

02 SEPTEMBER 2023

**REQUEST FOR QUOTATIONS FOR
ARRANGING ALIGNMENT
INTERVENTION**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider for arranging alignment intervention

2. Considerations/background

- 2.1 N/A.

3. Scope of work / Specification

Specifications are as follows: -

Criteria

- A. They must have at least between five to ten (5-10) years' experience performing a similar task for other reputable organisations.(Submit a profile)
- B. Provide a proven record from those organisations that they worked with before.(atleast 3 reference letters)
- C. Among the activities that must be arranged for the team should include the following:-
- Communication activities that will demand the parties to participate.
 - Role clarity between the employer and line Manager,
 - Problem solving and decision-making activities.
 - Adaptability and planning activities that will allow the team to work in pairs.
 - The service provider must have activities that will enhance or improve teamwork.

- Communication skills, relationship building, and feedback exchange as that is also needed to create a productive team.
- Total Number of Staff: 60

NO	GROUP	DEPARTMENT/S	NUMBER OF STAFF	QUARTER
1	Group 1	Department 1	20	1 session in Quarter 2
2	Group 2	Department 2	20	1 session in Quarter 3
3	Group 3	Department 3	20	1 session in Quarter 4

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 **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

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. Evaluation 80/20 Preference Point System

- 5.1. 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).**
- 5.2. **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.**
- 5.3. **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	• 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	• 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)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	• 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)

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	• 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 (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
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5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

6. Technical Enquiries

6.1. SCM: Lesego Dire

lesegod@rsr.org.za/087 284 6655

6.2. Project Manager: Nthabiseng Raseobi

[nthabisengr@rsr.org.za /087](mailto:nthabisengr@rsr.org.za/087) 284 6666

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

7.1. The request will be **closed on 05 September 2024 at 16h00**. Responses may be emailed to lesegod@rsr.org.za