

**REQUEST FOR
QUOTATIONS**

20 APRIL 2023

**REQUEST FOR QUOTATIONS FOR WEB-
BASED PERMIT FEE MODEL INTERFACE**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires services for the service provider to compute the developed Safety Permit Fee Model and interface with the RSR website.

2. Considerations/background

- 2.1. N/A

3. Scope of work / Specification

Specifications are as follows:

Please note that the full specification document have been attached as Annexure A.

NB: Please note there will be COMPULSORY briefing session as follows:

Date: 24 April 2023 – Monday

Time: 11:00 am

Venue: Microsoft Teams (Kindly indicate your attendance by sending an email to lesegod@rsr.org.za and fumanim@rsr.za with your email address by the 24 April 2023 at 10:00am)

4. Administrative / Compliance Requirements

- 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
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

*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

- 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	CRITERIA	POINTS
1	<p>Bidder must submit reference letters from previous or current clients indicating experience in successfully interfacing data with the website (mini calculator), within the past 10 years.</p> <p>The reference letter/s should at a minimum state the following: Name of the client Contact Person's name, surname, position contact number and e-mail Dates when work was performed. Value of the contract</p> <ul style="list-style-type: none"> • Provided five (5) or more reference letters: 10 Points • Provided four (4) reference letters: 08 Points • Provided three (3) reference letters: 05 Points • Provided two (2) reference letters: 02 Points • Provided one (1) reference letter or no letter or invalid letter: 0 Points 	10 points
2	<p>BIDDER'S TECHNICAL TEAM QUALIFICATION & EXPERIENCE</p> <p>Enclosure: 1. The Team will comprise of 2 (two) experts The CV's and certified certificates of both experts will be used for evaluation for the Web Interface design Specialists and average their scores. The scoring of the key personnel will be as below: Specialists – (Average points = 20 Max). Points will be split between the two experts e.g. if score is 20, each will score 10 if they meet the requirement.</p> <p>1. Qualifications – Relevant Qualification in IT [or its International Qualification equivalent as verified by South African Qualification Authority (SAQA). It is the responsibility of the bidder to secure the verification]</p> <p>a) Bachelor's Degree = 20 points</p>	45

	<p>b) National Diploma = 15 points c) No qualification = 0 points</p> <p>2. Years of work experience in IT systems development– Average points = 25 Points (Clarify number of years with each employer)</p> <p>a) 10 years or more = 25 points b) 8 or more years but below 10 years = 20 points c) 5 years to below 8 years = 15 points d) Below 5 years = 0 points</p>	
3	<p>APPROACH TO WORK</p> <p>Structured Approach/Methodology (Comprehensive Methodology that highlights techniques that will be employed for the project, this must include the approach and alignment to best practice)</p> <ul style="list-style-type: none"> • Well defined approach methodology= 30 points • Moderately defined approach methodology= 20 points • Poorly defined approach methodology= 10 points • No approach methodology= 0 points 	30
4	<p>Project Plan covering management of the scope with milestones/phases and timelines</p> <ul style="list-style-type: none"> • Well defined Project Plan= 15 points • Moderately defined Project Plan= 10 points • Poorly defined Plan Plan= 05 points • No project plan= 0 points 	15

Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on price and specific goals

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

6. Evaluation 80/20 Preference Point System

- 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 Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by

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

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

7.1. SCM

Doris Letsholo

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7.2. Project Manager

Louisa Moloisane

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087 284 6666

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

- 8.1. The request will be **closed on the 28 April 2023 at 15h00 pm**. Responses may be emailed to doris.letsholo@rsr.org.za