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REQUEST FOR QUOTATION (RFQ)

BID COMMITTEES (PFMA) TRAINING FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND BID COMMITTEE MEMBERS

RFQ	RFQ/2022/23-26
RFQ ISSUE DATE	23 June 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	BID COMMITTEES (PFMA) TRAINING FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND BID COMMITTEE MEMBERS
CLOSING DATE & TIME	07 July 2022 @ 12:00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

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

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish 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 quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

BID COMMITTEES (PFMA) TRAINING FOR SUPPLY CHAIN PRACTITIONERS AND BID COMMITTEE MEMBERS

1. BACKGROUND

- 1.1 Ports Regulator of South Africa ("the Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government's strategic objectives.
 - Promote equity of access of ports and facilities and service provider by ports.
 - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
 - Hear appeals and complaints contemplated in terms of Section 48 of the Act
- 1.3 The Ports Regulator has embarked on a process to appoint a qualified and experienced training provider to offer face to face Bid Committees (PFMA) training for bid committee members and supply chain management (SCM) practitioners as per the detailed in the scope of work. A minimum of twenty-two (22) officials to be trained.

2. SCOPE OF WORK

- 2.1 The institution must be accredited with a relevant professional body and the course materials must have been developed in collaboration with National Treasury and must be aligned to Unit Standard 337061: Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa. The certificate of competence will suffice at the end of the training. The appointed training provider will be required to provide Bid Committees (PFMA) training to bid committee members and SCM practitioners, focusing on the following but not limited to:
- (i) Duties and responsibilities for Bid committee members
 - (ii) Section 217 of the Constitution of South Africa
 - (iii) Public Finance Management Act,
 - (iv) Treasury Regulations (with its instruction notes, Practice Notes and Circulars),
 - (v) Preferential Procurement Policy Framework Act (with its regulations),
 - (vi) Broad-Based Black Economic Empowerment Act
 - (vii) National Treasury contract management framework
 - (viii) SITA Act
 - (x) Promotion of Administrative Justice Act (PAJA)
 - (xi) Protection of Personal Information Act (POPIA) and other relevant legislation applicable to public sector supply chain management processes similar to CIDB etc.

2.2 Learning Outcomes

After successful completion of this course the learners should be able to:

- Discuss elements of a supply chain management model that apply to the bid committee system
- Apply knowledge of the applicable regulatory framework to ensure compliance
- Discuss the importance of ethical conduct at all stages of the bid committee process

- Apply knowledge of the functions of the bid specification committee, the bid evaluation committee and the bid adjudication committee

2.2. The composition of the bid committee members is comprising of a minimum of twenty-two (22) delegates, as per the table below:

No.	Bid Committee Type
1.	Bid Specification Committee
2.	Bid Evaluation Committee
3.	Bid Adjudication Committee
4.	Supply Chain Management Practitioners

On completion of the required training, Ports Regulator of South Africa expects the bid committee members and SCM practitioners to be able to fully implement all of the above-mentioned learning outcomes.

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

- 3.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
 3.1.2 The SBD forms must be completed, signed by the authorised company representative.

3.2 Mandatory Requirement (Phase 2)

- 3.2.1 The institution must provide a minimum of three (3) contactable reference letters of SCM trainings of which one (1) letter must be training on Bid Committees that the company has offered in the public sector for supply chain management within the last 3 years on **Public Finance Management Act (PFMA)**.

Note:

- *Reference letter/s whereby the bidder has conducted Probity / SCM audit services will not be considered.*
- *Reference letter/s whereby the bidder has conducted SCM training in the public sector within the last 3 years on MFMA will not be considered.*
- *Reference letter/s whereby the bidder has conducted SCM training in the private sector within the last 3 years will not be considered.*

- 3.2.2 The institution must provide trainer/facilitator with a minimum of a Commerce Bachelors' or B tech degree & must have a minimum of five (5) years' experience in public sector supply chain management within PFMA (a detailed CV with copies of qualifications must be provided).

Failure to provide this mandatory information will lead to bidder's proposal not being considered further on price and BBBEE.

- 3.3 **Price & B-BBEE (Phase 3):** Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBBEE and Price. As the RFQ price is estimated to be between R 30 000.00 and R 1 000 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBBEE preference point system.

3.4 Pricing Considerations:

The training provider will be required to train twenty-two participants face to face divided into two (2) groups. The bidder must consider the following for price quotations and must be inclusive of all applicable taxes (including VAT).

- The maximum number of days for each group is estimated at five (5) days.
- Costing for first group – for at least five (5) days
- Costing for second group – for at least five (5) days

The bidder will be also responsible for the following:

- Presenting, Printing and distributing of training manuals
- Printing of certificates of competence.
- Other training associated costs.
- Venue

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFiling 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).

4. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

5. CONDITIONS TO BE OBSERVED WHEN RFQING

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

6. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa 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:

- Quotation on a letterhead
- Declaration of Interest (SBD 4)
- SBD 6.1 with a BBBEE certificate or a sworn affidavit in order to claim preference points
- Three (3) contactable reference letters
- CV for proposed trainer/facilitator and copy of qualification/s
- Copy of CSD Report or MAAA Number (National Treasury)