



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SALGA	
RFQ number:	RFQ
RFQ Issue Date	24 JANUARY 2025
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None
Briefing Session Date and Time: <i>(if applicable)</i>	None
RFQ Closing date:	4 FEBRUARY 2025
RFQ Description:	REQUEST TO APPOINT A SERVICE PROVIDER : WORK FORCE PRODUCTIVITY TRAINING

SPECIFICATIONS : Attached

Please note:

1. Quotation should be valid for at least 30 days.
- Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT):

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER (COMPANY NAME)

SIGNATURE:

CAPACITY:

DATE:

**BID REQUEST FOR THE APPOINTMENT OF A TRAINING PROVIDER FOR PROVISION OF
WORKFORCE PRODUCTIVITY**

RFQ NO. 121097

RFQ invitation date: 24 JANUARY 2025

Closing date and time: 4 FEBRUARY 2025.....

Submission to: Xitani@salga.org.za

TERMS OF REFERENCE

1. PURPOSE

The purpose of this document is to call for proposals from qualified and competent accredited or licensed training providers to provide workforce productivity techniques training to the organisation.

2. INVITATION

Training Providers are invited to send proposals to SALGA for consideration. Bidders are expected to make concrete proposals to SALGA to provide workforce productivity training/ workshop, including, but not limited to techniques to measure workforce productivity (relevant to SALGA), factors affecting workforce productivity, monitoring as well as how workforce productivity can be improved.

3. SCOPE OF WORK

- 3.1 The targeted number of people is 74, however the number may vary due to new appointments/ growth and natural attrition. These are SALGA's Executive Management Team (EMT), Senior Managers & Specialists as well as the Remuneration and Performance Panel (REMPANEL) members.
- 3.2 The role of the service provider(s) will be to conduct workforce productivity training/ workshop as well as training materials. **The key objective is for EMT, Senior Managers & Specialists and REMPANEL to have a common understanding of workforce productivity for SALGA.**
- 3.3 The training providers must cover the following: -
 - What workforce productivity is
 - Factors affecting workforce productivity in general and in the context of SALGA
 - How these factors must be managed to maximize workforce productivity
 - Techniques to measure workforce productivity for SALGA
 - Tools to be utilized to maximize workforce productivity, generally, and for SALGA
 - How to manage and measure workforce productivity in a remote/ hybrid work environment

4. BIDDER REQUIREMENTS

4.1 Specifications and requirements

The bidders will be expected to demonstrate technical ability and capability to undertake a project of this nature. The successful training provider must fulfil the following requirements:

- Knowledge and understanding of SALGA as an organisation as well as Local Government (LG)
- Experience and be qualified in offering workforce productivity training and techniques to measure workforce productivity as well as the ability to align these techniques for an organisation like SALGA.
- Proven successful record of providing highly effective workforce productivity training/ workshop through the use of qualified trainers or facilitators.
- Shortlisted bidders are required to provide detailed information with regard to the work of similar nature previously undertaken as well as period of such work, accompanied by reference letters
- A demonstrable methodology and approach to demonstrate the process to be followed in conducting successful training/ workshop
- The training provider must outline how they will the conduct and embed the training
- The training provider must provide a detailed cost breakdown;

- The training provider must have the required administrative capability and capacity that is commensurate with delivery of a project of this nature; and
- The training providers may be required to make a presentation to SALGA on their value proposition;
- Make recommendations on content and delivery mechanisms
- Reporting as and when required on the training provided with the ability to produce high-quality work within tight deadlines
- Present the final closeout report to relevant stakeholders and governance structures

4.1 Bidder competences

- The training provider must be a credible, legally registered and accredited or licensed provider.
- The training provider must have extensive experience in this field of work which needs to be indicated by way of contactable references
- Statistical analysis, report writing and presentation skills
- Manage facilitation of a diverse group
- Understanding of the content
- Understanding of the local government context
- Stakeholder engagement including liaison with members of senior management within the organisation
- Reporting on the project along with the ability to present the final closeout report to relevant stakeholders

4.2 Content of proposal

(Information to be submitted by the bidders)

The proposal should include

- 4.2.1 All relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.;
- 4.2.2 The summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible;
- 4.2.3 A list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise;
- 4.2.4 An organogram or list of partners, managers, specialists, together with the curriculum vitae of the staff who will be conducting training/ workshop; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services;
- 4.2.5 A breakdown of the project costs VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown;
- 4.2.6 Must a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such a traveling;
- 4.2.7 Must provide an overview of the methodology to be applied;

4.2.8 The proposal must be accompanied by a full detailed project plan in terms of how this project is going to be rolled out.

4.2.9 Must be available to conduct a pilot training

5. EVALUATION CRITERIA

Quotations will be evaluated in accordance with SALGA Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

- Phase 1: Administrative Compliance Evaluation
- Phase 2: Functionality Evaluation
- Phase 3: Price and Specific Goals Evaluation

Phase 1: Mandatory Administrative Compliance requirements

- Completion in full of the Request for Proposal document
- Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award 7. ID copies of company directors

Phase 2: Functionality Evaluation

SCALE LEVEL DESCRIPTIONS	SCALE
No relevant response or information given to enable evaluation	0
Very poor response based on expected standard	1
Poor response based on expected standard	2
Average response based on expected standard	3
Good response based on expected standard	4
Excellent response based on expected standard	5

Points allocation	The training methodology with detailed process to be followed from inception to delivery of training	Weight
5	Diverse Methodology and detailed process showing design details	30
3	Limited Methodology with detailed process	
1	Limited methodology with no detailed process	
0	No methodology and/or no process	
Points allocation	Organisational experience and capability in Workforce Productivity training as per detail on scope of work Provide contactable reference letters on a client letterhead of previous similar work	Weight
5	7 or more contactable reference letters	10
4	6 contactable reference letters	
3	5 contactable reference letters	

2	4 contactable reference letters	
1	3 contactable reference letters	
0	No letters and /or letters are not on letterhead and/or letters are not relevant to the scope of work	
Points allocation	Capabilities and experience of the proposed team that will conduct the proven workforce productivity training/ workshop	Weight
5	More than 10 years proven track record for conducting workforce productivity training/ workshop	30
4	8-10 years proven track record for conducting workforce productivity training/ workshop	
3	5-7 years proven track record for conducting workforce productivity training/ workshop	
2	2-4 years proven track record for conducting workforce productivity training/ workshop	
1	Less than 2 years proven track record for conducting workforce productivity training/ workshop	
0	No proven track record for conducting workforce productivity training/ workshop	
Points allocation	Techniques and tools to measure workforce productivity for an organisation like SALGA	Weight
5	Detailed Best tools and techniques / model relevant for SALGA and LG	30
4	Detailed tools and techniques/ model relevant for SALGA and LG	
3	Detailed tools and techniques/ model relevant for SALGA	
2	Limited Tools and techniques/ model for SALGA	
1	Limited Tools and techniques/ model	
0	No tools and techniques/ model	
Total functionality		100
Minimum threshold		70

N.B: Bidders who will score a minimum of 70 points for functionality will be considered for further evaluation

Phase 3: Price and Specific Goals Evaluation

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 6(2) and 6(3) of the Specific Goals, 2022, preference points must be awarded to a bidder for attaining the Specific Goals accordance with the table below:

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

TABLE FOR BBBEE POINTS AND SPECIFIC GOALS

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	10
2	9
3	7
4	6

5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women Owned	3
100% Youth	3
Total Points	

BIDDER'S DISCLOSURE

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

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.

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:

.....

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 procuring

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.

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

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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 or 90/10 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 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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)
SMME's	4	
100% Black Women owned	3	
100 % Youth	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:

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