



KWAZULU-NATAL GAMING AND BETTING BOARD

TERMS OF REFERENCE

TERMS OF REFERENCE: REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER B-BBEE VERIFICATION SERVICES FOR THE KWAZULU-NATAL GAMING AND BETTING BOARD (KZNGBB) FOR A ONE (1) YEAR PERIOD.

1. INVITATION

KwaZulu Natal Gaming and Betting Board (KZNGBB) hereby invites service providers with suitable skills and experience to submit Formal Quotations to render B-BBEE Verification Services for the KZNGBB for a period of one (1) year.

2. BACKGROUND

The KwaZulu-Natal Gaming & Betting Board ("KZNGBB") is a public entity (Schedule 3C) established by statute to oversee the KwaZulu-Natal Gambling Industry in the public interest.

The entity has offices located in Pietermaritzburg and Durban and currently has 86 employees in its employ. This number is expected to grow in the coming years as the operations of the entity continue to grow. For further information on the KZNGBB and access to Annual Report, kindly access <https://www.kznbb.org.za/>.

In terms of the B-BBEE Act, organs of state must undergo BBEE verification and publish the outcomes of the process on the Annual Report.

It is the intention of KZNGBB to appoint a verification agency, which must be accredited by South African National Accreditation System (SANAS), that will conduct its B-BBEE verifications and allocate a B-BBEE rating.

The B-BBEE rating of the KZNGBB will also be reflected in its annual report as prescribed in the B-BBEE Act and be submitted to the B-BBEE Commissioner for monitoring and evaluation, as prescribed in the B-BBEE Act (Section 13G).

3. SCOPE OF WORK

- The appointed verification agency will need to compile a comprehensive list of evidence to be provided by the KZNGBB, encompassing all elements outlined in the specialized scorecard. The commencement of the actual B-BBEE verification process will be contingent upon the timeframes required by the KZNGBB to prepare the necessary evidence files as specified by the verification agency.
- Once the verification agency receives formal confirmation from the KZNGBB indicating that the evidence files have been prepared and are available, they should suggest a commencement date for the actual verification process.

During this phase, the agency will review the files and conduct calculations based on the provided information.

- The verification agency would evaluate each element of the specialized scorecard. Each element would be allocated a rating based on the evaluation and evidence provided.
- If there would be additional information that will be needed, a request would be made by a verification agency to the KZNGBB, and the information would be provided within agreed time frames.
- The verification agency would then produce a B-BBEE verification certificate which will indicate the score achieved by the KZNGBB for each element and the consolidated score for all the elements which will give a B-BBEE rating. The verification agency would also prepare a report which will indicate how the KZNGBB should improve their scores in the next financial year.

4. EXPECTED DELIVERABLES

The following deliverables are expected from the awarded verification agency:

OUTPUT	DESCRIPTION	EXPECTED TIMELINES
B-BBEE Verification	Measure all the key focus area/elements.	12 weeks
B-BBEE Certificate	<ul style="list-style-type: none"> • B-BBEE Certificate consisting of a rating/scorecard for each element and consolidated rating for the KZNGBB. • Entity B-BBEE performance against the set B-BBEE Target 	31 August 2024
Area of Improvements Plans	•Improvement report for the measured entity	31 August 2024

5. REQUIREMENTS - **COMPULSORY PROJECT REQUIREMENTS**

- The service provider (verification agency) that will be appointed **MUST** have a B-BBEE verification accreditation from SANAS. (Evidence to this effect must be submitted by the verification agency).
- The person who is going to sign the B-BBEE certificate (technical signatory) **MUST** be a person who has gone through the process of accreditation and approved by SANAS. (Evidence to this effect must be submitted by the verification agency).
- **Failure to provide the above information will result in disqualification.**

6. **ADDITIONAL REQUIREMENTS**

The following requirements are applicable in conducting B-BBEE verification:

- Interested professional consultants should have a thorough knowledge and experience in the field of B-BBEE verification.
- The respondents to the TOR are expected to demonstrate professionalism, have the required skills, experience, and capacity.
- Be accredited with South African National Accreditation System.

The following additional requirements should be provided. Failure to provide the information will have an impact on the evaluation scoring.

- Methodology - The service provider is required to submit a detailed proposal, including a work plan and clear project timelines.
- Company profile – A company profile indicating the overall years of experience in conducting BBBEE verification processes should be provided.
- Reference Letter/s – A minimum of one (1) client reference letter should be submitted.
- CV of Lead Consultant - Bidders must submit a CV of the Lead consultant that clearly indicates the specific number of years of experience in conducting BBBEE verification processes.

7. PRICING

- The service provider must provide a fixed price for undertaking the above scope inclusive of VAT, disbursements, and any other charges.
- The costs of disbursements must be included in the total price.
- Service Providers must include an all-inclusive total price for the project.

Description	Unit Price
Provision of B-BBEE verification services Y1	
Vat	
Total	
Provision of B-BBEE verification services Y2	
Provision of B-BBEE verification services Y3	
Vat	
Grand Total	

The total and grand total must be inclusive of all applicable taxes and disbursements (if applicable) .

8. DURATION OF APPOINTMENT

- The duration of the appointment will be for a period of one year, renewable for two (2) years, based on performance of the service provider.
- The contract will commence after the signing of the Service Level Agreement (SLA) with the Entity.
- The contract will be reviewed on an annual basis to assess the level of performance of the service provider. In the event that it is found that the service is not satisfactory, the KZNGBB reserves the right to cancel the contract.

- The entity reserves the right to extend the contract by a further period on the same terms and conditions as the initial appointment.
- The KZNGBB is currently part of a rationalisation process and reserves the right to cancel or cede/transfer the contract prior to the expiry of the initial term based on operational requirements.
- The expected delivery date - will be communicated once the service provider is appointed.

9. EVALUATION OF PROPOSALS

Proposals will be evaluated on the following basis:

- Initial screening to ensure all documents submitted are in order.
- Functionality assessment.
- Price evaluation on the 80/20 points system.

Functionality Criteria

- All proposals received will be evaluated against the following criteria:

No	Functional specification	Points	Maximum points
1	Methodology and Project Plan: The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope.		20
	<ul style="list-style-type: none"> • Good 	20	
	<ul style="list-style-type: none"> • Satisfactory 	10	
	<ul style="list-style-type: none"> • Poor/Unacceptable 	0	
2	Company Profile		
	a) Company Experience		15
	<ul style="list-style-type: none"> • More than 5 years 	15	
	<ul style="list-style-type: none"> • 3 to 5 Years 	10	
	<ul style="list-style-type: none"> • 1 – 3 Years 	5	

	Experience of Lead Consultant: Submission of Curriculum Vitae (CV's) indicating specific experience in conducting BBEE Verification processes		20
	<ul style="list-style-type: none">• More than 5 years	20 points	
	<ul style="list-style-type: none">• 3 to 5 Years	10 points	
	<ul style="list-style-type: none">• 1 – 3 Years	5 points	
3	Company Previous Assignments (reference letters)		15
	<ul style="list-style-type: none">• 3 or more reference letters	15	
	<ul style="list-style-type: none">• 2 reference letters	10	
	<ul style="list-style-type: none">• 1 reference letter	5	
Maximum points to be awarded			70 points
THRESHOLD			70 %

- The service provider must score a minimum of 70% to proceed to the price evaluation stage. Proposals that do not meet the threshold will be deemed non-responsive and disqualified.

Price evaluation

- The proposal will be assessed using the 80/20 points system, where:

Price	80 points
Specific Goals	20 points
Total	100 points

10. RETURNABLE:

The following information must be returned with the proposal:

- B-BBEE verification accreditation from SANAS.
- Technical Signatory accreditation from SANAS.
- Company profile.
- Reference Letter/s.
- CV of Lead Consultant.
- Copy of tax clearance certificate, tax pin, CSD Report.
- Copy of a valid BEE Certificate or affidavit.

- Completed and signed SBD forms - Failure to complete all required information will result in disqualification.
- Proof of Registration on CSD.
- Pricing summary.
- Supporting documents for specific goal points claimed by the service provider. Failure to provide the supporting documents will result in no points being awarded. Failure to complete the specific goals table in SBD 6.1 will also result in no points being awarded.

11. SUBMISSION

- Proposals must be emailed (details below) to the SCM unit on or before the closing date and time:

Email address	quotations@kznghbb.org.za and copy to kznghbbfinance@gmail.com
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- Enquiries to be directed to:
- SCM Enquiries can be directed to: SCM: Mrs Nonhlanhla Blose Email: blosen@kznghbb.org.za
- Technical Enquiries: Mr Sanele Dlamini Email: dlaminisa@kznghbb.org.za

12. TERMS AND CONDITIONS

- This request is subject to the General Conditions of Contract contained on the National Treasury website www.treasury.gov.za
- All suppliers must be registered on the National Treasury Central Supplier Database (CSD). Central Supplier Number to be included on the proposal.
- Proposals to be on the suppliers' letterhead.
- This request is subject to terms and conditions as prescribed by the Preferential Procurement Regulations of 2022 and the entity's own policies.
- The Entity reserves the right to negotiate prices with the recommended service providers.

