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REQUEST FOR QUOTATIONS

DESCRIPTION	TRAINING ON PRINCE2 PROJECT MANAGEMENT	
RFQ031-2025	CLOSING DATE: 6 DECEMBER 2024	CLOSING TIME:15H00
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING		
BIDDING PROCEDURE: Mr Malwande Ntongana, tenders@ecsecc.org and tenders.ecsecc@gmail.com		TECHNICAL INFO: Mr Xolile Martin xolile.martin@ecsecc.org and tenders@ecsecc.org and tenders.ecsecc@gmail.com

BIDDER'S INFORMATION					
NAME OF BIDDER					
BIDDER'S ADDRESS					
NAME OF BIDDER'S REPRESENTATIVE					
POSITION HELD IN COMPANY					
TELEPHONE NUMBER		VAT REGISTRATION NUMBER			
EMAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
CSD NUMBER	MAAA	TCC COMPLIANT (TICK APPLICABLE)	YES		
			NO		
BID RESPONSE					
QUOTATION AND BID DOCUMENTS MAY BE DELIVERED ELECTRONICALLY BY EMAILING ZIP FILE OR SENDING A LINK THROUGH TO TENDERS@ECSECC.ORG AND TENDERS.ECSECC@GMAIL.COM					



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1 INTRODUCTION

1.1 Eastern Cape Socio Economic Consultative Council (ECSECC) is a Schedule 3C public entity governed in terms of the Public Finance Management Act (PFMA).

1.2 ECSECC is governed by the Board of Directors and reports to the Eastern Cape Office of the Premier (OTP).

1.3 It was established as a multi-stakeholder Council to advise the provincial government on improving service delivery and to create a common platform for debate between the various development communities of the Eastern Cape.

1.4 ECSECC is situated in Vincent, East London.

2 BACKGROUND

2.1 The Khawuleza PMO was conceptualized and established to be a Portfolio Management Office that has a strong capability and expertise to:

2.1.1 Improve projects implementation success, and

2.1.2 Provide technical support to PMUs, PMOs and PSUs across the province.

2.2 To achieve this expectation, the project management maturity level of the KPMO must be increased to levels that exceed the levels of those offices it is mandated to support.

2.3 ECSECC resolved that all personnel of KPMO must be certified in a recognized and reputable Project Management Framework.

2.4 A Project Management Framework that is used in government is the Prince2 Framework.

2.5 It is against this background that ECSECC seeks a service provider to train KPMO staff on Prince2 Project Management.

3 DEFINITIONS

ACRONYM MEANING	
ECSECC	Eastern Cape Socio Economic Consultative Council
KPMO	Khawuleza Portfolio Management Office
OTP	Office of the Premier in the Eastern Cape to which ECSECC reports
PFMA	Public Finance Management Act No. 1 of 1999
PMUs	Project Management Units
PSUs	Project Support Units
VAT	Value Added Tax as per VAT Act

4 SCOPE OF WORK

4.1 ECSECC seeks to appoint a prospective service provider to facilitate group training of twelve (12) staff members on Prince2® Project Management.

4.2 The service provider must:

4.2.1 Provide an official reference and training manual for Prince2® Project Management.

4.2.2 Proctor examinations and issue certificates for both Foundation and/or Practitioner courses. Certificates must be issued to candidates who pass the respective exams.

4.3 The Prince2® Project Management course must include the following specifications:

4.3.1 Training must be conducted over two (2) weeks

4.3.2 Training must be delivered face-to-face and will be held at a venue in East London that ECSECC will organize.

4.3.3 Training must be certified and provided by certified trainers.

4.4 Supplementary online training material must also be made available to candidates.

5 COMPETENCY REQUIREMENTS

5.1.1 The prospective service provider must have two (2) Prince2® certified trainers with a minimum of five (5) years' experience.

6 SPECIAL CONDITIONS OF CONTRACT

6.1 Project Management:	The service provider must propose possible dates for the training. The ECSECC Project Leader will organize the logistics necessary for the training.
6.2 Access to information:	ECSECC Project Leader will be the key contact for information regarding this project.
6.3 Deliverables:	The expected deliverables are: - Attendance Register signed by all candidates for each session - Certificates for qualifying candidates
6.4 Payment of invoices:	The payment of invoices shall be made within thirty (30) days of the date on which the invoice and all supporting documentation is received. The supporting documentation includes invoices from third parties, and all other proof of liability, etc.

6.5 Prices:	The prices charged on the invoices shall not exceed the prices quoted and committed in the purchase order, unless prior approval by ECSECC.
6.6 Tax Compliancy:	No contract shall be concluded with any bidder whose tax matters are not in order. The bidder must ensure that their tax matters are in order throughout the contract period.
6.7 Declaration Compliancy:	ECSECC shall supply the service provider with the Bidder's Declaration Form every beginning of the financial year, for the duration of the contract, which the service provider will complete and send it back to ECSECC year.
6.8 Disputes Resolution:	Should there be disagreement between the service provider and the project officials pertaining to this contract, the service provider may escalate the matter to the ECSECC CEO before engaging in the legal process. ECSECC will always attempt to address any disagreements with the service provider to avoid legal disputes.

7 SUBMISSION OF QUOTATIONS

7.1 Bid documents may be submitted on or before the closing date and time, as follows:

7.1.1 Electronically by emailing a compressed zip folder to tenders@ecsecc.org and tenders.ecsecc@gmail.com, quoting the reference **RFQ031-2025**.

OR

7.1.2 Electronically by emailing a link pointing to your cloud account for file access to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ031-2025**.

7.2 Bidding enquiries may be directed to Mr Malwande Ntongana at tenders@ecsecc.org and tenders.ecsecc@gmail.com or phone 043 701 3400.

7.3 Bidders are required to submit, **on or before 6 December 2024 at 15H00**, the following:

7.3.1 A costed proposal with sufficient detail that demonstrates comprehension and competency to deliver as per the scope of work and the expected deliverables.

7.3.2 Proof of valid competency requirements.

7.4 Mandatory returnable documents as supplied.

7.4.1 SBD 3.3

7.4.2 SBD 4

7.4.3 SBD 6.1

7.5 Failure to submit the requirements as outlined in 6.3 through to 6.4 may render your bid non-responsive.

8 EVALUATION CRITERIA

ECSECC has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Functionality Criteria (Gate 1)	Price and Specific Goals (Gate 2)
Bidders must submit all documents as outlined in (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 80 points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Bidders will be evaluated out of 100 points, as per (Table 2) , below and Gate 2 will only apply to bidders who have met and exceeded the threshold of 80 points.

8.1 Gate 0: Prequalification

8.1.1 The bidders must return the documents listed in **Table 1**.

8.1.2 All documents must be completed and signed by the duly authorized representative of the prospective bidders.

8.1.3 During this phase Bidders' responses will be evaluated based on compliance with the listed administration, using the Central Supplier Database (CSD), and mandatory bid requirements.

8.1.4 The bidders' proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification.

Document that must be submitted	Non-submission may result in disqualification?	
1. Tax Clearance Certificate	YES	a. ECSECC transacts with service providers that have a compliant tax status. b. ECSECC makes use of the CSD report to verify tax status of suppliers. Please ensure that your tax affairs are in good order with SARS. c. ECSECC does not transact with service providers that have a non-compliant tax status.
2. SBD 3.3 -Pricing Schedule	YES	Complete and sign the supplied pro forma document.
3. SBD 4 -Bidders' Disclosure	YES	Complete and sign the supplied pro forma document.
4. SBD 6.1 -Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022	NO	Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on Specific Goals.
5. Costed Proposal	YES	Proposal showing how the scope of work will be met including detailed quotation

8.2 Gate 1: Functionality Criteria

The threshold is set at 80 points out of 100 and the accepted bids will be evaluated as follows:

Element	Weight
Understanding of scope of work a. Proposal that demonstrates comprehension and competency to meet the expected deliverables including: - Proposed approach, key activities and timeframes to meet scope of work - Reference with detail of how training and certification will occur - Show ability to provide Prince2® Foundation & Practitioner course, exams and certification - Propose how candidates that are not successful in the first examination round will be given second chance of examination b. Proposal covering areas in a., above - Comprehensive proposal covering all requirements (30 points) - Good and innovative proposal lacking some minor requirements (20 points) - Average and theoretical proposal demonstrating substantial lack in some areas (10 points) - Unclear proposal or irresponsible to the requirements (0 points) [points based on submission of proposal]	30
Relevant experience and expertise of firm a. Company must be certified to provide Prince2® training: - Certification submitted (10 points) - No certification submitted (0 points) b. Company must have experience in providing Prince2® training: - years' experience and above (15 points) - Less than 5 years' experience (0 points) c. Written contactable references - references and above (5 points) - Below 3 references (0 points) [points based on submission of written reference letters from previous or current clients of similar training and certifications]	30
Capacity, experience and competence of two trainers a. Experience in providing Prince2® training: - 5 years' experience and above for trainer 1 (10 points) - 5 years' experience and above for trainer 2 (10 points) - Less than 5 years' experience (0 points) b. Trainers must be certified and accredited to provide Prince2® training: - Accreditation and certification of trainer 1 (5 points) - Accreditation and certification of trainer 2 (5 points) - No proof of certification (0 points) [points based on submission of CVs and certifications for the two trainers]	30
Location a. Operating offices within the borders of Eastern Cape (10 points) b. Operating offices outside the Eastern Cape but within South Africa (5 points) c. Operating offices outside South Africa (0 points) [points based on submission of proof such as utility bill, lease agreement, etc.]	10
Total	100

8.3 Gate 2: Price and Specific Goals

8.3.1 In terms of regulation 4 of the Preferential Procurement Regulations, 2022, 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) and
- Specific Goals (maximum 20 points).

8.3.2 The evaluation of price and specific goals will be evaluated as outlined in **Table 2 below**.

Table 2: Price and Specific Goals Evaluation

Element	Weight
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises with ownership of 51% or more by person(s) who are black persons	(5 points)
- Enterprises with ownership of 51% or more by person(s) who are women	(5 points)
- Enterprises with ownership of 51% or more by person(s) who are youth	(5 points)
- Enterprises with ownership of 51% or more by person(s) with disability	(2 points)
- Enterprises located and/or operating within the borders of the Eastern Cape	(3 points)
Total	100

9 TERMS AND CONDITIONS

- 9.1 The RFQ forms should **not** be retyped or redrafted, but photocopies may be prepared and used.
- 9.2 Should the RFQ forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a **blank ink**.
- 9.3 The forms documents shall be completed, signed, and submitted with the bid.
- 9.4 Failure on the part of the bidder to sign any of the forms of the RFQ documents and thus to acknowledge and accept the conditions in writing or to complete the forms of RFQ documents, questionnaires, and specifications in all respects, may invalidate the bid.
- 9.5 Where items are specified in detail, the specifications form an integral part of the RFQ document and bidders shall indicate that the items offered are compliant to the specification, by way of a global code or picture detailing the specification or any other form that enables ECSECC to validate the items offered are compliant to the specification. In cases, where items offered are not compliant to specification, bidders shall indicate the deviations from the specification.
- 9.6 In instances where the bidder is not the manufacturer of the items offered, the bidder must state the relevant manufacturer or supplier of the items offered.
- 9.7 This RFQ will be processed in accordance with the PPPFA requirements and in line with the ECSECC SCM Policy.
- 9.8 This RFQ is subject to the General Conditions of Contract (GCC) and re-issues thereof. Copies of these GCC are obtainable from ECSECC office.
- 9.9 The quotation should reach this office not later than the closing date and time above. Please indicate the estimated date of delivery, next to delivery date, above.
- 9.10 Bids received after the closing date and time (late bids) at the address indicated in the bid documents will not be accepted for consideration.
- 9.11 Prices should be in RSA currency and please indicate if VAT inclusive/exclusive. Price Offer should be valid for **60** days from the closing date of this RFQ.
- 9.12 ECSECC reserves the right to **not** award or to cancel this bid at any time and shall not be bound to accept the lowest or any bid.

- 9.13 Should the quotation be submitted with any special terms and conditions which will govern or regulate or qualify the service that you will provide to ECSECC, same should be indicated as such in your quotation.
- 9.14 ECSECC reserves the right to accept those terms and conditions as originally submitted or to amend them in order to protect the rights and interests of ECSECC or reject them.
- 9.15 Should you refuse to agree to provide the said service subject to the amendment of the special terms and conditions, ECSECC will be entitled to reject your quotation.
- 9.16 ECSECC upholds good ethical principles. Should there be any transgression of ethics, you are required to report such to the CEO of ECSECC.
- 9.17 ECSECC does not pay for goods/services **not** received.
- 9.18 Please note that ECSECC has up to 30 days to settle the account after receiving the items and invoice.

10 SERVICE LEVEL AGREEMENT

- 10.1 Upon award, ECSECC shall issue an authorized purchase order to the successful bidder to show acceptance of price offer.
- 10.2 The successful bidder is obliged to supply and deliver goods or render services at the agreed times, agreed quantities, agreed price, and agreed delivery location.