

REQUEST FOR QUOTATION (RFQ)

Request for Quotation:	Provision Of Training Material Design Software		
RFQ Number:	PPECB/HC/Design Software/2023/11		
Opening Date:	09 January 2024		
Closing Date:	24 January 2024	Time:	16h00
Contact Person:	Lerato Ramabu	Email:	LeratoR@ppecb.com
Bid Validity Period	60 Days		

1. PROJECT PURPOSE

The PPECB is inviting proposals from software vendors to provide proposals of software offerings used for design and editing of learning materials by in-house instructional designer(s) for the duration of 3 years with the option to renew for an additional 2 years based on performance.

2. PPECB BACKGROUND

The Perishable Products Export Control Board (PPECB) is a Schedule 3A statutory organization in terms of the Public Finance Management Act 1 of 1999 (PFMA), established in 1926. The PPECB conducts its business in terms of the Perishable Products Export Control Act 9 of 1983. PPECB operates as a statutory body established by the Department of Agriculture, Forestry and Fisheries under the requirements of the Agricultural Products Standards Act 119 of 1990. As a public entity, PPECB must adhere to the requirements of the PFMA.

PPECB currently acts as an independent service provider of product quality certification, cold chain management and food safety services for producers and exporters of perishable food products. PPECB's services reduce the risk of producers and exporters of these products.

Customers and stakeholders include producers, producer organisations, pack-houses, manufacturers, exporters, export agents, cold store operators, transport operators, shipping lines, port authorities, port terminal operators, retailers, and governments.

Our Vat registration number is 4520 1111 98.

3. REQUIREMENTS

- Software training animation content design and editing capability.
- Ability to create training video content without video production experience.
- Ability to build assessments, quizzes, tests.
- Availability of Stock Assets,
- Course Templates included.
- Courseware library included (Text, Images, Video clips, presentations)
- AI powered scripting offered.
- Ability to add audio.
- Uploading directly to learning management system (Oracle Fusion compliant)

- Multi device compatibility
- Scorm compliant (Support for various content formats (PDF, PPT, HTML, etc.)
- User support
- Access to online training and updates
- Text to Speech capabilities
- Voiceover capabilities
- Multimedia embedding (Audio, video, interactive elements)
- Analytics and reporting on content usage.
- Integration with external content sources (Images, Videos, Libraries)
- Offline capabilities
- Version control for collaborative project. – Group sharing capabilities
- Access to online community groups and training tutorials.
- Pricing should be based on an annual basis, all-inclusive fee for 3 users.

Only firm prices will be accepted. The bidder to provide fixed price against the Rand/ Dollar exchange rate if the vendor is a reseller of an international software. All prices must be inclusive of VAT. No variation, to the accepted quote. Please complete SBD3.1 attached.

Should you have any queries regarding the proposal request, please do not hesitate to contact:

Technical/Procurement Enquiries:
 Lerato Ramabu (LeratoR@ppecb.com)

Tel: 0219301134

4. TERMS AND CONDITIONS OF BID

4.1 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

This submission must contain all information and documentation relating to the **PPECB/HC/Design Software/2023/11**

4.2 Closing Date

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

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

4.3 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.

4.4 Bid Validity Period

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

4.5 CSD Registration

- 4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 4.5.2 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.
- 4.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

4.6 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.

4.7 Insurance.

- 4.7.1 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.

4.8 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.

4.9 Reservations

- 4.9.1 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.

4.9.2 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.

4.9.3 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.

4.10 Data Protection

4.10.1 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.

4.11 News and press releases.

4.11.1 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.

4.12 Disclaimer

4.12.1 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.

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

4.12.3 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.

4.13 General Terms and Conditions

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

5. 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.

6. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

6.1 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 4.11**. Bidders must ensure that they complete and sign returnable documents.

No.	Compliance Evaluation	Comply	Comments / X-Ref in Quotation
1.	SBD4 - Bidder's Disclosure	<input type="checkbox"/> YES <input type="checkbox"/> No	
2.	Valid Tax Clearance Certificate or Pin;	<input type="checkbox"/> YES <input type="checkbox"/> No	
3.	Valid BEE Certificate or EME/QSE Affidavit;	<input type="checkbox"/> YES <input type="checkbox"/> No	
4.	SBD6.1 – Preference Point Claim Form;	<input type="checkbox"/> YES <input type="checkbox"/> No	
5.	Central Supplier Database Registration (CSD) Report – Proof of CSD registration.	<input type="checkbox"/> YES <input type="checkbox"/> No	
6.	SBD 3.1 - Pricing	<input type="checkbox"/> YES <input type="checkbox"/> No	

6.2 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	Minimum Points	Maximum points
1.	Provide a proposal on the product specification		10
2.	Provide the technical requirements for implementation and timelines		10
3.	Provide a detailed overview of the functionalities offered in line with the requirements. <ul style="list-style-type: none"> Software caters for training animation content design and editing – 20 points. Create training video content without video production experience required by user – 10 points. Ability to build assessments; quizzes, tests – 20 points. Stock assets available – 5 points. Course templates included – 5 points. Courseware library included – 5 points. Ability to add audio – 5 points. User support included – 5 points. Access to online training and updates included – 5 points. 	50	80
4.	Uploading directly to learning management system (Oracle Fusion compliant) https://docs.oracle.com/en/cloud/saas/talent-management/23d/fatul/add-online-content-to-your-oracle-learning-resources.html#s20066913	20	20
5.	A minimum of 3 signed written references from previous or current clients using the software (letter should not be older than 3 years and should relate to work done not more than 5 years ago). <ul style="list-style-type: none"> 3 references – 15 points 2 references – 10 points 1 reference – 5 points 		15
6.	The software must be cloud hosted.		20
7.	Software must be Scorm compliant.	50	50
8.	Multi device compatibility		10
9.	AI powered scripting is available		15
10.	Pricing to be provided as cost per user (Instructional designer) per annum.		10
	Total Points		240

Functional Threshold

The minimum functional threshold is **[200]**. 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:

6.3 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	Total Points: 10 % 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	Total Points: 5 % 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	Total Points: 5	
Total Specific Goals			20	

6.4 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:

- 6.4.1 The risk of fruitless and wasteful expenditure to the PPECB.
- 6.4.2 The risk of an abnormally low bid.
- 6.4.3 The risk of a material irregularity.
- 6.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 6.4.5 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.

7. DECLARATION BY THE BIDDER

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

RFQ No: **PPECB/HC/Design Software/2023/11 for the entire PPECB**

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 participated 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 accept each page of this RFQ.

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

Name (PRINT) Signature

Witnesses:

1.

2.