

**BROADBAND INFRACO SOC LTD**

**REQUEST FOR QUOTATION: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO FACILITATE THE BID COMMITTEES (BID SPECIFICATION, BID EVALUATION & BID ADJUDICATION) TRAINING**

|                                                       |                                                                                                                                                            |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ NUMBER:</b>                                    | <b>RE-ISSUE 2706</b>                                                                                                                                       |
| <b>RFQ ISSUE DATE:</b>                                | <b>15 JULY 2024</b>                                                                                                                                        |
| <b>RFQ CLOSING DATE:</b>                              | <b>19 JULY 2024 @ 12:00 NOON</b>                                                                                                                           |
| <b>RFQ VALIDITY PERIOD:</b>                           | <b>30 Days (Commencing from the RFQ Closing Date).</b>                                                                                                     |
| <b>A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:</b> | <b>APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO FACILITATE THE BID COMMITTEES (BID SPECIFICATION, BID EVALUATION &amp; BID ADJUDICATION) TRAINING.</b> |
| <b>RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:</b>  | <b>Supply Chain Management – Commercial Department</b><br><b>Email: <a href="mailto:Valentia.Baloyi@Infraco.co.za">Valentia.Baloyi@Infraco.co.za</a></b>   |
| <b>ENQUIRY:</b>                                       | <b>Valentia Baloyi</b>                                                                                                                                     |

**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

|                                                                                      |                                                                                                                                                           |               |                     |               |                   |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|---------------|-------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD</b> |                                                                                                                                                           |               |                     |               |                   |
| BID NUMBER:                                                                          | <b>RE-ISSUE RFQ</b><br><b>2706</b>                                                                                                                        | CLOSING DATE: | <b>19 JULY 2024</b> | CLOSING TIME: | <b>12:00 Noon</b> |
| DESCRIPTION                                                                          | <b>APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO FACILITATE THE BID COMMITTEES (BID SPECIFICATION, BID EVALUATION &amp; BID ADJUDICATION) TRAINING</b> |               |                     |               |                   |

BID RESPONSE DOCUMENTS MUST BE SUBMITTED THROUGH EMAIL.

|                                                                                                                                                                                            |      |                                                                                                                                                                                |        |                                                                                                    |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------|---------|
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                |      |                                                                                                                                                                                |        |                                                                                                    |         |
| 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<br>(TICK APPLICABLE BOX)                                                                                                                      |      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                    |        | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><input type="checkbox"/> Yes<br><input type="checkbox"/> 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                                                                           |      | <input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)                                                                              |        |                                                                                                    |         |
|                                                                                                                                                                                            |      | <input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)                                                                    |        |                                                                                                    |         |
|                                                                                                                                                                                            |      | <input type="checkbox"/> A REGISTERED AUDITOR<br>NAME:                                                                                                                         |        |                                                                                                    |         |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                         |      |                                                                                                                                                                                |        |                                                                                                    |         |
| <b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |      | <b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[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](http://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 interest<sup>1</sup> 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:

.....  
.....

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

## SBD 6.1

### 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**

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#### 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:

|                                           | 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(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

Y Public Company  
Y Personal Liability Company  
Y (Pty) Limited  
Y Non-Profit Company  
Y 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:** .....

.....

.....

.....

## **1. SCOPE OF WORK**

### **1.1. Background**

- Broadband Infraco (BBI) is a licensed state-owned company in the telecommunications sector. Broadband Infraco provides long distance national and international connectivity to licensed private sector partners, license-exempt project of national importance and to previously underserviced areas.
- The purpose of the request is to invite suitably qualified, experienced, and accredited training providers to offer training to Broadband Infraco officials who will serve on bid specification, evaluation, and adjudication committees.
- The training program should be aligned with the basic values and principles governing the supply chain management functions as contained in the Constitution of the Republic of South Africa 1996, PFMA, PPPFA 2022, and other legislation governing Supply Chain Management in the Public Sector.

### **1.2. Training Course Content**

- The elements of Supply Chain Management
- The role and duties of the Bid Committee members.
- Regulatory framework applicable to the Bid Committee System
- Ethical Standards – Code of conduct
- Legislative background to Bid Committees
- Appointment of Bid Committee Members
- Composition and functions of the various Bid Committees
- The principle of Total Cost of Ownership
- Drafting of a specification
- Drafting of a Terms of Reference
- Approval of Specifications/TOR
- Administrative compatibility - evaluation
- Calculations of points for price and B-BBEE in accordance with the PPPFA Regulations, 2022/23.
- Format of the Bid Evaluation Committee's recommendation report
- Bid Adjudication Committee Meeting Procedures
- Publication of awards

### **1.3. Expected Outcome and Deliverables**

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

- Discuss the elements of the supply chain management model that apply to bid committees.
- To fully understand the functions of the Bid Committee members.
- Understand the regulatory framework that governs SCM within public service to demonstrate an understanding of how each legislation and/or prescript regulates the decision-making of bid

committees.

- Apply knowledge of the applicable regulatory framework for compliance.
- Apply knowledge of the functions of the bid committees i.e. specification, evaluation, and adjudication.
- Discuss the importance of ethical conduct at all stages of the bid committee process.
- Legal and non-legal compliance.
- Understanding of a Schedule 2A public entity environment.

#### **1.4. Training Duration**

One- Day Training (Virtual)

#### **1.5. Requirements**

- The service provider must provide the programme implementation plan detailing the specific modules/activities, specific outcomes/deliverables, training/learning methodology, required resources, and specific timelines.
- The successful bidder will be expected to design training material that will be provided to SABS staff to refer to at a later stage.
- Certificate of Competence is required after the training for all successful learners.
- The service provider must provide a project close-out report detailing further recommendations on anchoring the required skills.

#### **1.6. Number of Delegates**

- BSC =4
- BEC =4
- BAC = 12

#### **1.7. Material or and Facilities**

- Provide study material / Training manual.
- Training must come with manuals.
- Attendance Register
- Certificate of competence or attendance upon completion
- Training should be virtual.
- Accreditation of service provider.
- Training outline.
- Confirmation of validity of quotes

### **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 public and related institutions as evidence of <u>related</u> services previously conducted<br><br><i>NB: The Reference Letter(s) must not be older than 3 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.</i> | 3 or more reference letters attached = <b>15 points</b><br>2 reference letters attached = <b>10 points</b><br>1 reference letter attached = <b>5 points</b><br><br>No reference letters attached / unsatisfactory services rendered = <b>0 points</b>                                     | <b>15</b>                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Experience in working with SETAs on similar service.</b><br><br>Provide contactable positive references from clients where projects were executed in the SETA environment                                                                                                              | <b>10</b>                    |
| <b>Project plan and methodology:</b><br><br>The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes.                                                                                                                                                                                                                                                         | The methodology is innovative, the timeframes and project plan are suited and tailored to the project needs, demonstrates the following:<br><br>▪ project plan with clear project timelines and deliveries and processes to be followed and sequence of events aligned = <b>20 points</b> |                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ▪ demonstrates adequate understanding and knowledge of Legislative Framework = <b>max 15 points</b><br><br>▪ Reporting = <b>max 5 points</b><br><br>No submission = <b>0 points</b>                                                                                                       | <b>40</b>                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                  |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Qualifications</b><br>The bidder must provide proof of qualifications and professional competencies in the Supply Chain Management space.<br><br><i>Bidders must attach relevant certified copies of highest qualifications/ certificate. Certification may not be older than 3 months. Uncertified qualification/professional certificates will not be accepted as authentic. Foreign qualifications are required to be accompanied by a SAQA evaluation certificate.</i> | Proof of Relevant Degree = <b>15 points</b><br><br>Proof of Relevant Professional qualification(s)major in Bid Committees etc. = <b>5 points</b><br><br>No Relevant tertiary qualification(s). = <b>0 points</b> | <b>15</b>  |
| <b>Experience</b><br><br><b>Must provide a detailed CV detailing the required experience</b>                                                                                                                                                                                                                                                                                                                                                                                  | Experience in SCM BID COMMITEES by Lead consultant/partners):<br>0-2 years (points 2)<br>3-5 years (points 5)<br>6-7 years (points 8)<br>8-9 years (points 9)<br>10 + years 1(points 10)                         | <b>10</b>  |
| <b>Accreditation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Unit Standard (US) 337061 Accreditation to the SETA(s) or etc.<br><br>Yes = 10<br><br>No= 0 Affiliation to SETA(s)                                                                                               | <b>10</b>  |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                  | <b>100</b> |

**Bidders are required to achieve a minimum of 75 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:

| <b>CRITERIA</b> | <b>WEIGHTING/ POINTS</b> |
|-----------------|--------------------------|
| Price           | 80                       |
| Specific Goals  | 20                       |

## 5. PRICING SCHEDULE

| Description                                        | QTY | Unit Price | Total Price |
|----------------------------------------------------|-----|------------|-------------|
| TRAINING OF BID COMMITTEES' MEMBERS x 20 DELEGATES | 20  |            |             |
| Price Excl. VAT                                    |     |            |             |
| VAT 15%                                            |     |            |             |
| Price Incl. VAT                                    |     |            |             |

- Pricing schedule must reflect a detailed cost breakdown and any indirect costs associated with rendering required service.
- Please indicate delivery lead time.

## 6. PROPOSAL SUBMISSION

- 5.1. All proposals must be submitted electronically to [Valentia.Baloyi@Infracore.co.za](mailto:Valentia.Baloyi@Infracore.co.za) on or before **19 JULY 2024 at 12:00pm**
- 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.**