

Dear Sir / Madam



cooperative governance
and traditional affairs

Department of Cooperative Governance
and Traditional Affairs
FREE STATE PROVINCE

QUOTE 126 / 2024 – 2025: REQUEST FOR QUOTATIONS TO APPOINT A SERVICE PROVIDER TO DEVELOP A BUSINESS CONTINUITY PLAN FOR RISK MANAGEMENT UNIT WITHIN THE FREE STATE DEPARTMENT OF COGTA

The Department of Co-operative Governance and Traditional Affairs hereby invites you to submit a written price quotation for the supply and delivery of the specified goods as detailed under the paragraph “**specification**” and in the enclosed **pricing schedule (SBD 3.1) to be delivered in Bloemfontein**

In response to this invitation your quotation must be submitted in a sealed envelope and **MUST** be deposited on **22-10-2024** in the quotation box on the 7th Floor, **OR Tambo Building, 155 St. Andrew Street, Bloemfontein, 9301**

Alternatively: quotations can be sent to: Quotations.Requisitions@fscogta.gov.za

Price(s) quoted must be valid for at least sixty (60) days from the closing date

The following condition will apply:

Price(s) quoted must be firm and must be inclusive of VAT.

- A firm delivery period must be indicated.
- Provided that the lowest acceptable quotation is above R30 000.00, this quotation will be evaluated in terms of the **80/20** preference point in line with Preferential Procurement Policy Regulations, 2022. If the lowest acceptable quotation is below R30 000.00, evaluation will be based on price only.
- To this end, the enclosed forms **SBD1, SBD3.1, SBD 4, (SBD 6.1 - only for quotations above R30 000)**, and Specifications must be scrutinized, must be completed and submitted together with your quotation.
- The supply of goods and services will have to comply with the **General Conditions of Contract (GCC)** as issued by the National Treasury, obtainable from www.treasury.gov.za/divisions/sf/sc/. **Therefore by submitted the bid documents and unless stated otherwise, the supplier warrants that supply of goods and services will comply with GCC.**
- The successful service provider will be the one scoring the highest points. Where preference points is not used, the successful bidder will be the one with the lowest acceptable bid/quote.
- Bidders are encouraged to make enquiry with the Department on areas of ambiguity, particularly on SBD documents and declarations as false declarations may lead to cancellation of the contract/purchase order.

NB: The following element(s) form part of disqualifying factors:

- Late submission of requested quotation(s) and other related documents
- For quotations above R30 000, 00, 20 points for specific and RDP goals will be allocated using the following method:

CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS	Requirements	Number of points(80/20 system)	Please claim points

CATEGORIES OF PEOPLE HISTORICALLY DISADVANTAGED INDIVIDUALS	Requirements	Number of points(80/20 system)	Please claim points				
Blacks and people who had no franchise on national elections before 1994 constitution (more than 50% ownership)	Certified ID copy and CIPC registration/ CSD report	3					
Women (more than 50% ownership)	Certified ID copy and CIPC registration/ CSD report	5					
Youth (more than 50% ownership)	Certified ID copy and CIPC registration/ CSD report	3					
People with disability (more than 50% ownership)	Medical report sanctioned by qualified professional and CIPC registration/ CSD report	3					
CATEGORIES OF RDP GOALS							
promotion of local economy in terms of province, region, municipal area or rural area	Municipal rates/ lease agreement accompanied by municipal rates statement of the landlord.	2					
Promotion of BBBEE companies	Level 1 to 4 Sworn affidavits/ CIPC BBBEE certificate	4	BBBEE level	1	2	3	4+
			Points	4	3	1	0
			Please tick applicable column				

In order to uphold the BBBEE act, points scored for BBBEE is included on 20 points for specific goals and provided with the following allocation of points:

BBBEE STATUS LEVEL OF CONTRIBUTOR	Number of points(80/20 system)
1	4
2	3

3	1
4 and above	0

• **NB: No points will be allocated if the *following documents* are not submitted:**

- For EMEs (Revenue up to R10M): DTI template sworn affidavit attested by a commissioner of oaths or a BBEE certificate printed from CIPC.
- For QSEs (Revenue up to R50M): DTI template sworn affidavit attested by a commissioner of oaths or a valid BBBEE certificate issued by an agency accredited with SANAS.
- For Generic (Revenue above R50M): A valid BBBEE certificate issued by an agency accredited with SANAS.
- Only original or certified copies of DIT template/SANAS Certificate will be considered for allocation of BBEE points

09/10/2024

Mr. King Sithole
Assistant Director

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	126 / 2024-2025	CLOSING DATE:	22 October 2024	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR QUOTATIONS TO APPOINT A SERVICE PROVIDER TO DEVELOP A BUSINESS CONTINUITY PLAN FOR RISK MANAGEMENT UNIT WITHIN THE FREE STATE DEPARTMENT OF COGTA				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
7 th Floor, Room 725B, OR Tambo Building, 155 St. Andrew Street, Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	King Sithole		CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Quotations.Requisitions@fscogta.gov.za		E-MAIL ADDRESS	Quotations.Requisitions@fscogta.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00 CLOSING DATE: 22 OCTOBER 2024

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES)
	Integration of all key business processes in the BCM, all divisions should implement the Business Continuity Management Plans which define the accountability, roles and responsibilities, response, recovery, continuity strategies, solutions to protect the Department from loss of workforce, facilities, technology including ICT infrastructure, systems, applications, data, information, legal and regulatory requirements. Alignment of Department's Business Continuity Plan (BCP) to the ISO standard 22301, Social Security (BCM systems requirements) and Business Continuity Institute's (BCI) good practice guidelines to ensure effective and efficient management of business continuity. The business impact and threat assessments are taken into consideration to ensure that all processes incorporated in the BCP can be restored effectively. Ensure that the Department's BCM policy's lifecycle provides for the following professional stages: - i) Policy and Programme Management (Defining how this policy should be implemented) ii) Embedding Business Continuity (Defining how to integrate BCM awareness and practice) iii) Analysis – (Business Impact Analysis, reviews and assesses the organization) iv) Design – (Based on the strategy, identifying selects appropriate solutions) v) Implementation – (Developing business continuity plans and response structures) vi) Validation – (Ensure that the BCM solutions and response structure, that the plans are accurate, effect & complete, plus test, thus ensuring that they are fit for purpose).	

	The successful bidder must across all processes work together with the following in-house risk management team to enable an opportunity for learning and skills transfer: a) Chief Risk Officer b) Risk Officer c) Director ICT d) Deputy Director: Employee Wellness	
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1. The accompanying information must be used for the formulation of proposals
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

DAILY RATE

HOURLY RATE

R-----

R-----

R-----

R-----

R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	-----
--- days		
-----	R-----	
----- days		

5.1. Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoice

DESCRIPTION OF EXPENSE TO BE INCURRED RATE QUANTITY AMOUNT

..... R.....

----- R.....

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2. Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED RATE QUANTITY AMOUNT

..... R.....

..... R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
.....

7. Estimated man-days for completion of project
.....

Any enquiries regarding bidding procedures may be directed to

Quotations.Requisitions@fscogta.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....

...

.....

...

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....

.....

3. DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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 either the 90/10 or 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Blacks and people who had no franchise on national elections before 1994 constitution (more than 50% ownership)	3	
Women (more than 50% ownership)	5	
Youth (more than 50% ownership)	3	
People with disability (more than 50% ownership)	3	
promotion of local economy in terms of province, region, municipal area or rural area	2	
Promotion of BBBEE companies	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....

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4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION 2

1. BACKGROUND

According to the Public Finance Management Act, Chapter 5, section 38 (1) (a) (i) General responsibilities of accounting officers –

1) The accounting officer for a department, trading entity or constitutional institution:

(a) must ensure that that department, trading entity or constitutional institution has and maintains –

(i) effective, efficient and transparent system of risk management;

According to the Public Sector Risk Management Framework chapter 4: integration of risk management activities;

(6) Formal channels of communication and cooperation should exist within the Institution to facilitate synergy between the Risk Management Unit and Risk Management Committee, and internal formations concerned with risk mitigation, including but not limited to formations responsible for:

(i) Occupational health and safety;

(ii) Business continuity management; (iii) Prevention of fraud and corruption;
and (iv) Awarding of tenders.

In addressing the manner in which risk governance is to take place, Principle 11 of the KING IV report states that, “The governing body should govern risk in a way that supports the organization in setting and achieving its strategic objectives” (Institute of Directors Southern Africa, 2016). It is therefore clear that the function of risk governance should not hinder an entity in achieving its strategic objectives but rather support an entity in achieving them.

Based on the above said requirements, a need for an independent service provider to develop a Business Continuity Management and a testing plan was identified.

2. PURPOSE/ OBJECTIVE

The objective of this call for proposal (quotations) is to identify and appoint competent service provider/s in the market that will offer a competitive and a highly capacitated skills in order ensure integration of all key business processes in the BCM, all divisions should implement the Business Continuity Management Plans which define the accountability, roles and responsibilities, response, recovery, continuity strategies, solutions to protect the Department from loss of workforce, facilities, technology including ICT infrastructure, systems, applications, data, information, legal and regulatory requirements Furthermore, the Department seeks obtain experience through a detailed skills transfer that will exist during the contract period to identified officials of the Department.

3. DELIVERABLES (SCOPE OF WORK)

a) The successful bidder will be expected to ensure integration of all key business processes in the BCM, all divisions should implement the Business Continuity Management Plans which define the accountability, roles and responsibilities, response, recovery, continuity strategies, solutions to protect the Department from loss of workforce, facilities, technology including ICT infrastructure, systems, applications, data, information, legal and regulatory requirements.

b) The successful bidder will be expected to ensure the Department has aligned its Business Continuity Plan (BCP) to the ISO standard 22301, Social Security (BCM systems requirements) and Business Continuity Institute's (BCI) good practice guidelines to ensure effective and efficient management of business continuity. The business impact and threat assessments are taken into consideration to ensure that all processes incorporated in the BCP can be restored effectively.

c) The successful bidder must ensure that the Department's BCM policy's lifecycle provides for the following professional stages: -

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- a. Review Policy and Programme Management (Defining how this policy should be implemented)
 - b. Draft and implement processes to embedding Business Continuity (Defining how to integrate BCM awareness and practice) iii) Perform an Analysis – (Business Impact Analysis, reviews and assesses the organization) iv) Design suit of plans – (Based on the strategy, identifying selects appropriate solutions)
 - v) Implementation – (Developing business continuity plans and response structures)
 - vi) Validation – (Ensure that the BCM solutions and response structure, that the plans are accurate, effect & complete, plus test, thus ensuring that they are fit for purpose).
- d) The successful bidder must across all processes work together with the following in-house risk management team to enable an opportunity for learning and skills transfer:
- a. Chief Risk Officer
 - b. Risk Officer
 - c. Director ICT
 - d. Deputy Director: Employee Wellness

4. SPECIAL CONDITIONS

- a) Costing should include all expenses and applicable taxes (including estimated hours, disbursements, travelling to all districts and presentation of the final report to management and Risk Traditional Affairs, the service provider must be prepared to go through the process of security Management etc).
- b) Due to the sensitive nature of information within The Department of Cooperative Governance and clearance and background checks prior to appointment. The awarding of the contract should be subject to a positive security screening.
- c) The service provider will be expected to sign a Service Level Agreement with the Department.
- d) Any project team member replacement at the time of contract implementation, can only be acceptable with equivalent credentials/ competence.
- e) The Department warrants the service providers that the submitted documents will be treated with confidentiality.
- f) Valid SARS unique pin/ with bid documents.
- g) Costs must include all applicable taxes, including cost associated with the transfer of skill.
- h) The service provider warrants skills will be transferred to the officials in the Risk Management Activity.
- i) Provincial COGTA reserves the right to arrange contracts with more than one service provider, if deemed necessary.
- j) The completed proposal may serve as a basis for further negotiations at Provincial COGTA's selection process. Provincial COGTA may at its sole discretion decide how many service providers are requested to participate in this process.

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- k) Payment will be done in line with the Service Level Agreement (SLA).
- l) The appointed service provider will be expected to act as an expert witness in court of law, should the need arise.
- m) The appointed service provider will be expected to travel (for a maximum of two weeks) within and outside Bloemfontein to the following COGTA branches for context and information gathering :

District	Building
Bloemfontein	OR Tambo Building LM Trust Building LT Trust OBM Building
QwaQwa	Two Palaces and additional 8 traditional councils
Harrismith	Traditional councils
Thaba-Nchu	Traditional councils
Vrede	Traditional councils
Welkom	Satellite office

5. EVALUATION CRITERION

Received quotations will be evaluated on functionality, whereby potential service providers are expected to score minimum points of 70 out of 100 for functionality. Failure to score the required minimum requirements then the bidder will be disqualified.

Standard and documents to be attached	Criteria for functionality	Points
Criteria 1: Expertise and track record of the team Business leader or key employee indicating the number of years doing Business Continuity Management/ .	Strong track record with years in Business Continuity Management. • 2 to 4 years – 5 points • More than 4 to 7 years – 7 points • More than 7 years – 10 points • Less than 2 years- 0 point	10

Criteria 2: Recommendation letters from contactable references on previous Business Continuity Management assignments with at least one done within the last 24 months Only the signed letters on the company letterhead will be acceptable. Reference letters can be directed to the company or directors/ team members	Letters from clients where previous Business Continuity Management assessments were done: • One to 5 letters and no work done within the last 24 months - 10 points • One to 5 letters and work done within the last 24 months - 20 points • More than 5 letters and no work done within the last 24 months - 25 points • More than 5 letters and with one work done within the last 24 months - 30 points • None Submission/ less than one year – 0 point	30
Criteria 3: Relevant experience of the team members CVs supported by certified copies of qualifications	Specify the experience of the project team leader in the past 5 (five) years • Team member/s have less than 5 years SOE/government financial system experience – 15 points • Team member/s has 5 to 10 years SOE/government financial system – 25 points • Team member/s has more than 10 years SOE/government financial system – 35 points • Team member/s have no years on SOE/government financial system experience – 0 points	35
Criteria 4: Business Continuity affiliation Valid company ISO Certificate / membership certificate with the Business Continuity Institute either for the company or for team members/ directors.	Proven experience in the application of ISO22301 and professional membership of the institute of Business Continuity Management • Submission of any of the two documents – 25 points • Non- submission –0 points	25
TOTAL POINTS		100

NB: The evaluation criteria on functionality (separate from price and specific goals) will be as follows.

In terms of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20 preference point system in terms of which points are awarded to Bidders on the basis of:

- The bid price (maximum 80 points)

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- RDP and specific goals (maximum 20 points)

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

$$Ps = 80 \times \left(1 - \frac{Pt - Pmin}{Pmax - Pmin} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points will be allocated to a Bidder for attaining their RDP and specific goals in accordance with the table as outlined in the invitation letter of the bid document:

OVERALL CRITERIA

CRITERIA	MAXIMUM POINTS
Price	80
RDP and Specific Goals	20
Grand Total	100

6. REPORTING AND ACCOUNTABILITY

- a) The successful bidder will report to the risk management committee and will be expected to release a report after assessment of each BCM lifecycle and stages.
- b) Ad-hoc reports may also be requested by the audit committee.
- a) All electronic and hard copy information captured/utilized to provide the output of the project remains the property of the Provincial COGTA, and it cannot be used or shared, whether for profit or otherwise with any other party, without written permission from Provincial COGTA.
- b) Provincial COGTA will retain copyright and all associated intellectual rights.

7. PROJECT MANAGEMENT WITHIN THE DEPARTMENT

- a) This project will be facilitated by a risk management committee consisting of officials from Provincial COGTA, or/ and any other person/s appointed by Provincial COGTA.
- b) The risk management committee progress reporting in a format suitable for extracting information as required.
- c) The service provider will prepare and agree with the risk management committee on a detailed work plan for the duration of the contract. This shall be the basis for the monitoring of performance and achievements.
- d) The client reserves the right to terminate the services if performance is judged to be unsatisfactory at the end of these review intervals.
- e) A draft closure report will be submitted prior to the completion date of the contract to allow comprehensive inputs to support the finalization and actual closure of the project.
- f) A final closure report from a Service Provider to be submitted on completion of the project.
- g) All reports should be provided in soft and hard copy.

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8. THE CONTRACT (AGREEMENT)

A contract/ SLA will be concluded with the successful Service Provider after the award.

9. NON-COMMITMENT

- a) COGTA is not bound to accept any of the proposals submitted.
- b) COGTA reserves the right to withdraw or amend these terms of reference/ specification by notice in writing to all parties who have received the terms of reference/specification prior to the closing date.
- c) The cost of preparing this quotation will not be reimbursed

10. REVIEW PROCESS

- a) Quotation submitted on time by service providers shall not be returned;
- b) All quotations received on a closing date and time will be evaluated in accordance with the evaluation criteria stated in this bid document.
- c) Provincial COGTA may require presentations from short-listed service providers as part of the evaluation process

11. LATE QUOTATIONS

Proposals received late (after closing date and time) shall not be considered. Where feasible, they shall be returned unopened to the bidder.

12. CONTRACT DURATION

All work and report must be completed within the contract period of 20 weeks

13. ACCEPTANCE OF THE TERMS OF REFERENCE, GENERAL CONDITIONS OF CONTRACT AND THE SPECIAL CONDITIONS OF A CONTRACT

Failure to accept the Terms of Reference, General Conditions of Contract or any part thereof, and the Special Conditions of a Contract, will result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions, as such amendments or inclusions will result in disqualification of the bidder.

14. THE BIDDER MUST COMPLETE THE FOLLOWING

I _____ in my capacity as _____ of the

company, hereby certifies that I take note and accept the above-mentioned Terms of reference, general conditions and Special Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____)_____

Fax of company: (____)_____