

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>Provision for 9 Coaching sessions</b>		
<b>RFQ Number:</b>	<b>RFQ/Coaching/2024/18</b>		
<b>Opening Date:</b>	<b>07 March 2024</b>		
<b>Closing Date:</b>	<b>22 March 2024</b>	<b>Time:</b>	
<b>Contact Person:</b>	<b>Lerato Ramabu</b>	<b>Email:</b>	<b>LeratoR@ppecb.com</b>
<b>Bid Validity Period</b>	<b>60 Days</b>		

### 1. PROJECT PURPOSE

PPECB requires coaching services for a senior manager level employee.

#### PPECB BACKGROUND

PPECB is a Schedule 3A Public Entity that is constituted and mandated in terms of the PPEC Act, No 9, of 1983 to perform cold chain services. PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Land Reform and Rural Development under the APS Act, No.119 of 1990.

PPECB's executive Authority is the Minister of Agriculture, Land Reform and Rural Development who appoints the board of directors. The board comprises of representatives from the perishable product industries.

PPECB employs more than 500 people, who deal with more than 200 products and 500 varieties. There are 50 service types, over 30 offices in 11 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices PPECB also has a number of sub offices that operate on a seasonal or ad-hoc basis.

PPECB, mandated by the Department of Agriculture, Land Reform and Rural Development, delivers end-point inspection services on perishable products destined for export and inspectors are stationed across the country.

PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored and transported at specific temperatures and optimum conditions. Please visit PPECB's website on [www.ppecb.com](http://www.ppecb.com) for more information on the PPECB.

### 2. Services Background

#### Coaching topics to be covered:

1. Strategy: Understanding, Drafting, and Implementing.
2. Concepts/Approaches on Optimisation of business processes.
3. Relationship building – cross functional and external.
4. Self-awareness.
5. Work life balance.

**Requirements:**

1. 9 coaching sessions are required of 1 hour each.
2. Proposal of coaching process and methodology including timelines
3. Proof of coaching certification
4. Proof of experience relating to business process optimisation and strategy formulation
5. Resume
6. 3 written Testimonials of clients coached on senior management level.
7. Pricing options needs to be provided for online sessions and in-person sessions (in-person sessions will be held at PPECB Head Office, Northern Suburbs, Cape Town)
8. Quotations need to include a detailed breakdown of all costs involved in the process, e.g. assessments.

**3. TERMS AND CONDITIONS OF BID****3.1 Bid Submission**

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to [LeratoR@ppecb.com](mailto:LeratoR@ppecb.com)

This submission must contain all information and documentation relating to the **RFQ/Coaching/2024/18**

**3.2 Closing Date**

3.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.

3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

**3.3 Revisions to Request for Quotation.**

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

**3.4 Bid Validity Period**

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

### **3.5 CSD Registration**

3.5.1 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number to enable the PPECB to verify the supplier's status on the CSD.

### **3.6 Acknowledgement and Acceptance**

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

### **3.7 Insurance.**

3.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Quotation.

### **3.8 Response Preparation Cost and Ongoing Engagement**

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### **3.9 Reservations**

3.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.

3.9.2 Quotations shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.

3.9.3 PPECB may, during and after the evaluation of the Quotations and in its sole and absolute discretion, decide to:

- Accept a Quotation other than the lowest priced quotation.
- Refuse to consider any Quotation not conforming with the requirements of this RFQ;
- Ask any Service Provider to supply further information after the closing date;
- Cancel this RFQ or any part thereof at any time.
- Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,

- Not to award the quotation at all.

### **3.10 Data Protection**

3.10.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

### **3.11 News and press releases.**

3.11.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

### **3.12 Disclaimer**

3.12.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

3.12.2 By submission of its quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.

3.12.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

### **3.13 General Terms and Conditions**

3.13.1 The attached terms and conditions must be signed and send back with the RFQ response.

## **4. COMPLIANCE DOCUMENTS**

The following documents are required for the quotation to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

## 5. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages.

### 5.1 Stage 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 5**. Bidders must ensure that they complete and sign returnable documents.

### 5.2 Stage 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

#### ***Weighted Functional Criteria***

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	Evaluation Criterion	Maximum points
1.	Company Experience:  Number of years the institution/company has been providing executive coaching should not be less than 5 years. Have business coaches that are from diverse backgrounds and business experiences.	20
2.	References (Only relevant references)  The service provider must provide evidence that they have successfully implemented executive coaching. The service provider must provide not less than 3 references where coaching was successfully conducted on business optimization and strategy formulation.  Reference letters with contact details must be provided to substantiate such claims.	20
3.	The accredited coaches who will be involved in this project must not have less than 5 years' experience conducting coaching sessions with executives. A comprehensive CV must be provided indicating when coaching was conducted, the number of people coached, as well as the organisation(s) where such coaching took place.	20
4.	Methodology and Approach  The service provider must demonstrate their understanding of the key requirements and expectations of PPECB as outlined in this document. A detailed approach, methodology and tools on how they will assist PPECB in achieving the objectives of this request, must be provided, including an outline of the project deliverables, indicating key milestones and turnaround times.	40

<b>5</b>	<p><b>POPIA/ confidentiality compliance</b> Bidder to provide:</p> <ul style="list-style-type: none"> <li>• a process and means of transferring confidential client information as per POPIA (10)</li> </ul> <p>Bidder's POPIA policy and procedures as pertaining to client information (10)</p>	<b>20</b>
<b>Total Points</b>		<b>120</b>

### **Functional Threshold**

The minimum functional threshold is **90 Points**. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

### **5.3 POINTS AWARDED FOR SPECIFIC GOALS**

6.3.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

6.3.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 10</b> % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	<b>Total Points: 5</b> % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 5</b>	
<b>Total Specific Goals</b>			<b>20</b>	

#### 5.4 Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

5.4.1 The risk of fruitless and wasteful expenditure to the PPECB.

5.4.2 The risk of an abnormally low bid.

5.4.3 The risk of a material irregularity.

5.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and

5.4.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

## 6. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

RFQ No: **RFQ/Coaching/2024/18 Provision for 9 Coaching sessions**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / quotation specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the quotation. I confirm that I am satisfied with the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this quotation as the principal liable for the due fulfilment of this quotation.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other quotation.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorized to sign this quotation.

Name (PRINT) ..... Signature .....

Witnesses:

1. ....
2. ....