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THE DIRECTORATE CURRICULUM MANAGEMENT

Steve Vukile Tshwete Complex • Zone 6 Zwelitsha, • 5608, Private Bag X0032 • BHISHO 5605 REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL

BID DESCRIPTION:

REQUEST FOR PROPOSAL FROM REPUTABLY QUALIFIED SERVICE PROVIDERS FOR PROVISIONING OF PROJECT MANAGEMENT SERVICE(S) WHICH SHALL INCLUDE PROCUREMENT, WAREHOUSING, INVENTORY MANAGEMENT (FURNITURE) AND DELIVERY OF BOTH ELECTRONIC AND PAPER LEARNING AND TEACHING SUPPORT MATERIAL (LTSM AND E-LTSM) FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW THE CONTRACT FOR A PERIOD NOT LONGER THAN TWO YEARS AT THE DISCRETION OF THE EASTERN CAPE DEPARTMENT OF EDUCATION "ECDoE" INFORMED BY BUDGET AVAILABILITY, THE NEED INCLUDING THE PERFORMANCE OF THE SERVICE PROVIDER.

BID NUMBER: SCMU6 : 22/23-0019

PUBLISH DATE: 03 FEBRUARY 2023

VALIDITY PERIOD: Offer to be valid for 120 days from the closing date of bid

CLOSING DATE: 07 MARCH 2023

CLOSING TIME: 11:00 am

COMPULSORY BRIEFING SESSION: NOT APPLICABLE

BID RESPONSES MUST BE HAND DELIVERED The Eastern Cape Department of Education
Steve Tshwete Complex, Zone 6
ZWELITSHA

ATTENTION: Bidders must ensure that bids are delivered in time to the correct address and deposited in the tender box which is located at the foyer in the main building of the Eastern Cape Department of Education, Head Office in ZWELITSHA.

If a bid is late, it shall not be accepted for consideration. The Eastern Cape Department of Education's tender box is accessible Monday to Friday, from 08h00 to 16h00. Bidders must advise their couriers of the instruction above to avoid misplacement or loss of bid responses.

It is the onus of the bidder to ensure that the bid documents are delivered on time regardless of the mode of delivery.

No bid documents will be considered after the closing time and the date of this bid which is indicated in previous row herein above.

BIDDERS NAME:



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ACRONYMS

- | | |
|-----------|---|
| A) ECDoE | - Eastern Cape Department of Education |
| B) SLA | - Service Level Agreement |
| C) LTSM | - Learning Teaching Support Material |
| D) E-LTSM | - Electronic Learning Teaching Support Material |
| E) WMS | - Warehouse Management Software |



1 INTRODUCTION

LTSM stands for "Learning and Teaching Support Material. This a general term used to describe the resources teachers use to deliver instruction. LTSM are used to support learning and to increase academic success. LTSM means a variety of learning and teaching materials used in the classroom that supports and facilitates teaching and learning directly in the classroom or at home. It includes, but is not limited to:

- Textbooks, teacher guides, readers, and prescribed books;
- Reference books, atlas, dictionaries, wall charts, posters, maps and models;
- Mathematics, science, technology and biology apparatus, electronic and technical equipment, hospitality resources;
- E-LTSM;
- Workbooks;
- Educational toys and games;
- Library material (fiction and non-fiction, pre-recorded videos, DVDs, CDs, CD-ROMs,);
- Computer software and licensing;
- Resource material for teachers;
- Stationery and supplies.

It is the interest Eastern Cape Department of Education's herein after referred to as the "ECDoE" to ensure that all learners and teacher in the Eastern Cape Province have access to a range of quality resources that are age appropriate, current and relevant and which inculcate a love of reading and encourage the enquiring minds of learners

It is therefore the ECDoE's objective to ensure that the process of providing LTSM to school and resource management is seamless, cost effective, and efficient and supports the production of high quality LTSM,



2 PROJECT BRIEF

- 2.1. The appointed Project Management Agency herein after referred to as "PMA" shall procure, facilitate, and coordinate the provision of LTSM and e-LTSM for all ECDOE public schools including Grade R and ECD Centres on behalf of ECDOE utilizing the LTSM budget allocated for the academic year.
- 2.2. The appointed PMA will be expected to procure, manage, facilitate and coordinate the supply and delivery of LTSM and e-LTSM essentials, provide warehousing, inventory and resource management, distribution and delivery of LTSM and e-LTSM essentials to all ECDOE public schools in the Province. This must be done in a manner that will ensure pragmatic and sustainable economic development both in terms of creation of employment and support of microenterprises engaged in manufacturing and logistics/distribution) in the Eastern Cape Province and furthermore support and improve the current and existing local economic development programmes implemented by the ECDOE in the school resourcing portfolio.
- 2.3. The PMA shall also be responsible for the development of a school furniture Management Plan that will encompass all necessary measures for effective school furniture requisitioning and ordering process from schools, furniture manufacturers, distribution, need identification including disposal of obsolete/damaged furniture.
- 2.4. Develop, administer and maintain school furniture inventory management system at manufactures warehouses and at school level.
- 2.5. Facilitate and manage the transfer of excess furniture and keep audit of available school furniture in the Province and provide reports thereof.
- 2.6. Develop an enabling environment that encourages and supports the care and control of all furniture by learners and teachers, parents etc.
- 2.7. The appointed PMA will be expected to provide technical support and human capital where required to the LTSM Unit in the ECDOE and furthermore enhance and maintain the current and existing Resource Management Systems.
- 2.8. In the event that the ECDOE is experiencing budget challenges for the procurement of LTSM needs, the appointed PMA will be expected to procure the required items on behalf of the ECDOE and in return the ECDOE will pay the PMA



when budget is available subject to such arrangements agreed upon in writing between the two parties.

3 OBJECTIVES OF THE REQUEST FOR PROPOSAL

- 3.1. The objective of this request for proposals is to request reputedly qualified service Providers/PMA to submit proposal for the provisioning of project management service(s) which shall include procurement, warehousing, inventory management and delivery LTSM, e-LTSM and School Furniture for a period of three (3) years with an option to renew the contract for a period not longer than two years at the discretion of the ECDoE informed by budget availability, the need including the performance of the service provider.

4 TECHNICAL SPECIFICATIONS

- 4.1. Provide project management solutions enabling end-to-end procurement, packaging, storage and distribution of all LTSM resources.
- 4.2. Provide a warehouse within the Province managed and operated by adequate and qualified human resources.
- 4.3. Provide adequate ICT systems and support for school resourcing programmes.
- 4.4. All procurement will be based on quantities approved by ECDoE.
- 4.5. Operations and ICT services:
- 4.5.1. Provide a fully-fledged operational Data and Call Centre Management Operation with adequate ICT systems and infrastructure.
- 4.5.2. Provide a visible document management system and operation
- 4.5.3. Provide logistics and warehousing management operation and systems that will ensure real time reporting capabilities in respect of LTSM and e-LTSM distributions to schools,
- 4.5.4. Provide administrative support and responsibilities in the provisioning of LTSM resources from the sourcing of LTSM essential to distribution at school level.
- 4.5.5. Provision and implementation of textbook tracking, retrieval system
- 4.6. Procurement:
- 4.6.1. Cost effectively procure, facilitate and coordinate the delivery textbooks based on the approved National Catalogue for Pre-Grade R to 12 languages and content subjects.



- 4.6.2. Design and develop methodologies that will assist the ECDoE with the implementation of textbook retrieval policies.
- 4.6.3. Design and develop a pragmatic model and strategy for the ECDoE's transition from paper textbooks to digital textbooks in support and realisation of the ECDoE's vision of implementing the Fourth Industrial Revolution (4IR) and assist in the implementation thereof.
- 4.6.4. Cost effectively procure and deliver Office Stationery, Teacher Stationery and Learner Stationery Packs for Grades R-12.
- 4.6.5. Cost effectively procure and deliver supplementary LTSM outside the approved core textbooks (i.e. study guides, and exam solutions)

4.7. Warehousing

- 4.7.1. Provide a fully-fledged, secured and operating central warehouse +10 000 m² (or offer to lease agreement if outsourced) within the Buffalo City Municipality or within 100-180 km radius to the ECDoE's Head Offices.
- 4.7.2. The warehouse must meet the following minimum operational requirements:
 - 4.7.2.1. Must be fully automated with adequate printers, RF scanner, computers etc.
 - 4.7.2.2. Comply with inbound and outbound requirements.
 - 4.7.2.3. Comply with implementation of Quality Management Systems requirements (ISO 9001) and certification
 - 4.7.2.4. Provide a system that will fully integrate from the WMS to the distribution systems with clear processes to receive, store and dispatch materials.
 - 4.7.2.5. Provide a warehouse management system, physical security and visible demarcation of the warehouse premises.
 - 4.7.2.6. The warehouse must have a floor plan with clear demarcations for Workstations.
 - 4.7.2.7. The central warehouse must have storage for new e-TSM devices and LTSM textbooks, supplementary material, stationery, and resource tools or goods procured by the Department for storage on a temporary basis
 - 4.7.2.8. Comprehensive Insurance Cover for all items held within the warehouse.
 - 4.7.2.9. Provide a Central warehouse with Shelving and Equipment as well as other warehouses in the Eastern Cape for SMMEs to collect stock that fully comply with the Occupational Health and Safety Act

Distribution

- 4.7.3. Distribute all LTSM and preloaded ITSM resources to specific schools and ECD Centers (new and retrieved).
- 4.7.4. Track and monitor the delivery of LTSM to schools.
- 4.7.5. Provide logistics related to loading and transportation of the resources.
- 4.7.6. Prepare all Management plans for all distribution to schools
- 4.7.7. Make use of Small Micro, Medium Enterprises businesses within each district to enhance Local Economic Development particularly focusing on women and youth development from previously disadvantage communities.



- 4.7.8. When required, facilitate payment of Small Micro, Medium Enterprises businesses in the province for work carried out in this programme/project upon verification of PODs and create Terms of Reference (ToR) for this process.
- 4.7.9. Manage and coordinate the appointment of Distributors and ensure equitable distribution of work amongst Distributors.
- 4.7.10. Implement stringent monitoring measures and take appropriate actions and institute penalties against Distributors that are not performing using the GCC and the Service Level Agreements.
- 4.7.11. Ensure that all appointed distributors have adequate equipment and resources (i.e. appropriate modes of transport to carry the stock i.e. textbooks and stationery) to schools.
- 4.7.12. Daily monitoring and tracking progress on the delivery of stationery and textbooks and report to the ECDoE timeously.

4.8. Scholastic Stationery

- 4.8.1. Implement stringent monitoring measures and take appropriate actions and institute penalties against Stationery Manufacturers appointed by the PMA that are not performing using the GCC and the Service Level Agreement entered into.

4.9. Reporting:

- 4.9.1. Provide an automated system that generates periodic reports on the extent of usage of LTSM provided to the schools upon request to ECDOE on a weekly basis.
- 4.9.2. Generate an audit trail of LTSM essentials provided per school, per learner per teacher.
- 4.9.3. Provide systems for accurate forecasting, demand, need analysis and spend analysis to assist the ECDoE to plan better and budget adequately for LTSM needs.
- 4.9.4. Preparation of periodic management and operational reports (comprehensive).
- 4.9.5. Progress on the procurement and deliveries to ECDOE on a weekly basis.
- 4.9.6. Records on proof of deliveries for Payments.

4.10. Picking and Packaging Requirements of textbooks in warehouse/s:

- 4.10.1. Picking and packaging of textbooks per grade per subject for each school (through the use of schools' distribution list).
- 4.10.2. Picking and packaging of supplementary resources per grade and per subject for each school.
- 4.10.3. Packaging of office stationery and resource tools for teachers for each school.
- 4.10.4. Managing all processes within the warehouse via automated software and electronic devices for accurate picking and packing.
- 4.10.5. Labelling of all resource material:
- 4.10.6. Picking and Picking LTSM per school, per grade, per subject



4.10.7. Generate daily progress report on the activities within the warehouse.

4.11. School Furniture administration and management

- 4.11.1. Development of a school furniture Management Plan that will encompass all necessary measures for effective school furniture requisitioning and ordering process from schools, furniture manufacturers, distribution, and identification including disposal of obsolete/damaged furniture.
- 4.11.2. Create/develop Terms of Reference (ToR) for requisition of school furniture, quality assurance, deliveries to schools and verification and authentication of PoDs before payment by the ECDoE.
- 4.11.3. Develop, administer and maintain school furniture inventory management system at manufacturers warehouses and at school level.
- 4.11.4. Facilitate and manage the transfer of excess furniture and keep audit of available school furniture in the Province and provide reports thereof.
- 4.11.5. When required conduct audits and verification of school furniture in the Province.
- 4.11.6. Develop an enabling environment that encourages and supports the care and control of all furniture by learners and teachers, parents etc.
- 4.11.7. In the absence of school manufacturing companies, where there are disputes between the department and furniture manufacturer or in cases of emergency, the PMA will be expected to procure furniture on behalf of the Department for identified schools at short notice.

5. BRIEFING SESSION

- 5.1.1. There will be no compulsory briefing sessions, and any questions must be directed in writing to the following departmental officials as follows:
- 5.1.2. Technical questions relating to the specification – Sibusiso.lukhozi@ecdoe.gov.za
- 5.1.3. Question relating to the submission of proposals or Supply Chain Management questions to – Pakamile.nxozana@ecdoe.gov.za

6. CONTRACT DURATION AND TIMEFRAME

- 6.1. The ECDoE will enter in a contract with awarded service providers' for a period of three (3) years with an option to extended for a further period of not longer than 24 months at the discretion of the ECDoE subject to the performance of the Service Provider/s or PMA, budget availability and the need for the services.
- 6.2. The terms and conditions of the extension shall be outlined in the Service Level



Agreement (SLA) which will be a binding document between the appointed bidders and the ECDoE.

- 6.3. The commencement date of the contract will take place as soon as the Service Level Agreement (SLA) has been signed and a purchase order has been issued to the appointed Service Provider.
- 6.4. This is a non-committal contract as the value of the contract will be based on the needs and budget availability, therefore the ECDoE reserves a right to procure and make commitment to the appointed PMA only if the need exist and there is budget available to fulfil the need.

7. COMMUNICATION WITH BIDDERS

- 7.1. During the evaluation periods of the bids, explanatory information shall be requested in writing from bidders.
- 7.2. Any questions which might arise from bidders during the bidding process before the closing date of the bid must be directed to the relevant officials indicated in this documents in seven (7) working days before the closing date of this bid
- 7.3. Replies to such questions shall be communicated to bidders, within three (3) working days upon receipt or as otherwise indicated.

8. PRICING STRUCTURE

Please adhere to requirements stated herein under

“Format for submission of proposals.”

- 8.1. This is a two stage bidding process, bidders are required to submit two envelopes, one with the technical proposal and the second envelope with the financial proposal, therefore failure to comply with this requirement is an automatic disqualification.
- 8.2. All request for proposals must include a comprehensive costing break down of all activities and equipment as outlined in the scope of work above,
- 8.3. Prices quoted must be all inclusive (including VAT) per item whether the bidder is



- registered for VAT or not. Bidders must quote for all items required as indicated in scope of work above and must also indicate where there are discounts provided,
- 8.4. All prices quoted should be in South African currency and must be valid for at least ninety days after the date of closure.
 - 8.5. Prices will be firm for the first twelve months of the bid, after which proposed price escalations will be considered annually on application in writing by the bidder, and such price escalation shall be considered provided that the price escalation request is aligned with either Consumer Price Indices (CPI) or Producer Price Indices (PPI) and subject to availability of budget.
 - 8.6. In instances where the ECDoE does not have adequate funding for such price escalation, the ECDoE reserves a right to negotiate with suppliers for a most effective price that will be affordable to the ECDoE.

9. COMPETENCIES AND EXPERTISE REQUIRED

- 9.1. The personnel of the bidding service provider/s must demonstrate adequate work experience, expertise in project management, logistics, warehousing and distribution in the provision of LTSM and furthermore be able to effectively communicate with the members of the ECDoE.
- 9.2. The bidder/s should submit proof of location (place where bidder's offices/premises or warehouses are located/situated in the province)
- 9.3. During or after the evaluation process the ECDoE reserves the right to conduct an in-loco inspection to assess the capacity of the bidder/s including all equipment, systems and resources indicated by the bidder in their bid proposal

10. CONDITIONS OF CONTRACT

- 10.1. The Bidder/s must be able to demonstrate a proven track record in this field as per the specification in order to qualify for this bid.
- 10.2. The ECDoE reserves the right to award the entire bid, or in part to one bidder or multiple bidders or not to award the bid.
- 10.3. During or after the evaluation process the ECDoE may conduct in-loco inspections, in order to ascertain or validate claims made the Bidder/s.



- 10.4. The ECDoE shall establish a Project Steering Committee which will be constituted by the Bidder's representatives and ECDoE representatives as stated in the Service Level Agreement which will be entered into between the awarded Bidder/s and the ECDoE.
- 10.5. The Bidder/s will provide a report on the progress on deliverables against the detailed work plan as determined in the Service Level Agreement.
- 10.6. The Bidder/s shall inform the ECDoE in writing of any reason, which may prevent the timely submission of a progress report.

11. UNSATISFACTORY PERFORMANCE

- 11.1. The ECDoE reserves the right to terminate the contract with immediate effect, should the service provider perform unsatisfactorily and fails to remedy such poor or non-performance within 7 (seven) business days of receipt of a written request to do so.
- 11.2. The penalty clauses are as follows:
- 11.2.1. If the Bidder/s fails to comply with its obligations in terms of and pursuant to the Service Level Agreement, and fails to remedy such breach within 7 (seven) business days after receipt of written notice from ECDoE calling on it to remedy such breach, the ECDoE, may suspend further payments to the Bidder/s for the specific deliverable under dispute and following further written notice of not less than 7 (seven) business days, terminate the Agreement.
- 11.2.2. Appoint any other person or persons to complete the execution of the services in which event the Bidder/s shall be liable for the reasonable cost associated with the delay and ECDoE reserves the right to claim damages if any, suffered as a result thereof.
- 11.2.3. If the ECDoE fails to comply with its obligations in terms of the agreement and fails to remedy such breach within 14 (Fourteen) business days after receipt of written notice from the service provider calling on it to remedy such breach, the service provider, may, in addition to any other legal remedies have to:



- 11.2.3.1. Compel the ECDoE to fulfil its obligations and abide by the terms and conditions of the Agreement through the legal process;
- 11.2.3.2. Suspend the provision of the services until such breach is rectified;
- 11.2.3.3. Following a further 7 (seven) business days calling on the ECDoE to remedy such breach, and the ECDoE failing to do so, terminate the agreement and demand payment in respect of outstanding fees for the provision of deliverables rendered or performed under or in terms of this agreement. Please note that in cases where there is a contradiction between this Request for proposal and any of the standard bid documents received by prospective bidder/s, the terms and conditions contained in this Request for proposal shall prevail.

12. EVALUATION CRITERIA

12.1. This bid shall be evaluated on the 90/10 principle. Preference points shall be allocated as per below table:

Preferential goals Historically Disadvantaged individuals	Percentage allocated	Allocation of Points
Historically disadvantaged Individuals (HDI)	20	2
Persons with disabilities ownership	10	1
Promotion of Youth through ownership	20	3
Women Ownership	20	2
Specific goals		
Enterprises located in the Eastern Cape Province	20	3
Military Veterans Ownership	10	1



13. CLAIMING OF PREFERENCE POINTS

- 13.1. Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.
- 13.2. Preference points for Women may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.
- 13.3. Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.
- 13.4. Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.
- 13.5. For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.
- 13.6. Preference points may be allocated to other Reconstruction and Development Programme (RDP) goals as follows:
- (a) Promotion of South African owned enterprises
 - (b) Promotion of export-oriented production to create jobs
 - (c) Creation of new jobs or intensification of labour absorption
 - (d) Promotion of enterprises located in the rural areas
 - (e) Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.
- 13.7. The Eastern Cape Department of Education will utilize the specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act:
- (a) Women
 - (b) Youth
 - (c) Persons with disability
 - (d) Military Veterans
 - (e) Enterprises located in the Eastern Cape



13.8. To enforce the implementation of RDP goals and to ensure local economic development for procurement above. The Eastern Cape Department of Education shall allocate preference points to the following selected categories:

- (a) Enterprises located in Eastern Cape Province
- (b) Youth
- (c) Co-operatives and Non-Profit Organizations

13.9. Bidders must register on the Centralised Electronic Suppliers Database as service providers before tendering. The registration forms are obtainable from the Department of Provincial Planning and Treasury in Bhisho.

13.10. For Joint Ventures points will be awarded on the individual averages per categories listed under 12.1 above.

14. ELIMINATION CRITERIA (STAGE 1 – ADMINISTRATIVE COMPLIANCE)

14.1. Bidders will be eliminated if they **do not** fulfill or fail to meet the following mandatory requirements:

- 14.1.1. Failure to submit the complete and fully signed Standard Bidding Documents (ECBD1, SBD4, SBD 6.1)
- 14.1.2. Failure to submit the National Treasury Central Database Report (CSD) that meets all compliance requirements at time of award.
- 14.1.3. Failure to submit certified copy of your company C/K documents as issued by the Companies Intellectual Property Commission (CIPC).
- 14.1.4. Board Resolution with mandate to sign and submit bid documents.
- 14.1.5. Failure to submit certified copies of company directors.
- 14.1.6. Only bidder/s that has/have met these requirements will be considered responsive thereto shall be considered for the evaluation processes.
- 14.1.7. Request for proposal that are incomplete and do not provide all the required documents will be eliminated.
- 14.1.8. Failure to submit a detailed **Technical Proposal** illustrating the model of implementation of LTSM procurement, warehousing and distribution, including systems and resources (not limited to) as outlined in the Technical Specifications from paragraph 4.1 to 4.11 of this document.
- 14.1.9. Failure to submit a Risk Management Plan to mitigate risk against stock loss from manufacturers picking and packing warehouses, stock in transit (i.e. while stock is with the distributors) etc.
- 14.1.10. Failure to submit trade references and required certificates demonstrating



- experience and Quality Assurance.
- 14.1.11. Failure to adhere to bid submission format as outlined in paragraph with heading - **Format and Submission of Proposals**.
 - 14.1.12. In a case of a Joint Venture failure to submit a Joint Venture Agreement signed by both parties.
 - 14.1.13. All certified copies, the date of certification must not be older than three (3) months from the closing date of the bid.
 - 14.1.14. Failure to submit a comprehensive and all-inclusive price schedule which must be in a sealed envelope labelled – **Financial Proposal**.
 - 14.1.15. Failure to submit a binding agreement between the principal service provider and a local EME or QSE which forms part of the conditions of this bid.

ANY BIDDER THAT DOES NOT COMPLY WITH THE ABOVE CRITERIA WILL BE ELIMINATED AS THE REQUIREMENTS LISTED ABOVE ARE MANDATORY.

15. ELIMINATION CRITERIA (STAGE 2 – FINANCIAL VIABILITY AND RESOURCE CAPACITY)

- 15.1. Bank guarantee letter of a minimum of R100 million, the letter must be from a Recognized financial institution evidencing financial capacity of the bidder. **Please Note:** such letters will be verified and validated with the financial institution and should it be found that there is an act of misrepresentation by the Bidder/s, the Bidder/s will be eliminated and a case of fraud shall be opened against the Bidder for misrepresentation or falsification.
- 15.2. Three years audited financial statements, Bidder/s who does/do not submit proof of financial sustainability in a form of **audited financial statements** from an Accredited and Registered Auditing Firm or Accountant/s for a period of three years reflecting 2020, 2021 and 2022.
- 15.3. Comprehensive Insurance (Liability Cover) for all Goods stored in Central Warehouse.
- 15.4. Provide proof and list of systems licences utilised for LTSM requisitions and distribution and demonstrate in the proposal how the systems will ensure smooth and efficient delivery of LTSM to schools.



16. ELIMINATION CRITERIA (STAGE 3 – EXPERIENCE AND CAPACITY TO IMPLEMENT THE PROJECT)

- 16.1. Five (5) verifiable references in the field of LTSM with specific reference to procurement and warehouse management systems. The letter must indicate the name of the institution, the duration of the contract, the value and the detailed performance of the prospective bidder in the field of LTSM provisioning, warehousing and logistics including contact details.
- 16.2. Must be a minimum of 5 Years in this business.
- 16.3. Non – submission of CVs for key personnel such as Project Manager, Warehouse Manager, Strategic Sourcing Specialist, ICT specialist and system developer.

17. ELIMINATION CRITERIA (STAGE 4 – FUNCTIONALITY STAGE)

A paper-based functionality evaluation will be carried out on all shortlisted bids. Bidders who score less than 90 points out of 100 for functionality will be disqualified and therefore will not proceed to the price and preference evaluation stage. Bidders who meet the minimum functionality score of 90 (paper-based evaluation) will be shortlisted.

	A. CRITERIA FOR FUNCTIONALITY	COMPLY	NOT COMPLY	SUPPORTING DOCUMENTS EVIDENCE
	POINTS ALLOCATION	POINTS (2)		
1.	A comprehensive, thorough and practical sourcing strategy and implementation for (textbooks- stationery and other e-LTSM essentials) with evidence on how the strategy has been successfully implemented. The strategy must include clear procurement and provisioning systems including resources to realise the successful implementation.			
	A comprehensive, thorough and practical sourcing strategy and implementation for (textbooks- stationery and other e-LTSM essentials) with evidence on how the strategy has been successfully implemented.	compliant		20



	A. CRITERIA FOR FUNCTIONALITY	COMPLY	NOT COMPL	SUPPORTING DOCUMENTS EVIDENCE
	The strategy must include systems and resources to realise the successful implementation.			
	A sourcing strategy that does not fulfil the requirements of this bid or non-submission thereof		Not comply	0
	POINTS ALLOCATION	POINTS (:)		
2.	<u>Proof of ownership or lease agreement</u> (or offer to lease) of <u>Central Warehouse</u> +-10 000 m², a fully-fledged central warehouse facility secured within the Buffalo City Municipality or within 100-180 km radius from the ECDoE's Head Offices. The warehouse must have a floor plan, demarcated areas for various LTSM essentials with a highly secured areas for LTSM devices. Warehouse system/s to receive, store and dispatch stock to allocated areas including automated security system for high value devices.	Compliant		11
	<u>Proof of Satellite Warehouses</u> or lease agreement (or offer to lease agreement) in various districts a minimum of four (4) which shall be used a distribution centres	Compliant		5
	Non - submission of required documentation evidencing warehousing required as outlined in row two (2) above for the central warehouse and the 4 warehouses that will be located throughout the province.		Not compliant	0
	POINTS ALLOCATION	POINTS (20)		
3.	Experience and expertise in the field of provisioning, project management, warehousing & distribution. Bidders are required to provide a minimum of five (5) reputable, contactable reference where services as indicated above were delivered. The reference letter must state the duration of contract, the value and the performance of the Service Provider throughout the duration of the contract.			20



A. CRITERIA FOR FUNCTIONALITY		COMPLY	NOT COMPL	SUPPORTING DOCUMENTS EVIDENCE
POINTS WILL BE ALLOCATED AS FOLLOWS:		POINTS (:)		
A contactable reference must be provided; a reference will be discarded if the referee gives a negative reference.				
5 and above contactable references with 5 or more years of relevant experience.		Compliant		20
3 contactable references with 3 years of relevant experience		Compliant		10
Less than 3 contactable references			Not compliant	0
POINTS WILL BE ALLOCATED AS FOLLOWS:		POINTS (:)		
4.	CVs for key personnel such as Project Manager, Warehouse Manager, Strategic Sourcing Specialist, ICT specialist and system developer. All CVs must include relevant qualifications.			
	Copies of CVs for key personnel such as Project Manager with 10 years relevant experience, Warehouse Manager with 10 years relevant experience, Strategic Sourcing Specialist with 5 years relevant experience, ICT specialist and system developer with 5 years relevant experience. All CVs must include certified relevant qualifications.	Compliant		15
	Copies of CVs for key personnel such as Project Manager with 8 years relevant experience, Warehouse Manager with 8 years relevant experience, Strategic Sourcing Specialist with 3 years relevant experience, ICT specialist and system developer with 3 years relevant experience. All CVs must include certified relevant qualifications.	Compliant		5
	Copies of CVs for key personnel such as Project Manager below 8 years relevant experience, Warehouse Manager below 8 years relevant experience, Strategic Sourcing Specialist below 3 years relevant experience, ICT specialist and system		Not compliant	0



	A. CRITERIA FOR FUNCTIONALITY	COMPLY	NOT COMPL	SUPPORTING DOCUMENTS EVIDENCE
	developer below 3 years relevant experience. All CVs must include certified relevant qualifications.			
5	POINTS ALLOCATION	POINTS (5)		
	A. CRITERIA FOR FUNCTIONALITY	COMPLY	NOT COMPL	SUPPORTING DOCUMENTS EVIDENCE
	Technical/ Operational Proposal must address the following: 1. The system/s and processes used for sourcing the goods specified including tracking, delivery and training. 2. Risk Mitigation Plan			
5.1	Technical proposal covering all elements outlined above with supporting evidence where required and must demonstrate adequate capacity to execute the project as per requirements	Compliant		25
5.2	Technical proposal not covering all elements outlined above		Not compliant	0
TOTAL				100

18. TAX REQUIREMENTS

18.1. The following non-eliminating documents needs to be submitted with the bid:

- 18.1.1. Submission of valid tax clearance certificate or SARS Pin.
- 18.1.2. Bidders who are not compliant at the time of award will be granted a reasonable period of seven working days (7) to resolve the tax matters and should a bidder/s fails to meet this time frame such a bidder will not be considered for award.

Please Note: Value Added Tax Registration:

It is mandatory for a business to register for VAT if the income earned in any consecutive 12 (twelve) month period exceeded or is likely to exceed R 1 000 000.00 (one million Rand)



("Threshold") in terms of section 23(1)(a) of the Value Added Tax Act, 89 of 1991. The business must complete a VAT 101 - Application for Registration form and submit it to the local SARS branch within 21 (twenty-one) days from date of exceeding the threshold.

19. BID CONDITIONS

- 19.1. Bidders must submit their bid proposals in line with the specification's requirements as outlined in this document. All prescribed services must form part of the bid proposal. Partial bids shall be disqualified.
- 19.2. The ECDoE reserves the right to award the bid in whole or partially. The ECDoE reserves the right not to award the bid,
- 19.3. The highest scoring bidder(s) might be expected to present their proposals to the Bid Evaluation Committee / Panel,
- 19.4. Thorough reference checks shall be conducted. Bidders shall be disqualified if found to have misrepresented information in their request for proposals
- 19.5. Request for Proposals must be delivered by the stipulated time to the correct address and late proposals shall not be accepted for consideration
- 19.6. All bid proposals must be submitted on the official forms provided not to be re-typed or online,
- 19.7. Service Providers must register on the Central Supplier Database (CSD) to upload mandatory information namely: (business registration directorship / membership / identity numbers; tax compliance status; banking information for verification purposes),
- 19.8. This proposal is subject to the Preferential Procurement Policy Framework Act of 2000 and the ECDoE SCM policy, the General Conditions Contract (GCC) and, if applicable, any other Legislation or Special Conditions of Contract,
- 19.9. Service Providers must ensure compliance with their tax obligation.
- 19.10. The service provider accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder.
- 19.11. All supporting documentation and manuals submitted with its bid will become ECDoE's property unless otherwise stated by the bidder/s at the time of submission.

20. FORMAT AND SUBMISSION OF PROPOSALS

- 20.1. This Request for Proposal (RFP) is a two-envelope procurement method, therefore, bidders are requested to submit their bids in the following manner:
 - 20.1.1. Functionality proposal should be submitted in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL";
 - 20.1.2. The price proposal should be submitted in a separate and sealed envelope clearly marked "FINANCIAL PROPOSAL."
- 20.2. Failure to adhere this format as outlined above shall disqualify your bid.
- 20.3. The first envelope must clearly state TECHNICAL PROPOSAL, wherein the



bidder should address all aspects of the required scope of services

20.4. The **TECHNICAL PROPOSAL** must consist of the following but not limited to:

- 20.4.1. Standard Bidding Documents (**SBD 4 and SBD 6.1**)
- 20.4.2. Valid Tax Clearance Certificate or SARS Pin
- 20.4.3. Company Registration Documents and Owner Identity Documents
- 20.4.4. Board Resolution with mandate to sign and submit bid documents
- 20.4.5. Specification Requirements
- 20.4.6. Proof of the RDP and specific goals as outlined in paragraph 12.1 above.
- 20.4.7. National Treasury Central Database Registration (CSD) Report
- 20.4.8. Signed (Both Parties) Joint Venture Agreement where applicable.
- 20.4.9. Project Management Plan
- 20.4.10. Risk Management Plan
- 20.4.11. Trade References

Please note that certification of documents submitted must not be older than 3 months.

20.5. In a case of a Joint Ventures All members of a Joint Venture should complete, sign, and submit the following documentation:

- 20.5.1. Standard Bidding Documents (**SBD 4 and SBD 6.1**)
- 20.5.2. Valid Tax Clearance Certificate or SARS Pin
- 20.5.3. Company Registration Documents and Owner Identity Documents
- 20.5.4. Board Resolution with mandate to sign and submit bid documents
- 20.5.5. National Treasury Central Database Report (CSD)
- 20.5.6. A Valid Certified B-BBEE Certificate and Consolidated B-BBEE Certificate for JV's must be underpinned/supplement through the provision of Proof of the RDP and specific goals as outlined in paragraph 12.1 above in line with PPR of 2022.

Second Envelope:

- 20.5.7. The second envelope must clearly state **FINANCIAL PROPOSAL**, wherein the bidder should include the comprehensive pricing and Payment Schedule.



21. SUBMISSION OF PROPOSALS

21.1. All request for proposal should be posted or deposited in the TENDER BOX located in the main building as indicated below:

HAND DELIVERY ADDRESS

The Eastern Cape Department of Education
Steve Tshwete Complex, Zone 6
Zwelitsha
KING WILLIAMS TOWN

POSTAL ADDRESS

Steve Vukile Tshwete Complex
Private Bag x 0032
BISHO, 5605

22. ENQUIRIES AND CONTACT PERSONS

No telephonic or any other form of communication relating to this request for proposal will be permitted with any other ECDoE member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.

23. CONTACT PERSONS

All enquiries regarding the bid document and information may be directed to the following officials:

TECHNICAL ENQUIRIES:	BID ENQUIRIES:
Mr S Lukhozi Tel 040 608 4524/79 693 6148 Fax: 040 608 4663 Email Address: sibusiso.lukhozi@ecdoe.gov.za	Mr. P Nxozana Tel 040 608 4524/79 693 6148 Fax: 040 608 4663 Email Address: pakamile.nxozana@ecdoe.gov.za



ANY MEANS OF ATTEMPT TO INFLUENCE ADJUDICATION PROCESS OR OUTCOMES OF ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.

Note: Blacklisted companies appearing on the National Treasury Database and prohibited from conducting business with public entities, will be disqualified.

COMPILER:

Director / School Resourcing Administration



SPECIFICATIONS COMMITTEE

RECOMMENDED/NOT RECOMMENDED

CHAIRPERSON:
BID SPEC COMMITTEE

31/01/2023
DATE

MEMBER
BID SPEC COMMITTEE

31/01/2023
DATE

MEMBER
BID SPEC COMMITTEE

31/01/2023
DATE

MEMBER
BID SPEC COMMITTEE

31/1/2023
DATE

MEMBER
BID SPEC COMMITTEE

DATE

APPROVED/NOT APPROVED

HEAD OF DEPARTMENT - ECD&E

DATE