

REQUEST FOR PROPOSAL [RFP] FOR THE APPOINTMENT OF A SERVICE PROVIDER TO OFFER CONSULTANCY SERVICES OVER A PERIOD OF THIRTY-SIX (36) MONTHS FOR THE CEF SAGE PAYROLL SYSTEM (PEOPLE 300)

RFQ NUMBER : SPS/09/2021
RE-ISSUE DATE : 29 SEPTEMBER 2021
CLOSING DATE : 12 OCTOBER 2021
CLOSING TIME : 12:00

PART 1

NOTICE TO TENDERERS

Quotations which must be completed as indicated in Part 3 of this RFQ are to be submitted as follows:

ADDRESS: wellems@cefgroup.co.za

CLOSING DATE: 12 October 2021

1 Submissions to RFQ

Submissions to this RFQ [**Quotation**] must not include documents or reference relating to any other quotation or quotations. Any additional conditions must be embodied in an enclosed letter.

2. Broad-Based Black Economic Empowerment [B-BBEE]

CEF (SOC) Ltd fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. CEF (SOC) Ltd will accordingly allow a "preference" to companies who provide a valid B-BBEE verification certificate. All procurement transactions will be evaluated accordingly.

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, bidders are to note that the following preference point systems are applicable to all tenders:

- the 80/20 system for requirements with a Rand value of up to R 50,000,000 (all applicable taxes included); and
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and all tenders received exceed R 50, 000,000.00, the RFQ must be cancelled. Similarly, if the 90/10 preference point system is stipulated in this RFQ and all Tenders received are equal to or below R 50, 000,000.00, the RFQ must be cancelled.

The value of this tender is estimated to be below R50, 000,000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

When CEF (SOC) Ltd invites prospective suppliers to submit quotations for its various expenditure plans, it requires bidders to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a one-year transitional period starting 11 October 2013. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. After the first year of the implementation of the Revised Codes, B-BBEE compliance will be measured in terms of the Revised Codes without any discretion. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

Bidders are required to complete Annexure A [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid B-BBEE certificate or a certified copy thereof at the closing date of this RFQ will result in a score of zero being allocated for B-BBEE.

3 Communication

- a) Bidders are warned that a submission will be liable for disqualification should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFQ between the closing date and the date of the award of the business.
- b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following CEF (SOC) Ltd employee:

Name: Mkhulu Skhosana

Email: wellems@cefgroup.co.za

c) Bidders may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

4 Tax Clearance

The bidder's original and valid Tax Clearance Certificate must accompany the quotation. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

5 VAT Registration

The valid VAT registration number must be stated here: _____
[if applicable].

6 Legal Compliance

The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

7 Pricing

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

8 Negotiations

CEF (SOC) Ltd reserves the right to undertake post-tender negotiations with selected bidder or any number of short-listed bidders.

9 Repudiations

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFQ's goods / service(s) and request bidders to re-tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;

- place an order in connection with this quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

CEF (SOC) Ltd reserves the right to award business to the highest scoring bidder (s) unless objective criteria justify the award to another bidder.

10 Validity Period

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFQ.

This RFQ is valid until 11 January 2021

11 Returnable Documents

Returnable Documents means all the documents, Parts and Annexures, as listed in the tables below.

- a) Bidders are required to submit with their quotations the **mandatory returnable documents** as detailed below.

Failure to provide all these returnable documents at the closing date and time of this RFQ will result in a bidder's disqualification.

Please confirm submission of these mandatory returnable documents by so indicating [Yes or No] in the table below:

- b) In addition to the requirements of Part (a) above, bidders are further required to submit with their quotations the following **essential returnable documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
- Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference	
ANNEXURE A – SBD 1: Invitation to Bid	
ANNEXURE B – SBD 4: Declaration of Interest	
ANNEXURE C – SBD 6.1: Preference Claim Forms	
ANNEXURE D – SBD 8: Declaration of Bidders Past Supply Chain Practices	
ANNEXURE E - SBD 9: Certificate of independent Bid Determination	
Company Profile	
CSD report	

PART 2

SCOPE OF WORK

1. SCOPE OF WORK

Refer to Annexure E

2. EVALUATION METHODOLOGY

CEF (SOC) Ltd will utilise the following methodology and criteria in selecting a preferred Service Provider, if so required:

Phase 1: Administrative Response

Phase 2: Technical Evaluation

Phase 3: Price and BBBEE evaluation

2.1 Phase 1: Test for Administrative Responsiveness

Administrative responsiveness check
Whether the Tender has been received on time
Whether all Returnable Documents were completed and returned by the closing date and time
Verify the validity of all returnable documents (Mandatory documents)
Whether the Tender contains a priced offer

2.2 Phase 2: Technical Evaluation

Refer Annexure F

2.3 Phase 3: Price and BBBEE Evaluation

a) Price [Weighted score 80 points]:

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price:

$$PS = 80 (1 - (Pt - Pmin) / Pmin)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

b) Broad-Based Black Economic Empowerment criteria

[Weighted score 20 points]

B-BBEE - current scorecard / B-BBEE Preference Points Claims Form

Preference points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure B

Price and BBEEE scoring

Evaluation Criteria	Final Scores	Weighted
Price	80	
B-BBEE - Scorecard	20	
TOTAL SCORE:	100	

PART 3
QUOTATION FORM

I/We _____

hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by CEF (SOC) Ltd in calling for Quotations afresh and/or having to accept any less favourable offer.