



SUPPLY CHAIN MANAGEMENT
 Room K 016
 FIRST AVE ENTRANCE
 TEL : 051 – 4477771 x 2306
 FAX-2-E-MAIL: 086 729 6757
 E-MAIL : quotation@pacofs.co.za

**REQUEST FOR QUOTATION FOR PROVISION FOR
 SUPPLY CHAIN MANANAGEMENT BID COMMITTEE
 TRAINING SERVICES**

**REFERENCE NUMBER: RFQ/PACOFS/01/BID
 COMMITTEE TRAINING/2022**

RFQ NUMBER	RFQ/PACOFS/01/BID COMMITTEE TRAINING/2022
RFQ ISSUE DATE	Friday, 10 June 2022
RFQ CLOSING DATE	Friday, 17 June 2022
RFQ VALIDITY PERIOD	30 days (Commencing from the RFQ closing date)
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED	PROVISION FOR SUPPLY CHAIN MANANAGEMENT BID COMMITTEE TRAINING SERVICES
RESPONSES TO THIS RFQ SHOULD BE EMAILED TO	quotation@pacofs.co.za
ENQUIRIES	SCM Department (051) 477 7771

BIDDER:

CSD SUPPLIER (MAAA) NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

E-MAIL ADDRESS:

STANDARD TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. PACOFS standard conditions of purchase shall apply.
2. No services must be rendered or goods delivered before an official PACOFS 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 PACOFS before 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 PACOFS).
6. **Service providers whose tax status is non-compliant on the most recent CSD report will not be appointed or paid.**
7. This RFQ will be evaluated **in terms of** the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2017
8. PACOFS 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.
9. Service providers who submit information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc. will be disqualified and blacklisted.
10. Service providers will be disqualified if they are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.

NB*. Please provide a detailed quotation on your company letterhead

DECLARATION BY BIDDER

I, the undersigned (NAME) certify that:

1. I have read and understood the conditions of this RFQ.
2. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

Signature

.....

Date

.....

Capacity

1. Background information

The Performing Arts Centre of the Free State (PACOFs) is a schedule 3A public entity of the Department of Sport, Arts and Culture. It is a playhouse (theatre) based in Bloemfontein in the Free State province, established in terms of the Cultural Institutions Act, Act No 119 of 1998.

The Accounting Authority of the PACOFs is the Council which is appointed in terms of the Cultural Institutions Act, Act No 119 of 1998.

2. Objectives

The objective of this bid is to appoint a suitably qualified and experienced service provider to provide Bid Committee Training to the Performing Arts Centre of the Free State (PACOFs). The primary objectives of the service required are as follows.

- To ensure that PACOFs Identify and adhere to National Treasury regulations for awarding bids received through a competitive bidding process.
- To fully understand functions of Bid Committee members.
- To understand critical issues to consider when developing specifications.
- To understand critical issues to consider when evaluating bids.
- To understand critical issues to consider when adjudicating bids.
- To link the bidding process to the latest case laws occurred between the organs of state and bidders.
- To build the capacity of bid committee members who serve on bid specification, evaluation, and adjudication committees as well as Supply Chain Management practitioners who are responsible for support functions of the Bid Committee system.

3. Scope of work

- The successful service provider will facilitate a virtual Supply Chain Management Bid Committee Training Services session with PACOFs' Bid committee members and SCM officials.
- Approximately eighteen (18) Bid Committee members and Supply Chain Management employees will be required to attend the training sessions.
- The training sessions will be conducted online in three sessions 6 attendees per session. First session for bid specification committee and SCM officials, Second session for bid evaluation committee and SCM officials and third session for bid adjudication committee and SCM officials.
- Dates of the training will be confirmed upon appointment of the service provider. The supplier must have availability during June 2022 period.
- The service provider will be required to provide attendance certificates on all delegates that attended the training before payment can be made.
- Relevant learning material must be provided to each individual.

4. Project outcomes

1. By the end of this course participants should be able to:
 - Understand the elements of the Supply Chain Management model within public service that applies to the bid committee system to establish the Supply Chain Management context.
 - Understand the regulatory framework that governs Supply Chain Management within the public service to demonstrate an understanding of how each legislation and/or prescript regulates the

decision making of bid committees.

- Know the ethical conduct for Supply Chain Management practitioners within the public service and how this impact on bid committee member behavior.
- Compile tender documentation and bid invitation for a specific commodity, according to SCM Regulations, PPPFA and other regulatory framework to ensure that the process is fair, cost effective, competitive, transparent, and equitable.
- Evaluate bids and compile a written submission to the Bid Adjudication Committee recommending the award of the bid to a provider according to bid specification criteria to ensure fairness and compliance and ensure that value for money is attained.
- Consider for the adjudication of bids, the written submissions from the Evaluation Committee for fairness, correctness, and compliance against predetermined bid criteria or for the drawing up of a resolution to the relevant authorities for the award of the bid to a provider.
- Link procurement process to the new SCM regulations and other relevant prescripts.

5. Evaluation Process

4.1 Stage 1: Submission of Compulsory Documents:

- o Please provide your CSD supplier and unique registration number for verification on the CSD database.
- o Please attach a valid tax clearance
- o B-BBEE certificate or Sworn Affidavit.
- o Please submit the completed SBD 4, 8 and 9 form.
- o Evaluation criteria 80/20 will be applicable in the case of quotations exceeding R30 000. (PPPFA).
- o The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

Additional required documents:

- The training provider must attach a copy of their official registration certificate as a training provider and certification to show that they are accredited to train in the compliance field.
- The CV of the facilitator who will be conducting the training must be provided to show that they have the necessary qualifications, knowledge, and skill to conduct training on Supply Chain Management Bid Committees.
- Certified copies and qualifications and proof of professional bodies of the facilitator must be provided.
- The training provider must provide a list of contactable references and reference letters of organizations where they conducted training on Supply Chain Management Bid Committees.

4.2 Stage 2 – Functional /Technical evaluation

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 60%, for Functionality to qualify to proceed to Stage 3.

CRITERIA	GUIDE ON THE ALLOCATION OF POINTS	MAXIMUM POINTS TO BE AWARDED
Proven track record in Supply Chain Management in the Public sector Reference letters from public and related institutions as evidence of related services previously conducted NB: <i>The Reference Letter(s) must reflect at least name of the client, title of the related work conducted, year conducted, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.</i>	The service provider should provide reference letter(s) on the letterhead of the serviced client and should reflect at least name of the client, full description of the service rendered, contact person and contact details. The letters must be signed by the authorized person. • 5 Points will be allocated for each relevant letter • No reference letters attached / unsatisfactory services rendered = 0 points	50
Capability and competence of the Facilitator <i>The bidder must provide proof of qualifications and professional competencies in the Supply Chain Management space or equivalent. Bidders must attach relevant certified copies of highest qualifications/ certificate. Uncertified qualification/professional certificates will not be accepted as authentic. Foreign qualifications are required to be accompanied by a SAQA evaluation certificate.</i>	Qualifications: • The facilitator must have relevant qualifications (attach CVs and certificates) • PhD – 20 • Masters / Professional qualification – 15 • Honours – 10 • Junior degree - 5 No Relevant tertiary qualification(s) = 0 points	20
Experience of the Facilitator <i>Experience Must provide a detailed CV detailing the required experience</i>	The Facilitator must have at least 5 years' experience in supply chain Management and Bid Committees. • 10 years and above experience in strategy formulation = 30 points • to 9 years' experience – 20 points plus 2 point for each additional year above 5 years. • 5 years' experience in supply chain management and bid committees - 20 points Less than 5 years' experience in supply chain management and bid committees - 0 points	30
Total		100

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NB: Only bidders who achieve a score of 60 out of 100 points will be evaluated further on pricing and B-BBEE (commercial evaluation).

4.3 Stage 3: Pricing Stage

Acceptable RFQs will be evaluated for price and preferences according to the 80/20 Preferential Point Scoring System.

Only service providers whose B-BBEE information on the latest CSD report is not expired or who have submitted a valid and acceptable B-BBEE certificate, letters from registered accounting officers/auditors, sworn affidavits for QSEs and EMEs will qualify for points as per table of points below:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

PRICING SCHEDULE

Activity	Total
Virtual session with team one(Day 1)	R
Virtual workshop with team two(Day 2)	R
Virtual workshop with team three(Day 3)	
Sub Total	R
Vat @ 15%	R
Grand Total	R

VERY IMPORTANT
NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS - INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4, 8 AND 9.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

FRIDAY 17 JUNE 2022 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!

