



public enterprises

Department:
Public Enterprises
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATIONS (RFP)
RFP 38/2022-2023**

**REQUEST FOR PROPOSAL TO ASSIST THE DEPARTMENT OF PUBLIC ENTERPRISES
WITH THE VETTING OF POTENTIAL BOARD CANDIDATES FOR THE DPE BOARD
DATABASE FOR A PERIOD OF TWO (2) YEARS**

CLOSING DATE: 17 JUNE 2022

TIME: 11H00

QUOTATION TO BE VALID FOR A PERIOD OF 90 DAYS

BACKGROUND

The Minister of Public Enterprises is the shareholder representative on behalf of Government with oversight responsibility over seven State Owned Companies (SOC) that operate in core sectors of the economy such as mining, defence, energy, logistics, aviation and forestry.

The SOCs in the DPE portfolio are namely: Eskom, Transnet, Denel, South African Airways (SAA), South African Forestry Company Limited (SAFCOL), Alexkor and SA Express.

These SOCs play a key role in enabling economic growth, creating jobs and promoting the industrialisation and the transformation of the economy. The Department is the primary interface between Government and the SOCs concerned and, in addition to oversight, provides input to the formulation of policy, legislation and regulation.

OUR VISION

To create an enabling environment in which SOCs add real economic value by focusing on operational excellence, commercial viability, and fiscal prudence. This will drive developmental objectives, industrialisation, job creation and skills development.

OUR MISSION

To provide clear strategic direction and oversight to the Department's SOCs, seeking to ensure that:

- They are financially sustainable, adequately funded and operationally robust.
- Their operating models keep pace with global development and innovation.
- They provide reliable, high-quality and cost-effective services and infrastructure to industry and our citizens.
- They secure investment and funding for strategic industrial development; and
- They align with national developmental objectives.

1. TERMS OF REFERENCE / SCOPE OF WORK

The Department of Public Enterprises is hereby requesting experienced and reputable bidders to submit proposals for the vetting of potential Board candidates for the DPE Board database for a period of two (2) years.

1.1. Services required from the service providers:

- Undertake a clean-up of the current database of potential candidates, identifying high calibre, ethical leadership, appropriate skills, and competencies required for the portfolio of SOCs

- Undertake a comprehensive vetting process of each nominated person, within a short turnaround time. The service provider must therefore be knowledgeable of the DPE and government environment.
- Verify candidates' personal information for accuracy.
- Verify credentials such as identification, qualifications, skills, references, credit history, criminal checks and security clearance and declarations whether potential candidates are doing business with any of the entities within the portfolio.
- Verify conflict of interest across the portfolio in the event of shortlisted candidates

a) Capacity and experience of key personnel and the Project Lead:

The service provider must be knowledgeable of the DPE and government environment and be able to demonstrate a working knowledge of Board governance matters, such as the management of conflict of interests, and the vetting of potential candidates at Board level.

1.2. The specific core activities of the Vetting Company should include the following:

1.2.1 Assisting the department to review the current database of CVs; and

1.2.2 Assisting with the comprehensive vetting of potential candidates to the SOC Boards as a full service offering on the various aspects of verification of personal details such as:

- Clean up of the database with verified names. This will entail the fresh database of reputable candidates for selection and shortlisting whenever a vacancy arises on the Board.
- The verification of ID, defaults, judgments, directorships, and conflict of interest of potential candidates may be required within 48 hours;
- Early warning communication on adverse or negative findings should be reported within a day;
- Respond to requests within 24 hours;
- Be available to and contactable when urgency is required;
- Provide interim reports as and when required within a day;
- The following may take between one to three weeks:

- The verification of qualifications will be limited to the main qualification, subject to agreement with the Department.
- Media scanning will also be subject to cost and agreement with the Department.
- Conduct preliminary conflict of interest checks on potential candidates doing business with any of the SOCs within the portfolio.
- Security vetting, which is the responsibility of the State Security Agency, may take between a week for a preliminary report and a month for a detailed report.
- Assisting the department with the vetting of potential candidates for the SOC Boards by undertaking the verification of the following:
 - Individual's credit history and determine if they are currently under debt review, have any defaults, trace alerts or judgements against their name.
 - Individual's criminal history in terms of convictions, pending cases and withdrawn cases.
 - Validate the individual's identity document, citizenship, passport.
 - Reference the individual against SA fraud prevention services.
 - Determine any company association in terms of interests, past and present directorships (CIPC), shareholding.
 - Verify primary qualification(s).
 - Verify professional associations.
 - Verify driver's license.
 - Review CCMA records.
 - Identification of fraud, corruption and state capture matters that may be on-going.
 - Memberships (current or if disbarred and/or removed).
 - Potential and actual conflict of interest to the SOCs in the portfolio in line with legal prescripts of the PFMA and Companies Act.
 - Report on whether the potential candidate is doing business with the state, the nature and extent thereof.
 - Media scan, subject to cost verification and agreement with the Department.
 - Provide summary reports on each potential candidate verified
 - Provide monthly updated spreadsheet of verification undertaken

1.3. Deliverables

The appointed service provider will be expected to deliver the following:

- 1.3.1 Clean up of the current database by skills, expertise, and preliminary vetting.
- 1.3.2 Delivery of individual verification reports over a short turn-around time, without compromising the integrity of the information. As a minimum, the deliverables are expected to address the following:
 - 1.3.2.1 Comprehensive assessment of all personal details of the candidate;
 - 1.3.2.2 Analysis of the various reports and recommendations based on findings of the verification for each candidate;
 - 1.3.2.3 Report on verification of candidates (for each specific Board or the portfolio if not specified);
 - 1.3.2.4 Submission of monthly reports of work done within 5 working days after the month end;
 - 1.3.2.5 Compiling (hard and soft copy) of verification reports to be submitted as and when required;
 - 1.3.2.6 Skills transfer to the project team members, where possible, as the verification of details, is guided by, inter alia, consumer protection requirements, SAPS, SAQA and CIPC.

2. PROJECT DURATION

- 2.1. The project will be for the duration of two (2) years and the Department reserves the right to assess and review performance as it deems fit and to terminate it subject to contractual performance.

3. EVALUATION CRITERIA

- 3.1. In order to facilitate a transparent selection process that allows equal opportunity to all bidders, DPE has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management Request for Quotations policy applicable to DPE and it should be noted that proposals will be evaluated in two (2) phases namely, Mandatory evaluation, Presentation Evaluation and Price and B-BBEE using the 80/20 formula (preference points system) as per the PPPFA 2017 Regulations.

3.1.1. Phase I: Mandatory Evaluation

- a) Bidders who comply with **all the mandatory requirements** will qualify to Presentation Evaluation

Table 1- Mandatory Evaluation

CRITERIA	SUB CRITERIA	NOT COMPLY	COMPLY	COMMENTS
Organisational experience and capability	<p>The Professional Service Provider must demonstrate relevant experience in public / Private sector consulting or in an outsourced basis for vetting services over the past three (3) years.</p> <p>The service provider must be knowledgeable of the DPE and government environment and be able to demonstrate a working knowledge of board governance matters such as the management of conflict of interests, and the vetting of potential candidates at Board level.</p> <p>The service provider must attach copies of three (3) signed Reference letters/Appointment Letters/ Testimonials/ Purchase Orders/ Contracts for similar work done with contactable reference in the past three (3) years, relevant to the project.</p> <p>Please note: Department of Public Enterprise will not accept a list of references.</p>			
Approach and methodology of providing the verification of the list of credible	<p>Demonstrate detailed approach, methodology and process.</p> <p>Demonstrate detailed project plan and timelines.</p>			

candidates for the database				
Capacity and experience of a key personnel and the Project Lead. Attach certified copy(s) of qualifications not older than three (3) months.	The service provider must demonstrate that the project leader and key personnel must have a minimum of 3 years relevant experience. Attach concise CVs of key personnel and the project leader			
The successful bidder will need to demonstrate:	<ul style="list-style-type: none"> - Relevant experience in successfully executing similar projects. - Ability to access data services - Ability to access key stakeholder. - Capacity to provide end-to-end vetting services, potentially and on several individuals simultaneously. - Presence in South Africa. - Commitment to Broad-based Black Economic Empowerment (B-BBEE) and transformation. 			

3.2. Phase II: Price and B-BBEE Level Evaluation

- a) Bidder must complete the pricing schedule attached as **Annexure A**
- b) The average rate price for each services costed will be utilized to determine the bid price.
- c) The evaluation for Price and B-BBEE shall be based on the 80/20 PPPFA regulation of 2017. Principle and the points for evaluation criteria are as follows:

Table 2- Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

4. INSTRUCTIONS TO BIDDERS

4.1. Terms and Conditions

- a) DPE reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.
- b) The adjudication process does not represent a commitment on the part of the DPE to proceed further with that proposal or of any other bidder.

4.2. Changes to this RFQ document

DPE reserves the right to make changes on this RFQ Document. All changes will be communicated to those bidders that have responded to the RFQ/ RFP. No reliance shall be placed on other information or comment from any other person.

4.3. Confidentiality

The successful bidder will be required to sign confidentiality and indemnity agreements.

4.4. Other matters

- a) DPE reserves the right not to enter any relationship and no correspondence pertaining to submissions will be entered into.
- b) If DPE does not accept any proposal, it will declare this RFQ/ RFP call process closed and may then elect to:
 - Proceed on a completely different basis; and
 - Not to appoint any respondent in the event it deems proposals not appropriate.
- c) DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.
- d) DPE reserves the right to engage in processes to validate all claims made in the proposal.
- e) DPE reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in

corrupt or fraudulent activities in competing for the contract in question. For the purposes of this RFQ/ RFP, "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition.

5. PAYMENT STRUCTURE

- 5.1.** DPE undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 5.2.** Payments will only be made based on the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

6. GENERAL

Below are compulsory requirements for this service:

- 6.1.** It is important to note that the successful bidder will work under the supervision of a DPE representative, abide by DPE's Code of Conduct, and other organizational guidelines.
- 6.2.** Kindly submit the following document:
 - a) Valid B-BBEE Level of contribution or Sworn Affidavit Certificate issued by the following agencies SANAS, IRBA or CCA (Failure to attach certificate will lead to non- allocation of points)
 - b) Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)
 - c) National Treasury Central Supplier Database (CSD) Report
 - d) Completed and signed SBD 4 form

7. CONTACT DETAILS FOR INFORMATION

- 7.1.** Further information regarding technical matters can be sent via Orcilla.ruthnam@dpe.gov.za or Tel: 012 431 1144.
- 7.2.** Further information regarding supply chain matters can be send via email to: Zandarine.theron@dpe.gov.za or at Tel: 012 431 1030.

8. SUBMISSIONS OF PROPOSALS

- 8.1.** Proposals should be submitted on or before the **17 June 2022** by no later than **11h00** to the following email address: quotations@dpe.gov.za

- 8.2. The selection of the qualifying bid/quotations will be at Department of Public Enterprises' sole discretion. Department of Public Enterprises does not bind itself to accept any bid/quotations and reserves the right not to appoint the bidder.

ANNEXURE A

PRICING SCHEDULE (Professional Products and Services or other)

Note:

- 1 Bidder must complete the pricing as per the table below **and submit quotation on a company letterhead.**
- 2 All pricing will be according to the Scope of work
- 3 Line Prices are all **VAT EXCLUDING**, and **TOTAL PRICE** is **VAT INCLUSIVE**

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return a part of the request for quotation submission.

NB: While each verification is listed and costed, the service will be determined on a case-by-case basis.

NR	Service / Item Description	Quantity	Unit Price	Total cost
1.	Clean-up of database	1		
	STANDARD SERVICE	UNIT OF MEASURE PER PERSON		
	ADVERSE FINANCIAL HISTORY			
	Combined credit check	1		
	Fraud Check	1		
	CRIMINAL			
	Approved fingerprint	1		
	QUALIFICATION CHECK			
	Qualification check South Africa	1		
	Qualification check Africa	1		
	Qualification check International	1		
	Matric pre-94	1		
	Matric post 94	1		
	DIRECTORSHIP			
	Director search	1		
	PROFESSIONAL ASSOCIATION			
	Association	1		

	IDENTITY			
	ID check	1		
	DRIVERS			
	Driver's license	1		
	SOCIAL MEDIA			
	All platforms	1		
	CCMA			
	Records	1		
	REPORT PER PERSON/ENQUIRY	1		
	TOTAL EXCLUDING VAT			
	VAT			
	FO			
	TOTAL INCLUSIVE VAT			

Please quote exactly as per the specification. Failure will lead to the disqualification of your quotation.

Only emailed responses will be accepted.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder