

## **REQUEST FOR QUOTATIONS**

**04 December 2023**

### **REQUEST FOR QUOTATIONS FOR RFQ FOR BUSINESS CONTINUITY MANAGEMENT TRAINING ON ISO 22301:2019 STANDARD**

## **1. Purpose**

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- 1.1. To invite service providers to send quotations for RFQ for Business Continuity Management Training on ISO 22301:2019 Standard

## **2. Considerations/background**

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- 2.1. The Railway Safety Regulator (RSR) is a Public Finance Management Act compliant entity and in line with provisions of the afore-mentioned Act and Treasury regulation and guidelines. In August 2023, the RSR has been certified for the ISO 22301 Standard on Business Continuity Management System (BCMS).
- 2.2. There are different role players for implementation, management and monitoring of the BCMS within the RSR that must attend the training in line with the approved. For RSR to maintain the ISO 22301 BCMS certification, all role players needs to be competent through attendance of appropriate training to ensure that they are all equipped to perform their respective roles.

## **3. Scope of work / Specification**

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Specifications are as follows: RFQ for Business Continuity Management Training on ISO 22301:2019 Standard.

The Risk Management Unit hereby requests the services of an independent service provider to conduct a training for the Risk Management Unit, Internal Audit, Risk & ICT Steering Committee and

lastly the Business Continuity Management & Occupational Health and Safety Committee Members. The successful service provider should ensure that the training specification is tailored to the Railway Safety Regulator environment and for all relevant role players. The below table refers:

<b>TRAINING REQUIRED</b>	<b>BCM ROLE PLAYERS</b>	<b>NUMBER OF DELEGATES</b>	<b>CERTIFICATION PROVIDED</b>	<b>TRAINING MATERIAL COVERED</b>
ISO 22301: 2019 Business Continuity Management (BCM) - Foundation	BCMOHS Committee Members	15	Yes	Yes
ISO 22301: 2019 Business Continuity Management (BCM) - Implementation	Risk Management Unit	3	Yes	Yes
ISO 22301: 2019 Business Continuity Management (BCM) Internal Auditor Training	Internal Audit & Risk Management Team	3	Yes	Yes

#### **4. Administrative / Compliance Requirements**

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- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

*Failure to submit valid documents listed above (**No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10**) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

#### **5. Functionality Evaluation Criteria**

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5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

No.	ELEMENT TO BE EVALUATED.	FUNCTIONALITY CRITERIA	SCORING CRITERIA	MAX POINTS
1.	<b>Experience</b>	The service provider must demonstrate experience in conducting Business Continuity Management System Training. A company profile with all details of the core business and contracts or projects undertaken in relation to conducting training. A minimum of 3 years is required.	3- 5 years= 10 points. 6 – 7 years= 20 points. 7 years and more= 30 points	<b>30</b>
2.	<b>Project plan and methodology:</b>	The Bidder must provide a detailed explanation of the methodology and project implementation plan which outlines how the training will be carried out covering all relevant role players.	<ul style="list-style-type: none"> <li>• Average= 10 Points</li> <li>• Good= 20 Points</li> <li>• Very Good= 30 Points</li> </ul>	<b>30</b>

3.	<b>Track Record:</b>	<p>Provide a minimum of three (3) contactable references of BCMS Training conducted in the previous three (3) years. Reference letters must be in the letterhead of the client with the following information must be outlined:</p> <ul style="list-style-type: none"> <li>• Project name</li> <li>• Time frame</li> <li>• Contract value</li> <li>• Contact details</li> </ul> <p>(Attach Reference letters from different clients as evidence of related services previously conducted)</p>	<ul style="list-style-type: none"> <li>• No Letter= 0 Point</li> <li>• 1 letter = 10 Points</li> <li>• 2 Letters= 20</li> <li>• 3 Letters= 30 Points</li> <li>• 4 Letters= 40 Points</li> </ul>	<b>40</b>
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Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

*Failure to attain the set minimum threshold will result in a disqualification.*

## **6. Evaluation 80/20 Preference Point System**

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- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.
- 6.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> </ul>

	Enterprise (QSE) which is <b>at least 51% owned by black people</b>		<ul style="list-style-type: none"> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which	3	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> </ul>



	is <b><i>at least 51% owned by youth</i></b>		<ul style="list-style-type: none"> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by person(s) with disabilities</i></b>	2	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> <li>• Valid South African Social Security Agency (SASSA) registration <b>(Where applicable)</b></li> <li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)</li> </ul>

- 6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

## **7. Technical Enquiries**

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### **7.1. SCM Enquiries**

Mr. Fumani Mabunda

[fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)

### **7.2. Project Manager Enquiries**

Mr. Xolani Zwane

[xolaniz@rsr.org.za](mailto:xolaniz@rsr.org.za)

## **8. Closing Date and Time for responses to this request for quotation**

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- 8.1. The request will be **closed on 13 December 2023 at 16h00**. Responses may be emailed to [fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)