



**public enterprises**

Department:  
Public Enterprises  
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR PROPOSALS (RFP)  
RFP SCM 91/2022-2023**

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**REQUEST FOR PROPOSAL (RFP): APPOINTMENT OF  
SERVICE PROVIDER FOR THE TRAINING OF THREE (3)  
BID COMMITTEES FOR A PERIOD OF TWO (2)  
MONTHS.**

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**CLOSING DATE: 23 SEPTEMBER 2022**

**TIME: 11:00**

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**Quotation to be valid for 60 days**

## **1. BACKGROUND**

The Department of Public Enterprises is the shareholder representative for 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 SOC 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 industrialization 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.

## **2. 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, industrialization, job creation and skills development.

## **3. 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.

## **4. PROJECT OBJECTIVES**

Department of Public Enterprise is hereby requests for an experienced and reputable bidder to submit proposals/ quotations for the appointment of a service provider to conduct Three Bid Committees Training.

The course aimed for SCM Staff, MMS, SMS and Executives. The service provider should be able to offer training that will ensure upon completion the employee will be able to practically implement what has been learnt.

## 5. SCOPE OF WORK

- 5.1. The DPE hereby invites experienced and reputable service providers to submit quotations for **THREE BID COMMITTEE TRAINING** course aimed for SCM Practitioners, MMS, SMS and Executives. The service provider should be able to offer training that will ensure upon completion the employee will be able to practically implement what has been learnt.
- 5.2. The course outcome must demonstrate the following in detail:
  - 5.2.1. Understanding of legislation, regulations, practice, and Instruction notes that guide the Supply Chain Management processes.
  - 5.2.2. Training must be aligned to the basic values and principles governing public administration as contained in the Constitution of The Republic of South Africa (No.108 of 1996), PFMA and other SCM regulations, in that it promotes a high standard of professional ethics, the efficient, economic, and effective use of resources and accountability.
  - 5.2.3. Explain the elements of the Supply Chain Management model within public service that applies to the requirements for procurement of goods and services, including the different procurement levels and processes to be followed by each level.
  - 5.2.4. Explain the regulatory framework that governs Supply Chain Management within the public service to demonstrate an understanding of how each legislation and/or prescript regulates the supply chain management.
  - 5.2.5. Explain the code of conduct for supply chain management and bid committees.
  - 5.2.6. Clarifying the constitutions, roles, and responsibilities of the different three Bid Committees, namely: Bid Specification Committee, BID Evaluation Committee and BID Adjudication Committee.
  - 5.2.7. Addressing the importance of evaluating Mandatory, technical ability and Price and B-BBEE as part of the evaluation process.
  - 5.2.8. Understanding how a total cost of ownership evaluation should be conducted to ensure that the Department receives value for money and the lowest overall costs.

## 6. DELIVERABLES

- 6.1. Course to be conducted from the external venue that will be close to the department, less than 5 KMs radiant.
- 6.2. The training should be done in three (3) different groups.
- 6.3. Course duration is two (2) months, three (3) days per group
- 6.4. Course to be attended by 40 x delegates. Split into three (3) days per group.
- 6.5. Each group to be done on consecutive three (3) days.

- 6.6. A Certificate of Completion to be issued to each attendee who completed the course.
- 6.7. Course material should be made available in both hard and soft copies. Soft copies should be produced in editable format/s and hard copies must be delivered.

**7. PROJECT MANAGEMENT**

- 7.1. Supply Chain Management within the DPE will take responsibility for the operation management of the project and the Service Provider. Service provider will report back the Director: Supply Chain Management daily after the training.

**8. DURATION AND TIMELINES**

- 8.1. The estimated duration for the training will be for Two (2) months, three days and three different groups. The Department reserves the right to assess and review performance as it dims fit and to terminate it subject to contractual performance.

**9. EVALUATION CRITERIA**

- 9.1. 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 policy applicable to DPE and it should be noted that proposals will be evaluated in two (2) phases namely, mandatory evaluation, price and B-BBEE using the 80/20 formula (preference points system) for Price and B-BBEE as per the PPPFA 2017 Regulations.

**9.1. Phase 1: Mandatory Evaluation**

Bidders who comply with all mandatory requirements will qualify to Phase 2 Price and B-BBEE evaluation and those who fails will be disqualified.

Criteria	Comply	Not comply	Comments
B-BBEE Level 1-4			
SETA Accreditation (attach certified copy not older than three (3) months ).			

Criteria	Comply	Not comply	Comments
Three (3) relevant contactable reference letters (Letters from clients of previous similar work done in the past 5 years) <b>NB: List of projects on the table without supporting letters or testimonials not acceptable.</b>			
The Service Provider must demonstrate that they have over five (5) years training experience.			

### 9.2. Phase 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
<b>TOTAL</b>		<b>100</b>

B-BBEE points will be allocated according to the following table only if a valid B-BBEE Status Level Verification Certificate or sworn affidavits by the commissioner of oaths

80/20 principle

B-BBEE status level of Contributor	Number of points
10	20
9	18
6	14
5	12
4	8
3	6
2	4
1	2
No information	0

## **10. INSTRUCTIONS TO BIDDERS**

### **10.1. Terms and Conditions**

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.

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.

### **10.2. Changes to this RFQ /RFP document**

DPE reserves the right to make changes on this RFQ/RFP 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.

### **10.3. Confidentiality**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

#### **10.3.1. Other matters**

- a) DPE reserves the right not to enter any relationship and no correspondence pertaining to submissions will be entered.
- b) If DPE does not accept any proposal, it will declare this RFQ/ RFP call process closed and may then elect to:
  - i. Proceed on a completely different basis; and
  - ii. Not to appoint any respondent in the event it deems proposals not appropriate.

**10.3.2.** DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

**10.3.3.** DPE reserves the right to engage in processes to validate all claims made in the proposal.

**10.3.4.** 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.

## **11. PAYMENT STRUCTURE**

11.1. 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.

11.2. Payments will only be made on the basis of the work completed (milestones/deliverables) as per the project implementation plan to be agreed at the inception of the project.

## **12. GENERAL**

12.1. Below are compulsory requirements for this service:

12.1. 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.

12.2. 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 Report (CSD)
- d) Completed and signed SBD forms

## **13. CONTACT DETAILS FOR TECHNICAL INFORMATION**

13.1. Clarity information regarding the technical requirements should be directed to Project Leader (Mr. Simon Manganye) through e-mail [simon.manganye@dpe.gov.za](mailto:simon.manganye@dpe.gov.za) or at telephone number: 012 431-1012

## **12.2. CONTACT DETAILS FOR TECHNICAL INFORMATION**

13.2. Further information regarding supply chain matters can be send via email to: [Quotations@dpe.gov.za](mailto:Quotations@dpe.gov.za) or at telephone number: 012 431-1030

#### **14. SUBMISSIONS OF PROPOSALS**

- c. Proposals should be submitted on or before **23 September 2022** by no later than **11:00** to the following email address:  
[Quotations@dpe.gov.za](mailto:Quotations@dpe.gov.za)

The selection of the qualifying bid/quotations will be at Department of Public Enterprise's sole discretion. Department of Public Enterprise 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 **submit proposals/ quotations 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**
- 4 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.
- 5

NO	DISCRIPTION	Quantity	PRICE
1	Quote per delegate	40	
	TOTAL EXCLUDING VAT		
	VAT		
	TOTAL INCLUSIVE OF VAT		

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

## 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 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

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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.

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 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 procuring

<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.

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