



RFQ: NSF2223-20: REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS FOR EVALUATION OF TVET INFRASTRUCTURE SITES UNDER THE NEW TVET INFRASTRUCTURE CAMPUSES IN KWAZULU NATAL (3 PROJECTS – MSINGA, GREYTOWN AND BAMBHANANA) TO THE NATIONAL SKILLS FUND (NSF).

OBJECTIVE

1. The National Skills Fund (NSF) is requesting bids from experienced Professional Service Providers in the built environment with adequate property evaluation and quantity surveying competency to render property evaluation services and produce financial cost reports. The Professional service provider will be required to provide a project status report, Identify scope variances between drawings and BOQ on all the 3 sites in Kwazulu Natal (Msinga, Greytown and Bambhanani).
2. The service provider will be required to offer the detailed Financial Cost Reports which will be utilised to perform impairment testing on the structures and this will be a once-off deliverable.

SCOPE OF WORK

3. The scope will require both a Quantity Surveyor and a Professional Engineer. These Professionals will be responsible for the following:
 - The evaluation and impairment test on sites that have been inactive in the current financial year.
 - Identification of Scope variances between project drawings and BOQs. Identification of variances between actual budgets (approved BOQ) and the actual costs. And also, any Possible audit red flags and basis of the approved scope.

INFORMATION TO BE PROVIDED

4. The service provider will be provided with all the sites drawings, BOQ for the New TVET Infrastructure only.



All the necessary information that is at the disposal of the NSF will be made available to the service provider. Compulsory Site inspection/ Visit will be held on each site on dates to be confirmed.

STANDARD DOCUMENTS

5. Bidders must include the following documentation.
 - a) Service providers are required to register with the central supplier database. They are also required to submit a CSD report.
 - b) An original or certified copy of a valid Broad-based Black Economic Empowerment (B-BBEE) Status Level Certificate or sworn affidavit. Failure to meet this requirement will result to points for BBBEE not to be allocated.
 - c) Duly completed and signed SBD forms.
 - d) Fully completed and submitted Popia forms

MANDATORY REQUIREMENTS

6. Service providers (Company/Director) are to be registered with the South African for Quantity Surveying Profession (**SACQSP**) or South African Council for the Property Valuers Profession (SACPVP).
7. Service providers should attend a Compulsory Briefing Session.

(Failure to submit the required Professional registration documentation and failure to attend a compulsory briefing session will lead to disqualification):

8. The proposal must include the following documents for functionality evaluation:

- Methodology and Technical Merit of the proposal demonstrating and understanding of the requirements, Approach, deliverables, and timeframes of the projects.
- Relevant company skills, minimum of five 5 years' relevant experience
- Minimum of 3 contactable reference letters not older than 8 years from the date of bid closure.
- Relevant Qualifications of the Directors and team members
- Professional Indemnity Insurance.
- Locality (proof of office location within the relevant Province).



EVALUATION PROCESS

9. Phase 1: Compliance evaluation

During this phase, bids will be evaluated on the completeness of bid documents, minimum additional documents presented, documents signed, documents authenticated through certification or verification, etc. Bids failing this stage will **not** advance to phase 2.

10. Phase 2: Technical/functional evaluation

The criteria detailed below will be the basis for the technical/functional evaluation. This information will inform the NSF's final recommendation on the preferred proposal. A cut-off of **70 points** is required to advance to the next phase of evaluation.

11. Phase 3: Price & B-BBEE

Evaluation will be done in accordance with the 80/20 preferential procurement principle where 80 represents price and 20 represents B-BBEE. A bidder scoring the highest points on price and B-BBEE (in this category) will be recommended.

Functionality Evaluation Criteria for the purpose of functionality evaluation criteria

12. Functionality evaluation criteria: Please note that this bid will be evaluated on functionality first. Those proposals passing the functionality threshold below, will go into an evaluation on price and BBEE points. The following table reflects the evaluation criteria that will be used in evaluating the technical submission.

Criteria for measuring functionality	Weight
1. Methodology and Technical Merit of the proposal <ul style="list-style-type: none">▪ Demonstrated understanding of the requirements, Approach, deliverables, and timeframes.	20 Total (20)
2. Proven five (5) years' relevant track record/experience (Attach a minimum of three (3) reference letters) <ul style="list-style-type: none">▪ Five (5) years and above relevant experience▪ 3-5 years▪ Less than five (3) years relevant experience	20 Total (20) (10) (0)
3. Curriculum Vitae (CV's) – for Project Team	20



<ul style="list-style-type: none">▪ Team Leader – Experience in Quantity Surveying or Property Evaluation (more than 10 years) (10)▪ Less than 10 years (5)▪ Team Members – working with construction projects as quantity surveyor or property evaluator (100% team members) – 5 years (5)▪ Experience less than 5 years (0)	
4. Bachelor's degree or higher in Quantity Surveying/ Property Valuation or any relevant qualification	20 Total
<ul style="list-style-type: none">▪ Bachelor's degree or higher (20)▪ National Diploma (10)▪ Certificate (5)	
5. Insurance: The service provider must have Professional Indemnity with a minimum value of R1 million. (proof to be attached)	10
No insurance	(0)
6. Locality (proof of office location within the Selected/relevant province). Provide lease agreement or utility bill	10
No proof of residence within the relevant province	(0)

NB: Service Providers who fail to score an average score of 70 points out of 100 points on functionality criteria will not be evaluated further.

The second stage, the price and preference points of those bids that met the minimum threshold on functionality. The 80/20-points system will be applied in evaluating proposals that qualified for further consideration, where price constitutes 80 points and the BBBEE Status Level Certificate scores constitutes 20 points

TIMEFRAMES

13. The evaluation is estimated at Three months. Date of submission of reports is the 31st March 202.



PERFORMANCE AND MONITORING PROCESS

14.1 The NSF will closely monitor the performance of the services in terms of quality and turnaround time.

13.2 The successful service provider will formally report on work done to the NSF: Director Fund Management in the absence of the Chief Executive Officer.

COSTING/PRICING

NB: NSF quotations will be valid for a period of ninety (90) days from the closing date of the quotation. Potential bidders must submit quotations on their company letter head as per the scope of work must indicate the following:

- Quotation date
- Quotation expiry date **(NSF quotation will be valid for a period of ninety (90) days from the closing date)**
- NSF request for quotation number and its closing date)
- Quotation must be hand signed with the name of the person who signed it
- Name of the enquiry person and the contact details

CONDITIONS OF QUOTATIONS

15. The Preferential Procurement Policy Framework Act No. 05 of 2000 will apply to this RFQ as follows:

- 14.1 The NSF reserves the right to award or not to award this contract;
- 14.2 The NSF reserves the right not to accept the lowest cost proposal;
- 14.3 The NSF will enter into a formal contract with the successful service provider;
- 14.4 The NSF reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- 14.5 The NSF has the right to visit the business premises of the service provider to verify the information provided in the bid documents but NSF will inform the service provider in advance of such a verification visit;



14.6 It is the responsibility of prospective bidders to ensure that their bid documents are submitted on or before the closing time and date of the bid;

14.7 Bids received after closing time and date are late and will NOT be considered;

14.8 Any change of information provided in the bid document that may affect delivery of services should be brought to the NSF's attention as soon as possible. Failure to comply may result in the contract being terminated; and

- a. All copyrights and intellectual property rights in respect of products developed by the service provider during the project will vest in the National Skills Fund who has the right to allow any other individual, company, agency or organisation to use or modify the product for any purpose.

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- e) The NSF has the right to visit the business premises of the service provider to verify the information provided in the tender documents but will inform the service provider in advance of such a verification visit;
- f) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender;
- g) Quotes received after closing time and date are late and will NOT be considered;
- h) Any change of information provided in the tender document that may affect delivery of services should be brought to the NSF's attention as soon as possible. Failure to comply may result in the contract being terminated; and
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ADDITIONAL PRESCRIPTS

12. In terms of section 76(4)(c) of the Public Finance Management Act, 1999 (Act No 1 of 1999) (PFMA), the National Treasury may make regulations or issue instructions applicable to all institutions to which the PFMA applies concerning the determination of a framework for an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective. The National Treasury subsequently issued National Treasury Instruction Note 3 of 2021/2022 in terms of section 76(4)(c) of the PFMA.
13. In terms of paragraph 5.1 of National Treasury Instruction Note 3 of 2021/22, only the Director-General of Higher Education and Training, as accounting authority of the NSF, may
- a) expand a contract by increasing the scope of work ; or
 - b) vary a contract by changing the scope of work.
14. Paragraph 5.4 states that the accounting authority (AA) must in a format determined by National Treasury, submit a monthly report , including the reasons for the expansion or variation, to the relevant treasury and the AGSA, if a contract for
- 14.1. construction related goods, works and services or both is expanded or varied by more than 20% or R20 million (including all applicable taxes), whichever is the lesser; and
 - 14.2. for all other goods and services or both is expanded or varied by more than 15% or R15 million (including applicable taxes), whichever is lesser.
15. In terms of paragraph 5.5 of the above-mentioned National Treasury Instruction Note, the AA must record expansions or variations referred to in paragraph 5.4 in the annual report of the institution in a format determined by the National Treasury.
16. Once appointed, service providers shall adhere to the above-mentioned prescripts as follows:
- a) Service providers shall not provide any goods and services that exceed the order amount;



- b) Service providers shall refrain from providing any additional goods and services that exceed the order amount, unless prior written approval for the variation has been granted by the Director-General of Higher Education and Training, as the accounting authority of the NSF, or his / her delegated official.

17. NSF shall not be liable to reimburse the appointed service provider for any goods or services that exceed the order amount, incl. approved variations thereon.

18. NSF shall not be liable to reimburse the appointed service provider for any goods or services where such goods and services have been rendered prior to obtaining the order (incl. variation orders) therefore.

INFORMATION TO BE PROVIDED

18. The service provider will be provided with all the sites drawings and the Bills of Quantities (BOQ) All the necessary information that is at the disposal of the NSF will be made available to the service provider.

19. **Compulsory Site inspection/ Visit will be held as follows:**

NO	CAMPUS	ADDRESS	DATE AND TIME	CONTACT PERSON ON SITE
1	Greytown	Site R74 Greytown, 3250	14/November/2022@ 10am	Nondumiso Situnda - 082 9236046 Molatelo Matlala – 012 943 3217
2	Msinga	Msinga Chwaka Area, Msinga	14/November/2022@ 13pm	Nondumiso Situnda - 082 9236046 Molatelo Matlala – 012 943 3217
3	Bambhanana	Bhambanana Area, Ward 12 Jozini Municipality, Road P522/2 Jozini 3969	17/November/2022@ 11:00 am	Nondumiso Situnda - 082 9236046 Molatelo Matlala – 012 943 3217

SUBMISSION DATE AND ADDRESS



20. The deadline to submit the quotes and relevant documentation is as follows:

Closing date: 25 November 2022

Time: 11:00 am

21. Bids must be submitted as follows:

21.1 One (1) original documents and three (3) copies of the bid

21.2 One (1) flash disc/USB with electronic files of the whole bid

22. The bid must be submitted to Ms Molatelo Matlala during office hours (08:00 to 16:00) from Monday to Friday.

23. **Note: The NSF address is National Skills Fund (Department of Higher Education) Ndinaye House at No. 178 Francis Baard Street and not No. 123. No late, emailed or faxed submission will be considered.**

ENQUIRIES

27. **Enquiries regarding this Terms of Reference should be addressed to:**

Name: Ms Nondumiso Situnda/ Mr Desmond Maleka

Phone: +27 12 943 3130

Email: Situnda.N@dhet.gov.za / Maleka.D@dhet.gov.za

Enquiries regarding Supply Chain Management issues should be addressed to:

Name: Ms. Fundisiwe Gajana

Phone: +27 12 943 3168