

**REQUEST FOR QUOTATION [RFQ] FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE REVIEW OF STRATEGIC AND OPERATIONAL RISK REGISTERS FOR CEF**

RFQ NUMBER	: RSO/04/2022
ISSUE DATE	: 04 APRIL 2022
CLOSING DATE	: 12 APRIL 2022
CLOSING TIME	: 12:00

PART 1

NOTICE TO BIDDERS

Quotations which must be completed as indicated in Part 3 of this RFQ are to be submitted as follows:

ADDRESS: scm-risk@cefgroup.co.za

CLOSING DATE: 12 April 2022

1 Submissions to RFQ

Submissions to this RFQ [**Quotation**] must not include documents or reference relating to any other quotation or quotations. Any additional conditions must be embodied in an enclosed letter.

2 Communication

a) Bidders are warned that a submission will be liable for disqualification should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFQ between the closing date and the date of the award of the business.

b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following CEF (SOC) Ltd employee:

Name: Xola Mashabane **Email:** XolaM@cefgroup.co.za

c) Bidders may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

3 Tax Clearance

The bidder's tax compliance PIN must accompany the quotation. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

4 Legal Compliance

The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

5 Pricing

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

6 Negotiations

CEF (SOC) Ltd reserves the right to undertake post-tender negotiations with selected bidder or any number of short-listed bidders.

7 Repudiations

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFQ's goods / service(s) and request bidders to re-tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;
- place an order in connection with this quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

CEF (SOC) Ltd reserves the right to award business to the highest scoring bidder (s) unless objective criteria justify the award to another bidder.

8 Validity Period

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFQ.

9 Returnable Documents

Returnable Documents means all the documents, Parts and Annexures, as listed in the tables below.

- a) Bidders are required to submit with their quotations the **mandatory returnable documents** as detailed below.

Failure to provide all these returnable documents at the closing date and time of this RFQ will result in a bidder's disqualification.

Please confirm submission of these mandatory returnable documents by so indicating [Yes or No] in the table below:

- b) In addition to the requirements of Part (a) above, bidders are further required to submit with their quotations the following **essential returnable documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
ANNEXURE A – SBD 1: Invitation to Bid	
ANNEXURE B – SBD 4: Declaration of Interest	
ANNEXURE C – SBD 8: Declaration of Bidders Past Supply Chain Practices	
ANNEXURE D – SBD 9: Certificate of independent Bid Determination	
CSD registration number/report	

PART 2

SCOPE OF WORK

1. INTRODUCTION

The Enterprise Risk Management (ERM) deliverables were included in the 2021/22 ERM plan, which was approved by CEF Board. Reviewing risk registers is amongst other deliverables. These services are required to assist in ensuring that there is an ERM strong foundation and standardisation for strong governance and risk management program. It will further assist in understanding the key risks and risk exposure for the organisation, which might prevent in achieving the objectives.

2. SCOPE OF WORK

CEF requires a service provider to assist in reviewing operational and strategic risk registers for CEF and its subsidiaries. The service provider is sought to render the following:

1. Review the existing strategic risk register for CEF Group of companies;
2. Review the existing operational risk registers (8) for CEF SOC Ltd;
3. Develop strategic risk register using existing risk management methodology;
4. Develop operational risk register using existing risk management methodology.

3. CONTRACTUAL OBLIGATIONS

This document will be annexed to CEF contract with the service provider and will constitute the schedule of deliverables for the purposes of this project.

The service provider's quotation must remain valid for a period of 90 days from the date of submission and be inclusive of VAT. All prices indicated in the quotation must remain fixed for the period of the project.

In the case of the service provider using sub-consultants, the former will be responsible for ensuring delivery of services from any such sub-consultants and for making any payments to such sub-consultants.

4. DISCLAIMER

The service provider must make and rely on their own investigations and satisfy themselves in relation to all aspects of this project. CEF will not be liable for any

incorrect or misleading information in relation to any part of this document and reference documents thereto.

5. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between the service provider and CEF unless and until a formal contract has been signed by both parties.

6. MANDATORY/MINIMUM REQUIREMENTS AND DOCUMENTS:

No.	Professional registration for the Work Stream Lead	Comply	Not Comply
2.1	The Risk Management work stream lead must submit a CV (with demonstrated experience in risk management)		
	Substantiate (if necessary)		

2.2	<p><u>The bidder must have successfully provided similar services in the past</u></p> <p>Bidder to submit at least 2 reference letters on a client letter head</p>		
	Substantiate (if necessary)		

2.3	<p><u>The bidder must submit a project plan</u></p> <p>Bidder to submit a detailed project plan with cost and timelines of the project.</p>		
	Substantiate (if necessary)		

PART 3

QUOTATION FORM

I/We _____

hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by CEF (SOC) Ltd in calling for Quotations afresh and/or having to accept any less favourable offer.

PRICING SCHEDULE

Description(deliverables)	Cost
1. Review the existing strategic risk register for CEF Group of companies;	
2. Review the existing operational risk registers (8) for CEF SOC Ltd;	
3. Develop strategic risk register using existing risk management methodology;	

4. Develop operational risk register using existing risk management methodology.	
VAT	
Total	

*** PLEASE AMEND SCHEDULE ACCORDINGLY AND PROVIDE A LUMP SUM/FIXED QUOTTAION INSTEAD OF HOURLY RATES.**