

1st Floor, 29 South, 7 Umsinsi Junction, La
Mercy, KwaZulu-Natal, 4399
www.moseskotaneinstitute.com

REQUEST FOR QUOTATION (RFQ)

REF No	MKIQ44/2021
RFQ Description	Economic Data Services
Closing date to submit quotations.	20 October 2021 at 16H30
Quotations must be emailed to:	Gcino.lugayeni@moseskotane.com
Technical queries must be emailed to:	Elton.Chinyanga@moseskotane.com

Disclaimer

- a) MKI reserves its right not to appoint.
- b) MKI reserves its right to negotiate the price with the winning bidder.
- c) MKI reserves the right to terminate the contract should a pre-existing conflict of interest be found at any stage of the project.

Terms and Conditions

- a) Quotations must be emailed by no later than 20 October 2021 at 16:30. Quotations received after the closing time and date will not be considered.
- b) Quotations must be valid for a period of 30 days.
- c) Is the offer strictly to the specification?
- d) If not, state the deviation (s):
- e) All prices must be all inclusive
- f) The 80/20 preference point system shall be applicable for evaluation of this quotation.
Points for this bid shall be awarded as follows:
 - Price = 80; and
 - BBBEE status level of contributor = 20
 - Total points for price and BEE equal to = 100
- h)** Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)



1. Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal (KZN) Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate to conduct world class research into training, skills development, and provincial strategic economic sectors; and to strategically lead on innovation and maritime coordination and implementation activities to respond to the needs of provincial economy. MKI generally aims to provide timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with public and private sector.

MKI is looking for a suitable service provider who will provide economic data services for a period of 12 months.

2. Specification

The detail of the requirements needed by the Moses Kotane Institute are as follows:

- Data platform that enables analytics as well as report extraction
- Data covering the rest of South Africa showing development, social as well as economic metrics
- User friendly and easy to manage
- Services should enable generation of economic snapshots as well as detailed reports
- Subscription should be able to offer a multi-user license
- Client should be able to offer support services and training upon request
- Methodology used for data extraction should be comprehensive and credible.

3. QUOTATION REQUIREMENTS

The service providers will be required to submit a company profile that details, in years, their previous experience in economic data services and an all-inclusive detailed quotation.

4. DURATION

The successful bidder will be appointed for a period of 12 months.

5. Mandatory compliance requirements *(the following documents to be submitted with the quotation)* Failure to submit the following documents will lead to disqualification.

- a) Valid tax clearance certificate/pin.
- b) Valid BBBEE certificate by a SANAS accredited agency/company or affidavit.
- c) Bank account confirmation letter.
- d) Company registration document
- e) Proof of registration on the Treasury Central Supplier Database (CSD).
- f) Supplier declaration of interest form (attached hereinto)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011