

## REQUEST FOR QUOTATION

RFQ 006-2021-22  
Enquiries: Caslyn Moses  
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### ATTENTION: PROSPECTIVE BIDDERS

### RFQ 006-2021-22: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF STRATEGIC ADVISORY SUPPORT AND DEVELOPMENT OF THE GOVERNANCE RISK AND COMPLIANCE FUNCTION WITHIN GTAC

The Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

#### 1. EVALUATION METHODOLOGY

1.1. The table below reflects the evaluation methodology for this Request for Quotation:

Evaluation Stage	Description
Administrative Compliance	Evaluation of documents cited in section 2 below. Documents must be submitted and duly completed and signed where required.
Technical Evaluation	Refer to Terms of Reference. Threshold 70%.
Price and B-BBEE	Refer to section 4 below. Valid B-BBEE certificate/Affidavit and duly completed and signed SBD 6.1 and SBD 3.3 required.



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### 2. ADMINISTRATIVE COMPLIANCE

2.1. The following documents must be submitted for administrative compliance evaluation. Documents must be duly completed and signed (where applicable). Refer to section 11 of the Terms of Reference for all mandatory submission requirements.

- a) Annexure B (SBD 1)
- b) Annexure C (SBD 4)
- c) Annexure D (SBD 6.1)
- d) Annexure E (SBD 8)
- e) Annexure F (SBD 9)
- f) Annexure G (B-BBEE Certificate/sworn Affidavit)
- g) Annexure H (SBD 3.3)
- h) CSD registration report/MAA number
- i) Technical response (Response to technical evaluation criteria cited in the Terms of Reference)

### 3. TECHNICAL EVALUATION

3.1. Bidders are required to submit a technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.

3.2. Bidders are required to meet the technical threshold of 70% to progress to price and B-BBEE evaluation.

### 4. PRICE AND B-BBEE EVALUATION

#### 4.1. 80/20 Preference Points Evaluation

a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)



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- b. The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 million:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this bid the maximum number of Broad-Based Black Economic Empowerment status that could be allocated to a bidder is indicated in paragraph 3.1.

- c. The State reserves the right to arrange contracts with more than one contractor.
- d. It is the Government's intention to promote the following Broad-Based Black Economic Empowerment with this bid, and the points to be allocated are indicated against each level of contributor:

### POINTS

The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on January 2017 (No. 34350) and effective from April 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from a SANAS accredited verification agency and accredited Auditing firm, the



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80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

### 5. CONDITIONS

5.1. The following conditions will apply:

- a. Price quotation must be provided separately on the SBD 3.3 provided.
- b. Price(s) quoted must be valid for ninety (60) days from date of offer.
- c. Total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all inclusive).
- d. Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid.
- e. A firm delivery period must be indicated.
- f. Late or incomplete submissions will not be accepted. Failure to comply with these conditions will invalidate your offer.
- g. Only bidders that have complied with the specification will qualify to be evaluated and scored in terms of pricing and socio economic goals as indicated above.



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5.2. The following attachments must be submitted with the quotation:

- a. Standard Bidding Document (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1, SBD 8 and SBD 9);

**NB: Incomplete and unsigned SBD forms including false declaration (i.e. not declaring business done with the state in the preceding twelve months on SBD 4), will result in disqualification. This includes the bidder, company's directors / trustees / shareholders / members or their spouses that have done business with the state in the preceding twelve months.**

- b. CSD registration report/number (for verification of tax compliance status); and  
c. Valid B-BBEE Certificate/sworn affidavit (Annexure E) if applicable.

### 6. SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to:

[rfp@gtac.gov.za](mailto:rfp@gtac.gov.za) by 15:00 on 10 September 2021.

GTAC will evaluate submissions in accordance with the evaluation methodology cited above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed to Caslyn Moses at the aforementioned email address.

Yours sincerely



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**Thando Nyoka**

**Deputy Director: Professional Services Procurement**

**Date:** 03/09/2021

