BROADBAND INFRACO SOC LTD

REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PRE-AUDIT REVIEW OF SUPPLY CHAIN MANAGEMENT PROCESSES FOR FYE 2024/25

RFQ NUMBER:	**11718**
RFQ ISSUE DATE:	**25 FEBRUARY 2025**
RFQ CLOSING DATE:	**03 MARCH 2025 @ 12:00 NOON**
RFQ VALIDITY PERIOD:	**30 Days (Commencing from the RFQ Closing Date).**
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PRE-AUDIT REVIEW OF SUPPLY CHAIN MANAGEMENT PROCESSES FOR FYE 2024/25**
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	**Supply Chain Management – Commercial Department** **Email: Terence.Manzini@Infraco.co.za**
ENQUIRY:	**Terence Manzini**

NB: BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS RFQ ON THE ABOVE CONTACT DETAILS

Annexure A

BIDDER: ....

REGISTRATION NUMBER: ....………...........………………………...…………

ADDRESS: ....

CONTACT PERSON: ....

TEL: ....

FAX: ....

E-MAIL ADDRESS: ....

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before the RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHSA and regulations and therefore it is important for the bidders to include OHSA compliance costs (i.e., safety file for the recommended bidder will be approved by Broadband Infraco).
6. Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate.
7. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders must attach a valid B-BBEE certificate, correct affidavit or valid exemption letters with the bid. Copies must be certified.
9. Bidders must submit the full CSD report.
10. Bidders are required to complete **PART A** for all price quotations exceeding the value of R30 000 (VAT included).
11. This RFQ will be evaluated in terms of Price and Specific Goals system and points shall be awarded accordingly.
12. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate clearly which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
13. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambits of the law.
14. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
15. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
16. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc will be disqualified.

17. Bidders will be disqualified if there are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.

NB*, Please provide us with a detailed quotation on your company letterhead, indicating all the product specifications and indicate compliance (and any deviations) to the given specification.

DECLARATION BY BIDDER

I, the undersigned (NAME) .... certify that:

i. I have read and understood the conditions of this RFQ.

ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

..   **..................................**

Signature   **Date**

...

Capacity

STANDARD BIDDING DOCUMENT 1 - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD					
BID NUMBER:	**RFQ11718**	CLOSING DATE:	**03 MARCH 2025**	CLOSING TIME:	**12:00 Noon**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PRE-AUDIT REVIEW OF SUPPLY CHAIN MANAGEMENT PROCESSES**				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED THROUGH EMAIL.

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				
TAX CLEARANCE NUMBER				
	TCS PIN:		**OR** CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	☐	A REGISTERED AUDITOR NAME:		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE *IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?*	☐Yes ☐No [IF YES ENCLOSE PROOF]		***ARE YOU A FOREIGN BASED SUPPLIER FOR*** *THE GOODS /SERVICES /WORKS OFFERED?*	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	....		*DATE*	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

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, 2017, 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: …………………………………………...

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

DECLARATION OF INTEREST FOR TENDERS (SBD 4)

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 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:

……………………………………………………………………………….
……………………………………………………………………………….

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.

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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procurement 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

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.

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).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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	**80**
SPECIFIC GOALS	**20**
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.

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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

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 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 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)
Black Owned Entity	**6**	
Women Owned Entity	**4**	
Youth Equity Ownership	**4**	
People With Disability	**3**	
Military Veterans	**3**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……………………………………………………………………….

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 A

SCOPE OF WORK

1.1. Background

Broadband Infraco SOC Limited (Broadband Infraco, BBI) is a South African state-owned telecommunications provider established in 1989. We offer long distance national and international connectivity, including a fibre-optic network and a marine cable between South Africa and the United Kingdom. Our services cater to various clients, including network operators, mobile network operators, internet service providers, and public and private institutions.
BBI manages 157 Point of Presence sites, with 13 Regional Offices and just over 14,000 km of overhead and underground optical cable across the country.

A competent service provider is sought to assist the BBI's Supply Chain Management Department with audit preparation and readiness, before the main External Audit, set to take place in May 2025.

1.2. Scope of Work

The Supply Chain Management Department is responsible for ensuring that the procurement of goods and services is fair, equitable, transparent, competitive, and cost-effective. There are several activities that the SCM Department is tasked with to support the organisational operations towards attaining strategic objectives. Included in these tasks is the facilitation of the procurement of goods and services, ensuring compliance with applicable laws and regulations in the procurement of goods and services, assist the end-users in managing their contracts.

The organisation has an in-house SCM function, and its staff complement possess various skill sets required to execute the mandate of function. However, there is a need to enhance the current team's skill set to accommodate the execution and direction of the Department through the specialized supply chain management and ensure audit readiness by conducting review of SCM documentation. The service provider will be expected to give reports of the deliverables and to work under the supervision of the General Manager: Supply Chain Management.

BBI invites suitable and qualified service providers for a proposal for the review of Supply Chain Management procedures, policies and documentation in preparation for the annual audit.

1.3. Technical Specifications

The expected outcomes and deliverables must be read in conjunction with the scope of services.

- Conduct an annual pre-audit review of all Supply Chain Management processes, records and documentation to:
- Ensure full compliance with all relevant and applicable Supply Chain Management acts, policies, circulars and legislative requirements (i.e. PFMA, BBI Supply Chain Management policy, Supply Chain Regulations, Preferential Procurement Policy Framework Act, National Treasury Circulars, etc.)
- Identify any possible non-compliance with above mentioned. If any non-compliance is identified provide and assist with possible remedial/corrective action.
- Ensure competitive bidding processes adhere to all relevant legislative requirements.
- Identify any possible Fruitless & Wasteful and Irregular Expenditure and reviews on the Deviations, Fruitless & Wasteful and Irregular Expenditure registers compiled by the entity to ensure completeness and accuracy.
- Review contracts in order to manage spend, the contract period and terms and conditions and review lease commitments to ensure compliance to lease agreements.
- Provide oversight to ensure all contracts are drafted, signed, filed, renewed etc.
- Provide advisory services to improve processes within the Supply Chain Management Department.

1.4. Timescales

The project will run for approximately eight (8) weeks and the service provider will be required to provide updates on a weekly basis. The final report must be issued to BBI a week after completion of project.

1.5 Quality expectations

The successful service provider must have a track record and experience in conducting SCM Audits.

1.6 Reporting structures

The successful service provider will be required to report to the GM Supply Chain Management. Weekly meetings will be required to be conducted between the appointed service provider and the BBI officials responsible for the project, to provide updates and feedback on the project status. They will also be required to provide weekly reports on all work done on the project and any pitfalls that may arise within the project.

At the end of the project, the bidders will be required to provide a final report to the GM SCM.

2. PROPOSAL SUBMISSION: RETURNABLES DOCUMENT

(Standard Bidding Documents) The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead,
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1
- CSD Report
- Valid Tax Pin or Certificate
- Certified copy of BBBEE

3. EVALUATION CRITERIA

CRITERIA	GUIDE ON THE ALLOCATION OF POINTS	MAXIMUM POINTS TO BE AWARDED
Reference letters from State Owned Companies and public sector institutions should be submitted as evidence of work previously conducted *NB: The Reference Letters(s) must not be older than three (3) years and must be on the client's official letterhead. The letter(s) should reflect the following:* ***Name of the client**, **title of the work conducted and completed**, **period of assignment**, **contact person and contact details, signed by appropriate user and the quality of service rendered.***	5 or more reference letters attached = **25 points** 4 or more reference letters attached = **20 points** 3 or more reference letters attached = **15 points** 2 reference letters attached = **10 points** 1 reference letter attached = **5 points** No reference letters attached / unsatisfactory services rendered **= 0 points**	**25 Points**
Project plan and methodology: The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the supply chain management pre-audit review service will be carried out as outlined in the scope. The project plan must have deliverables, timeframes for reporting and skills transfer.	The methodology is innovative, the timeframes and project plan are suited and tailored to the project needs, demonstrates the following: ▪ Project plan with clear project timelines and deliveries and processes to be followed and sequence of events aligned **= 15 points**	**35 Points**

	▪ Reporting = **10 points** ▪ Skills Transfer plan **= 10 points** ▪ **No submission = 0 points**	
The bidder is required to Demonstrate their Capacity, Capability and Skills required to successfully execute and deliver the Project. The bidder must provide CV's of proposed project team members as required	**The service provider must prove sufficient capacity by means of:** • Organizational structure = **5 points** **CV of the Project Manager/Team Leader** with relevant Tertiary Qualification (Diploma or Degree) plus one Professional Membership Qualification (such as MCIPS, CSCP, CPP, CA etc.) = **10 points**. **SCM Relevant Experience CV's of the proposed project team (25 points)** • 9 years and above = **25 points** • 7 – 9 years = **20 points** • below 7 years but more than 4 years = **15 points** • 3 - 4 years = **10 points** • below 3 years but more than 2 years = **5 points** • 2 years and below = **0 point** The experience of the team will be assessed collectively and will be averaged.	**40 Points**
Total		**100**

Bidders are required to achieve a minimum of 70 points out of 100 to be evaluated for price & specific goals.

4. PRICE AND SPECIFIC GOALS

The average rate price for each services costed will be utilized to determine the bid price.
The evaluation for Price and Specific Goal shall be based on the 80/20 PPPFA Principle and the points for evaluation criteria are as follows:

CRITERIA	WEIGHTING/ POINTS
Price	80
Specific Goals	20

5. PRICING SCHEDULE

Description	Estimated Hours	Unit Price	Total Price
Annual pre-audit review of all Supply Chain Management processes, records, documentation as referenced to in the Technical Specification	**120**		
Review of the contracts including commitments	**60**		
Reviews on the Deviations, Fruitless & Wasteful and Irregular Expenditure registers as referenced	**40**		
Provide advisory services to improve processes within the Supply Chain Management Department	**32**		
Skills transfer throughout the contract term			
Reporting			
Disbursements:			
		Price Excl. VAT	
		VAT 15%	
		Price Incl. VAT	

- *The pricing schedule must reflect a detailed cost breakdown and any indirect costs associated with rendering required service.*
- *The above specified hours are for indicative purposes and may vary with the actual work to be carried out .*

6. <u>PROPOSAL SUBMISSION</u>

5.1. All proposals must be submitted electronically to Terence.Manzini@Infraco.co.za on or before **03 March 2025 at 12:00 noon.**

5.2. Respondents must use the RFQ number as the subject reference number when submitting their proposals.

5.3. All documents submitted electronically via-email must be clear and visible.

5.4. All proposals, documents, and late submissions received after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED.