

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	100024885		
<b>Quotation or Proposal no:</b>	Emotional Intelligence		
<b>Date of Issue</b>	13/11/2023		
<b>Briefing Session Date and Time</b>	N/A		
<b>Closing date:</b>	22/11/2023		
<b>Closing time:</b>	12pm	<b>Validity period:</b>	60 days

You are invited to provide a quote to carry out the deliverer of goods, services or works defined in Annexure 1 attached.

### QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

<b>Quotations Administrator</b>	Zanele Zulu		
<b>Telephone no:</b>	+2711 471 4000	<b>Fax no:</b>	n/a
<b>E-mail:</b>	Quotations6@sentech.co.za		
<b>The physical address of the SENTECH Office where quotation can be submitted to:</b>	Quotes to be submitted by email		

# Form of Offer and Acceptance

## Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) .....Rand;

R.....(in figures)

### THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

.....  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

# RFQ Data

## 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email, Fax or Hand Delivery.

## 2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

## 3. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

<b>Evaluation Method</b>	<ul style="list-style-type: none"><li><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li><li><b>2. Stage 2 - Mandatory Evaluation</b> Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria(table1) and Functionality Criteria (Table 2). Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further.</li><li><b>3. Stage 3 – Price and Preference</b> Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20  Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</li></ul>
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#### 4. EVALUATION CRITERIA

Functional criteria			Points
<b>COMPANY EXPERIENCE (Number of years) IN PROVIDING EMOTIONAL INTELLIGENCE TRAINING</b>	<b>Points Allocation</b>	<b>Proof</b>	
- More than 5 Years	40	Attach your Company Profile	
- Between 3 to 5 years	20		
- Between 1 to 2	10		
- Zero Years	0		
<b>PROVEN TRACK RECORD OF COMPANY</b>	<b>Points Allocation</b>	<b>Proof</b>	
- 5 reference letters	30	Attach customer signed reference letters.	
- 3 to 5 reference letters	20		
- 1 to 2 reference letter	10		
- Zero references	0		
<b>EXPERIENCE OF FACILITATOR IN EMOTIONAL INTELLIGENCE TRAINING</b>	<b>Points Allocation</b>	<b>Proof</b>	
- More than 5 years of experience	20	Attach cv of facilitator	
- Between 3 and 5 years of experience	10		
- Less than 3 years of experience	0		
<b>Total Points:</b>			90

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
<p><b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified</b></p>			

#### 4.1 Functional / Quality criteria (applicable) (Stage 3)-

Functional criteria	Points
See Annexure	
<b>Total Points</b>	

#### 4.2 Technical Evaluation (Stage 4 ) - See Annexure 1

**\*Bidders must complete the two annexures attached with this document. (.i.e. Annexure 1- Technical evaluation).**

#### 4.4 RISK ASSESSMENT (Stage 5)

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses
- Any information received from past references.
- Site Visit of similar work done
- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

#### 4.5 Evaluation of Price and Preference (Stage 6)

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

##### 4.5.1 The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	20
Price:	80
Total must equal:	100

##### 4.5.1.1 Preference Point allocation – 80/20

#### **Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act**

which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability

#### 4.5.1.2 Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[ \frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Rand value of bid under consideration
- $P_{min}$  = Rand value of lowest acceptable bid

## **SCOPE OF WORK**

Provide quotations for the conduction of emotional intelligence training for about 575 staff members.

### **SPECIFICATIONS**

**Emotional intelligence (EI) forms the point where cognition and emotion meet, it facilitates our capacity for resilience, motivation, empathy, reasoning, stress management, communication, and our ability to read and navigate an abundance of social situations and conflicts. When emotional intelligence is cultivated, it affords one the opportunity to realize a more fulfilled and happy life.**

**Sentech understands the need of the employees to have the ability to understand, use, and manage their own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.**

**Location: The training can either be physical or online**

**The training sessions should be split as follows:**

- Executives and heads physical session at a Sentech Venue (35)
- Managers and specialist session (60) Online session
- X3 online sessions for 100 staff members each
- X1 online session for 80 staff members

<b>Minimum Score to Qualify for Further Evaluation</b>	<b>[Insert Minimum functional/ quality score]</b>
	<b>90%</b>

**TERMS AND CONDITIONS**

<b>Terms and Conditions</b>	<b>SENTECH reserves the right to:</b>
	<ul style="list-style-type: none"> <li>• Extend the closing date.</li> <li>• Verify any information contained in a response.</li> <li>• Request documentary proof</li> <li>• Cancel or withdraw the requirement</li> <li>• To limit communications to only those Service Providers who meets the requirements.</li> <li>• This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.</li> <li>• The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH.</li>   <li>• SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.</li>   <li>• SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.</li>   <li>• SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.</li>   <li>• SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.</li>   <li>• Key resource provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.</li> </ul>



**SENTECH**  
connecting You

<b>Terms and Conditions</b>	<b>SENTECH reserves the right to:</b>
	<ul style="list-style-type: none"><li>• Service Level Agreement will be signed with the successful Service Provider.</li><li>• The successful contractor is to provide a safety file that will be approved by SENTECH SOC limited safety specialist before the works can commence on site. The successful contractor will also be required to sign SEC.37.2, to be handed after the adjudication of contract. The successful contractor must take note that they will be given a period of two weeks to prepare an approved safety file upon receipt of the Purchase Order, of which failure to adhere to the deadline will result in the Purchase order being cancelled.</li><li>• Contractor to submit a programme of works before commencing any works</li><li>• Contractor to submit close out report upon completion</li></ul>