

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAINING(SHORT COURSES) TO TRADE & INVESTMENT KWAZULU-NATAL STAFF MEMBERS.

RFQ No.	RFQ202526/16
RFQ ISSUE DATE	09 JUNE 2025
COMPULSORY SITE BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAINING COURSES TO TRADE & INVESTMENT KWAZULU-NATAL STAFF MEMBERS.
CLOSING DATE & TIME	13 JUNE 2025 @ 12h00 PM.
LOCATION FOR SUBMISSIONS	quotations@tikzn.co.za (PLEASE WRITE RFQ NUMBER ON THE EMAIL SUBJECT LINE)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____



REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF TRAINING COURSES TO TRADE & INVESTMENT KWAZULU-NATAL STAFF MEMBERS.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal, must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

The procurement of training courses by Trade & Investment KwaZulu-Natal is strategically aligned with its objectives to enhance operational capabilities and promote the province as a premier business destination. This initiative is part of Trade & Investment KwaZulu-Natal's broader mission to improve productivity and effectiveness among its employees, thereby facilitating better service delivery and stakeholder engagement.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable and qualified service providers to deliver accredited training courses to staff of Trade & Investment KwaZulu-Natal.

4. SCOPE OF WORK

Description	Quantity
1. Share Point Development	2
2. CompTIA Server Plus	2
<ul style="list-style-type: none"> • The training must have formal assessment, • Issue competence certificate. • The training must be delivered by suitable qualified facilitator online - Virtually. 	
<i>NB: Specific conditions to be provided by TIKZN compiler, if any</i>	

5. EVALUATION PROCESS

5.1 Phase 1: Mandatory Requirements

Only bid proposals that meets pre-compliance requirements will be evaluated on mandatory requirements. The Bidder must complete the section below by answering **YES or NO**. If, Yes, please attach proof.

NO.	REQUIREMENT	COMPLY: YES OR NO
1	Accreditation with relevant bodies The Bidder must submit documentary proof that the training courses will be accredited with relevant bodies.	

NOTE: Failure to meet all the mandatory requirements will lead in the Bidder being disqualified and not further evaluated for (Phase 2).

5.2 Phase 2: SCM Administrative Requirements

- 5.2.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.2.2 The SBD 4 form must be completed, signed by the authorised company representative.
- 5.2.3 The SBD1 form must be completed, signed by the authorised company representative.
- 5.2.4 The POPIA consent form must be completed, signed by the authorised company representative.
- 5.2.5 The bidder must submit SBD 6.1 preference points claim form.
- 5.2.6 The bidder must submit facilitator’s CV/Accreditation

Failure to provide the above information may lead to the bidder’s proposal not being considered further.

5.3 Phase 3: Compliance with RFQ specifications

- 5.3.1 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.3.2 Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.4 Phase 4: Price and Specific Goals Scoring

5.4.1 Pricing Considerations

- a) Bidders’ price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders’ total price weighs 80 points.

5.4.2 Specific Goals

- a) The bidder must submit the SBD 6.1 preference points claim form.
- b) B-BBEE Certificate / Affidavit.
- c) Bidders’ specific goals weigh 20 points.

Specific Goals Criteria	Points
-------------------------	--------

<p>1. Black Ownership: 100 % = 10 points Proof of claim: RSA Identity document of shareholders. CSD registration report. Company registration (CIPC). B-BBEE Certificate/ Affidavit.</p> <p>2. Women Ownership: More than 51% women owned= 05 points Proof of claim: RSA Identity document of shareholders. CSD registration report. Company registration (CIPC). B-BBEE Certificate/ Affidavit.</p> <p>3. Youth Ownership: More than 51% youth owned = 05 points Proof of claim: RSA Identity document of shareholders. CSD registration report. Company registration (CIPC). B-BBEE Certificate/ Affidavit.</p>	20
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).

4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.