

QUOTATION EVALUATION REPORT

Procurement Type	Deviation				
Threshold:	<R300,000				
User Department:	Internal Audit				
SCM Official:	Matome Modiba		Office:	SCM	
Tel:	012 622 9587		Quotation No:	QC000001248	
Quotation Description:	ETHICS MANAGEMENT TRAINING				
Budget Type	Admin Budget	Account Number	45650-119	Budget Available	R 70 000.00

1. QUOTATION PARTICULARS

Publications:	ERP System: Requested quotations by e-mail based on CSD database		
1 st Invitation	04 October 2025	Number of Quotation Invited:	01
1 st Closing Date	07 October 2025	Closing Time:	11H00
Number of Quotation received:		01	
Compulsory Briefing Session Date	N/A		
Technical Evaluation Date	N/A		
Conditions of Contract:	General Conditions of Contract (GCC) / Requires a contract		
Contract Period/Delivery date	To be advised by BU		

2. BACKGROUND

QC000001248 - ETHICS MANAGEMENT TRAINING.

The purpose of this report is to present the evaluation outcome for **QC000001248 - ETHICS MANAGEMENT TRAINING**.

2.1 The following one (01) Service Provider was obtained on the ERP system integrated with the CSD and invited to submit quotations:

Item No.	Bidder
1.	THE ETHICS INSTITUTE

2.2 One (01) submission was received on the closing date and time from the invited bidders as follows:

Item No.	Bidder
1.	THE ETHICS INSTITUTE

2.3 The following bidders submitted quotations without an invitation, and were therefore not considered for further evaluation:

Item No.	Bidder
1.	N/A

2.4 The following bidders submitted quotations late:

Item No.	Bidder	Date and Time submitted
1.	N/A	N/A

3. QUOTATION EVALUATION

3.1 MANDATORY REQUIREMENTS:

Quotations will only be considered for acceptance if (i.e. were regarded as being eligible if) the below mentioned requirements from the below were met: -

- 3.1.1. Proof of National Treasury CSD database registration
- 3.1.2. Proof of Tax Compliant status TCS / TCC
- 3.1.3. Completed SBD documents.

3.2 The submissions received were assessed for compliance on mandatory requirements as follows:

QC000001248 - ETHICS MANAGEMENT TRAINING

OPEN

ADJUST

CLOSE

		1
	Name of Bidder	THE ETHICS INSTITUTE
	Requirements	
SBD 2	HAS A VALID TAX PIN BEEN SUBMITTED?	YES
	IS IT IN THE BIDDER'S NAME?	YES
	WHAT IS THE REFERENCE OF THE PIN?	13C622372Q
	WHAT IS THE EXPIRY DATE?	18/08/2026
SBD 4	SBD 4 - DECLARATION OF INTEREST - HAS THE FORM BEEN COMPLETED AND SIGNED?	YES
	IS THERE ANYTHING DISCLOSED?	YES
	WHAT INTEREST IS DISCLOSED ?	MULTIPLE
SBD 6.1	SBD 6.1 - PREFERENTIAL POINT CLAIM - HAS THE FORM BEEN COMPLETED AND SIGNED?	YES
	HAS THE BIDDER SUBMITTED A CERTIFIED COPY OR AN ORIGINAL SANAS ACCREDITED BEE CERTIFICATE / OR DTI AFFIDAVIT?	YES
	WHAT ARE THE SPECIFIC GOALS 1 HDI POINTS CLAIMED	0
	WHAT ARE THE SPECIFIC GOALS 2 ECONOMIC TRANSFORMATION POINTS CLAIMED	3
	IN THE EVENT OF A JV HAS A COMBINED LEVEL BEEN SUBMITTED?	N/A
	IS THE BIDDER AN EME, QSE OR GEN	QSE
	IS THE BIDDER REGISTERED WITH CSD?	YES
	WHAT IS THE MAAA NUMBER?	MAAA0001447
	IS THE TAX STATUS COMPLIANT	YES
	WHAT IS THE COMPANY REGISTRATION NUMBER?	1999/020697/08
	LIST THE NAME(S) OF THE DIRECTOR(S).	LIEZL MARIE GROENEWALD, IMOGEN NONHLANHLA MKHIZE, MOHAMED ADAM, ARNOLDUS TOBIAS SMIT, KENNEDY ITUMELENG MELAMU, FATHGAYA HOOSAIN, FULVIO TONELLI, CAROLYNN JOAN CHALMERS
	IN THE CASE OF A JV, HAS A JV AGREEMENT BEEN	N/A
	WHO IS THE LEAD PARTNER?	N/A
	WHAT IS THE SPLIT?	N/A
	COMMENTS	N/A
	Emails sent to Bidders	YES
	Emails outstanding from Bidders	NO
	Contact Person	Rebecca Motale
	Tel No	0828728990
	E-mail	bidoffice@tei.org.za
	RESPONSIVE/ NON-RESPONSIVE	RESPONSIVE

3.2.1 The following one (01) bidder was found outright responsive after the mandatory requirements evaluation:

Item No.	Bidder
1.	THE ETHICS INSTITUTE

3.2.2 The following bidders have outstanding information

Item No.	Bidder	Outstanding Information
1.	N/A	N/A

3.2.3 The following bidder was found non-responsive:

Item No.	Bidder	Reason For non-responsiveness
1.	N/A	N/A

4. TECHNICAL EVALUATION

Bidders that were responsive on mandatory evaluation were evaluated further for technical evaluation. The threshold for technical evaluation is **70%**. If no bidder scores 70% then the RFQ will be cancelled and re-advertised.

The technical evaluation criteria was as follows:

1. Capacity to deliver – 20 Points
2. Methodology and Approach – 30 Points
3. Implementation Plan – 20 Points
4. Experience and Expertise – 30 Points

The below table is the summary of the technical evaluation outcome:

N/A

SUMMARY OF SCORES AND COMMENTS:

N/A

5. MARKET ANALYSIS, PRICE AND SPECIFIC GOALS EVALUATION

The one (01) bidder was evaluated on price in accordance with the 80/20 Preference Points System of the PPPFA Regulations. The score for financial offers was calculated using the following formula:

$$NP = 80 \times \frac{(1 - (Pt - Pmin))}{Pmin}$$

Where, NP = Points scored for the Bid under consideration

Pmin = Rand Value of the Lowest acceptable Bid

Pt = Rand Value of the Bid under consideration

The following companies were evaluated on price and specific goals:

Item No.	Bidder
1.	THE ETHICS INSTITUTE

4.1.1.BENCHMARKING AND MARKET ANALYSIS

The below tables are the outcomes of the benchmarking process the analyse prices between bidders and the market analysis for comparison with the lowest acceptable quotation. The process is only applicable to bidders that met the minimum threshold on technical evaluation. The market analysis was done through a dashboard process where prices were compared through data available on the internet. In this instance the market done through the **[Makro]** website.

N/A

Analysis:

- The lowest acceptable quotation is reasonable when compared with the market analysis, the variation is within 30%

4.1.2. PRICE AND SPECIFIC GOALS EVALUATION (COMPARATIVE SCHEDULE)

COMPARATIVE SCHEDULE						
QUOTATION NUMBER:	QC000001248					
DESCRIPTION OF PRODUCT/ SERVICE:	ETHICS MANAGEMENT TRAINING					
QUOTATION INVITED BY:	W&RSETA					
QUOTATION NO:	QC000001248					
ADVERTISEMENT DATE:	04-Oct-25					
CLOSING DATE:	07-Oct-25					
CLOSING TIME:	11h00					
VALIDITY PERIOD:	90 DAYS					
SITE :	CEN					
Bid received from	Responsive/ Compliant? *	Is the Bidder VAT Registered?	Total Amount Quoted (Excl. VAT)	VAT @ 15%	Total Amount Quoted (Incl. VAT)	
THE ETHICS INSTITUTE (1)	YES	YES	R 59 886,96	R 8 983,04	R 68 870,00	
Notes:						
PREFERENCE POINT SYSTEM			80/20			
RAND VALUE OF LOWEST ACCEPTABLE BID (P MIN)			R 68 870,00			
MAXIMUM POINTS FOR B-BBEE			20			
MAXIMUM POINTS FOR PRICE			80			
Quotations Received From:	Total Price (Incl. VAT)	Price Points	SPECIFIC GOAL 1 & 2 POINTS	PPPFA POINTS	Total Points	Ranking
THE ETHICS INSTITUTE (1)	R 68 870,00	80,00	3	3	83	1
HIGHEST RANKED BIDDER			THE ETHICS INSTITUTE (1)			
IT IS RECOMMENDED THAT THIS BID BE AWARDED TO:			THE ETHICS INSTITUTE (1)			
VERIFIED BY: Mashego Komane			SIGNATURE:			
DESIGNATION: Procurement specialist			DATE:	2025/11/10		

5. RECOMMENDATIONS

IT IS RECOMMENDED THAT:

QC000001248 - ETHICS MANAGEMENT TRAINING.

QC000001248 FOR ETHICS MANAGEMENT TRAINING BE AWARDED AS FOLLOWS:

Ranking	Bidder Name	Price
1	THE ETHICS INSTITUTE	R 68 870.00

6. APPROVALS

Compiled by: Matome Modiba  Signature: _____ Procurement Administrator / Officer Date: 10/11/2025	Reviewed by: Mashego Komane  Signature: _____ Procurement Specialist Date: 10/11/2025
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Management Review (for quotations above R 300,000) N/A Signature: _____ Manager: SCM Date: _____
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Approval by of appointment by delegated official (As per the approved SCM Policy, SCM Manager approves from R0,01 up to R300,000.00, Senior Manager: SCM and Contracts approves from R300,001.00 up to R500,000.00 and the CFO approves above R500,000.00)	
Approve/Not Approved Mpho Mofokeng Delegated official name Position: Manager: SCM Date: 10/11/2025 Comments (if any) _____	 Signature

Acknowledgement by user Department

Acknowledged/Not Acknowledged

Masana Ngobeni

User Department delegated official name

Date: 11/10/2025

Comments (if any)


Signature