



07 February 2020

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF AN EXPERT OPINION ON GRAP 109

RFQ	RFQ/MICT/51/2019
RFQ ISSUE DATE	05 MARCH 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF AN EXPERT OPINION ON GRAP 109
CLOSING DATE & TIME	13TH MARCH 2020 @ 11:00
LOCATION FOR SUBMISSIONS	19 RICHARDS DRIVE, GALLAGHER CONVENTION CENTRE WEST WING, LEVEL 3, MIDRAND
NUMBER OF DOCUMENTS	ONE (1) HARD COPY

Submissions must be **hand delivered and dropped in the MICT SETA tender box:** Block 2, Level 3 West, Gallagher Estate, 19 Richards Drive, Midrand **on or before the closing date of this RFQ.**

No e-mail submissions will be allowed. For queries, please contact: rfqs@mict.org.za

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF AN EXPERT OPINION ON GRAP 109

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications. The MICT SETA is a Schedule 3A Public entity and as such prepares its financial statements in terms of Generally Recognised Accounting Practice (G.R.A.P.) accounting standards as issued by the Accounting Standards Board (ASB).

MICT SETA seeks to appoint a service provider Appointment of a Service Provider for Provision of an Expert Opinion on GRAP 109.

2. SCOPE OF WORK

The bidder is required to provide an expert opinion on GRAP 109 in respect of whether the MICT SETA in terms of the GRAP standards is an Agent or Principal in respect of the Unemployment Insurance Fund Project

3. PRE-QUALIFICATION CRITERIA

- 3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.2 Bidder must submit valid proof of registration with South African Institute of Chartered Accountants (**SAICA**)
- 3.3 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBEE contributor)** status will be considered (**no generic companies will be considered**)
- 3.4 Bidder must complete, sign and initial the RFQ document by the authorised company representative

Note: All bidders who do not comply with the items listed above will be disqualified.

4. FUNCTIONAL EVALUATION CRITERIA

4.1 BBEE and Price

4.1.1 As the RFQ price is estimated to be between R 30 000.00 and R 50 million, therefore RFQ responses will be evaluated on the **80/20** Price & BBEE preference point system.

4.2 Functional Evaluation

4.2.1 The RFQ submission will be functionally evaluated out of a maximum of **100**.

4.2.2 The bidder will be functionally evaluated against a set threshold of **70** out of the **100** - **Noncompliance will result in the bidder being disqualified for evaluation against Price and BBEE.**

5. Phase 1:

Assessment of evaluation of the functional criteria will be based on the table below.

Category	Description	Maximum points
Past Relevant Experience	The bidder must demonstrate experience in interpreting the GRAP standards and providing expert opinion services within the state owned financial services industry and using GRAP standards.	40
	<p>Bidder must submit minimum of at least 2 (two) reference letters of similar work completed in the financial services industry within the public sector in the past 5 (five) years:</p> <p>Referral letters from clients (<i>on letterheads with contactable references</i>)</p> <p>Where;</p> <p>2 to 3 letters provided= 10 points 3 to 5 letters provided= 30 points 5 and above letters= 40 points Noncompliance with the above minimum requirements= 0 points</p>	
Registration of Project Manager	Project Manager must be a registered CA(SA) and valid proof of registration must be provided. = 30 points	30
Bidder to provide team lead CV and post graduate qualifications	<p>Bidder to provide the curriculum vitae of the project team (including a project leader) member (s) with practical experience in interpreting GRAP standards.</p> <p>Where:</p> <ul style="list-style-type: none"> Project leader with 10 and above years' technical experience = 30 points Project leader or team 5 - 10 years' technical experience = 20 points Project leader or team 1-5 years' technical experience = 10 points. 	30
Sub-total		100

6. The bidder is required to certify that they are independent of MICT SETA and that nothing has transpired that would compromise their independence during the provision of the technical opinion.

7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$Ps = 80 \{1 - \frac{(Pt - P \text{ min})}{P \text{ min}}\}$$

Where:

- Ps = Points scored for comparative price of bid under Consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

- 9.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.

- 9.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 9.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

10. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

11. CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 11.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 11.4** Award a contract to one or more bidder(s).
- 11.5** Accept any RFQ in part or full at its own discretion.
- 11.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

12. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of MICT- SETA, may make an offer or offers in terms of this RFQ invitation. In view of possible allegations of favouritism, should the resulting RFQ, or part thereof be awarded to-
 - (a) any person employed by the MICT- SETA in the capacity of bidder, consultant or service provider; or
 - (b) any person who acts on behalf of MICT- SETA; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of MICT- SETA; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The bidder or his/her authorised representative shall declare his/her position *vis-à-vis* MICT- SETA and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the bidder and a person employed by MICT- SETA in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:
POSITION	:
OFFICE WHERE EMPLOYED	:
TELEPHONE NUMBER	:
RELATIONSHIP	:

2. Failure on the part of a bidder to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a bidder with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, MICT- SETA may, in addition to any other remedy it may have:
 - recover from the bidder all costs, losses or damages incurred or sustained by MICT- SETA as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which MICT- SETA may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT	RFQ NUMBER	DATE
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POSITION OF DECLARANT	NAME OF COMPANY OR RFQER
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CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate RFQ.

2 SUB-CONTRACTING

- 2.1 A bidder will not be awarded points for B-BBEE status if it is indicated in the RFQ documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points the bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A bidder awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
 - 3.2.1 The percentage of the contract will be sub-contracted%
 - 3.2.2 The name of the sub-contractor
 - 3.2.3 The B-BBEE status level of the sub-contractor.....
 - 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

RFQ NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR RFQER