

REQUEST FOR QUOTATIONS

07 NOVEMBER 2023

REQUEST FOR QUOTATIONS FOR ON ALIGNMENT SESSION

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to assist with arranging alignment session.

2. Considerations/background

2.1. N/A

3. Scope of work / Specification

Specifications are as follows:

- The recommended service provider should be able to facilitate these sessions in an external venue from the RSR premises in an environment that will be suitable for alignment activities.
- Enable the team to better understand the effective interactions between a manager and the team members and, most importantly, the needs of our customers.
- The Service provider must provide venues in Gauteng, Cape Town and Durban. The venue should include catering (English Breakfast, Lunch and Afternoon Tea) Including water during the sessions.
- The session to be a full day from 08:00-16:00.
- The sessions should be held in November/December 2023.
- The alignment session is for 148 and below is the breakdown of the groups;

Venue: Gauteng: Total Number of Staff: 123

Groups	Department/s	Number of Delegates	Month
1	Central Region, Safety Management, OCOO	28	November/December
2	Facilities, Finance and Supply Chain	29	November/December
3	Human Resources, Legal Services, CEO, Company Secretary and ICT	25	November/December
4	Internal Audit, Risk and Strategy,	14	November/December
5	Safety Permit Management, Research and Tech Skills Development, Media and Communications	27	November/December

Venue: Durban

Group	Durban	Number of delegates	Month
1	Eastern Region	14	November/December

Venue: Cape Town

Group	Cape Town	Number of delegates	Month
1	Coastal Region	11	November/December

Service provider to submit a methodology covering the following activities:

- 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 interactive 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.

NB : Travel costs for Coastal Region (Cape Town) and Eastern Region (Durban) will be covered by the RSR.

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
- 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. Functionality Evaluation Criteria – N/A

5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1		
2		
3		

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

6.1. 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).

6.2. 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.

6.3. 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 at least 51% owned by black people	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 BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by
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			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 BBEE 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 at least 51% owned by person(s) with disabilities	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 • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. Technical Enquiries

7.1. SCM

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7.1 Project Manager

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

8.1. The request will be **closed on the 13 November 2023 at 11h00**. Responses may be emailed to doris.letsholo@rsr.org.za