTS
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80
Price Evaluation $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

The following formula will be applied to calculate the points awarded in relation to Pricing and this determination is informed as follows:

Ps- Points scored for comparative pricing of the bid submitted for consideration

Pt- Comparative pricing of the bid under consideration

Pmin - Comparative pricing of the lowest acceptable bid

d. B-BBEE Evaluation (20 Points) or (10 points):

B-BBEE Points allocation: A maximum of **20 points** or **10 points** may be allocated to a bidder based on the evaluation of the company's B-BBEE status level of contribution that is determined as follows:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)	Number of Points (90/10 system)
1	20	10
2	18	9
3	14	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

- The points scored by a bidder in respect of the B-BBEE will be added to the points scored for price:

The 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included)

AREAS OF EVALUATION	POINTS
• PRICE	80
• B-BBEE Status Level of contribution	20
Total	100

The 90/10 system for requirements with a Rand value of above R1 000 000 (all applicable taxes included)

AREAS OF EVALUATION	POINTS
<ul style="list-style-type: none"> PRICE 	90
<ul style="list-style-type: none"> B-BBEE Status Level of contribution 	10
Total	100

7. GENERAL CONDITIONS

- The General Conditions of Contracts will be applicable to this tender.
- KwaZulu-Natal CET College reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contracts.
- KwaZulu-Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that KwaZulu-Natal CET College is not obliged to select any of the bidders submitting proposals.
- Evaluation can only be done based on information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Late proposal received after the specified closing date and time will not be considered

8. SPECIAL CONDITIONS OF CONTRACT

The KwaZulu-Natal Community Education and Training College reserves the right to:

- Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder.
- Accept any part of a tender in lieu of the whole tender.



- At any stage during the evaluation of Tenders, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after the preferred Bidders have as such been notified of their status; and
- Award the tender to multiple bidders based either on organizational capacity, specialization, and size, as well as geographic considerations.

9. CONTACT AND COMMUNICATION

For any enquiries please communication should be directed to college via email at SCM@KZN.CETC.edu.za and 031 350 4366 during the office hours 7:30 am – 16:15 pm.

KwaZulu-Natal Community Education and Training College

17 Kosi Place, Springfield

Umngeni Business Park

Durban

4000

First Floor

Specification related questions : Mr. N Dlamini
: NDlamini@kzn.cetc.edu.za
: 031 350 4367

Bid Document Queries : Mrs. N Kumalo
: NKumalo@kzn.cetc.edu.za
: 031 350 4366