



# **REQUEST FOR PROPOSAL**

## **SAQA 0005/16 NLRD**

*SAQA seeks to run a project to scan and digitally store records of learners. To create a well-designed indexing database so that a reliable index of the records is built during the scanning process.*

**TENDER NUMBER:** **SAQA 0005/16 NLRD**

**CLOSE DATE:** **07 March 2016**

**TIME:** **11h00**

**DESCRIPTION:** **Digitisation and Indexing Project**

*See Special Conditions of Tender and Contract*

## **Documents in tender document pack**

**Tenderers are to ensure that they have received all pages of this document, which consist of the following sub-documents:**

- 1 Part 1 - Invitation to Tender
- 2 Part 2 - Special conditions of tender and contract
- 3 Part 3 - Terms of reference
- 4 Part 4 - Evaluation criteria and process
- 5 Part 5 - Tax Clearance Certificate requirements
- 6 Part 6 - Pricing schedule
- 7 Invitation to bid form . SBD1
- 8 Tax Clearance Certificate Requirements . SBD2
- 9 Declaration of Interest . SBD4
- 10 Preference Points Claim Form . SBD6.1
- 11 Declaration of Bidders' Past Supply Chain Management Practices . SBD8
- 12 Certificate of Independent Bid Determination . SBD9
- 13 General Conditions of Contract

## 1. Part 1 - Invitation to Tender

YOU ARE HEREBY INVITED TO TENDER FOR A REQUIREMENT OF SAQA

TENDER NUMBER: SAQA 0005/16 NLRD CLOSING DATE: 07 March 2016

CLOSING TIME: 11:00

DESCRIPTION: DIGITISATION AND INDEXING SERVICES

VALIDITY: Offer to be valid for 60 days from the closing date of the tender

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The successful tenderer will be required to fill in and sign a written Contract Form

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TENDER DOCUMENTS MAY BE: DEPOSITED IN THE TENDER BOX  
SITUATED AT 1067 ARCADIA STREET  
HATFIELD PRETORIA, 6<sup>TH</sup> FLOOR  
RECEPTION AREA

### **No faxed or e-mailed tenders will be accepted**

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Tenderers should ensure that tenders are delivered before the closing date and time to the correct address. If the tender is late, it will not be accepted for consideration.

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Tenders can be delivered between 08:00 and 16:00, Monday to Friday prior to the closing date, and between 08:00 and 11:00 on the closing date.

All tenders must be submitted on the official forms (not to be re-typed). This tender is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

Tenders submitted that do not comply with the following may not be considered for evaluation:

- A tender that is not in the format prescribed.
- A tender without some or all of the required documents.
- Pricing schedules not in the required format.
- Tenders without the required number of copies.

Any queries regarding tendering procedures and technical information may be directed to:

#### Tender Procedures

Name: Lenette Venter

Tel.: 012 431 5062

Fax: 012 431 5061

E-Mail: [lventer@saqa.co.za](mailto:lventer@saqa.co.za)

#### Technical Information

Yvonne Shapiro

Tel: 012 431 5050

Fax: 012 431 5061

E-Mail: [yshapiro@saqa.co.za](mailto:yshapiro@saqa.co.za)

**All tenderers must furnish the following particulars and include it in their submission:**

**(Failure to do so may result in your tender being disqualified)**

Name of tenderer:           õ õ

Entity name:                 õ õ

VAT registration number   õ õ

Tax Clearance Certificate  
submitted                   YES / NO

Postal address:             õ õ

Street address:           õ õ

Telephone number:         Code: õ õ õ õ ..         Number: õ õ õ õ õ õ õ õ õ õ õ õ

Cellular number:          õ õ

Facsimile number:         Code: õ õ õ õ ..         Number: õ õ õ õ õ õ õ õ õ õ õ õ

E-Mail:                     õ õ

**Contact details of responsible person who will act on behalf of the entity/  
consortium/joint venture for this tender**

Name and Surname:       õ õ

Telephone number:         Code: õ õ õ õ ..         Number: õ õ õ õ õ õ õ õ õ õ õ õ

Cellular number:          õ õ

Facsimile number:         Code: õ õ õ õ ..         Number: õ õ õ õ õ õ õ õ õ õ õ õ

E-Mail:                     õ õ

**Contact details of alternative responsible person who will act on behalf of the  
person above should he/she not be available**

Name and Surname:       õ õ

Telephone number:         Code: õ õ õ õ ..         Number: õ õ õ õ õ õ õ õ õ õ õ õ

Cellular number:          õ õ

Facsimile number:         Code: õ õ õ õ ..         Number: õ õ õ õ õ õ õ õ õ õ õ õ

E-Mail:                     õ õ

**Confirmation**

Are you the accredited representative in South Africa for the services offered by you:  
YES / NO

## 2. Part 2 - Special conditions of tender and contract

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1. GUIDELINE ON COMPLETION</b>					
1.1	Tenderers must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant tender requirements by marking the YES box and noncompliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The tenderer must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the tender submission. Tenders not completed in this manner may be considered incomplete and rejected. Should tenderers fail to indicate agreement/compliance or otherwise, SAQA will assume that the tenderer is not in compliance or agreement with the statement(s) as specified in this tender.				
1.2	Proper tenders for the services specified must be submitted.				
<b>2. GENERAL CONDITIONS OF CONTRACT</b>					
2.1	The General Conditions of Contract must be accepted.				
<b>3. ADDITIONAL INFORMATION REQUIREMENTS</b>					
3.1	During evaluation of the tenders, additional information may be requested in writing from tenderers. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your tender being disregarded.				
<b>4. VENDOR INFORMATION</b>					
4.1	All tenderers will be required to complete a vendor information form detailing the organisation's complete profile.				
<b>5. QUESTIONNAIRE: BROAD BASED BLACK ECONOMIC EMPOWERMENT</b>					
5.1	All tenderers will be required to complete a Broad Based Black Economic Empowerment form detailing the organisation's profile.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>6. CONFIDENTIALITY</b>					
6.1	The tender and all information in connection therewith shall be held in strict confidence by tenderers and usage of such information shall be limited to the preparation of the tender.				
6.2	All tenderers are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding SAQA or of its activities to any other organisation or individual. The tenderers may not disclose any information, documentation or products to other clients without written approval of SAQA.				
<b>7. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>					
7.1	Copyright of all documentation relating to this assignment belongs to SAQA. The successful tenderer may not disclose any information, documentation or products to other clients without the written approval of SAQA.				
7.2	In the event that the Company would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from SAQA.				
7.3	SAQA shall own all materials produced by the Company during the course of, or as part of the Services.				
7.4	This clause 7 shall survive termination of this Agreement.				
<b>8. PAYMENTS</b>					
8.1	SAQA will pay the Company the Fee as set out in the final contract. No additional amounts will be payable by SAQA to the contractor.				
8.2	The contractor shall from time to time during the duration of the contract, invoice SAQA for the services rendered. No payment will be made to the contractor unless an invoice has been submitted to SAQA.				
8.3	Payment shall be made into the tenderer's bank account formally within 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this tender is awarded).				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
8.4	The contractor shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.				
<b>9. NON-COMPLIANCE WITH DELIVERY TERMS</b>					
9.1	As soon as it becomes known to the contractor that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, SAQA must be given immediate written notice to this effect. SAQA reserves the right to implement remedies as provided for in the GCC.				
<b>10. WARRANTS</b>					
10.1	The Company warrants that:  It is able to conclude this Agreement to the satisfaction of SAQA.				
10.2	Although the contractor will be entitled to provide services to persons other than SAQA, the contractor shall not without the prior written consent of SAQA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
<b>11. PARTIES NOT AFFECTED BY WAIVER OF BREACHES</b>					
11.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.				
11.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
<b>12. RETENTION</b>					
12.1	On termination of this agreement, the contractor shall on demand hand over all documentation, information, software, etc., without the right of retention, to SAQA.				
12.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.				



No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>13. SUBMITTING TENDERS</b>					
13.1	An original plus three copies of the tender, i.e. four documents in total and should be handed in/delivered to:				
13.2	Deputy Director: Supply Chain Management The South African Qualifications Authority (SAQA) 1067 Arcadia Street, Hatfield, Pretoria 0083				
	<b>NB:</b> Tenderers are to indicate on the cover of each document whether it is the original or a copy				
13.3	Tenders should be in a sealed envelope, marked with:  Tender number (SAQA 0005/16 NLRD) Closing date and time (07 March 2016 @ 11:00) The name and address of the tenderer				
<b>14. LATE TENDERS</b>					
14.1	Late submissions will not be accepted. A submission will be considered late if it arrived only one second after 11:00 or any time thereafter. The tender (tender) box shall be locked at exactly 11:00 and tenders arriving late will not be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.				
<b>15. BRIEFING SESSION AND CLARIFICATIONS</b>					
15.1	Not applicable.				
15.1.1	Any clarification required by a tenderer regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the tender, is to be requested in writing (letter, facsimile or e-mail) from Lenette Venter. The tender number should be mentioned in all correspondence.				
<b>16. FORMAT OF TENDERS</b>					
16.1	Tenderers must complete all the necessary tender documents and undertakings required in this tender document. Tenderers are advised that their proposal should be concise, written in plain English and simply presented.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
16.2	Tenderers are to set out their proposal in the following format:				
16.2.1	<b>Part 1:</b> Invitation to Tender				
16.2.2	<b>Part 2:</b> Compliance to Special Conditions of Tender and Noting of Evaluation Process and Criteria				
16.2.3	<b>Part 3.1:</b> SARS Tax Clearance Certificate(s) <b>Part 3.2:</b> B-BBEE Certificate				
16.2.4	<b>Part 4:</b> Declaration of interest				
16.2.5	<b>Part 5:</b> Declaration of tenderers' past supply chain management practices				
16.2.6	<b>Part 6:</b> Technical approach (Methodology and approach)				
16.2.7	<b>Part 7:</b> Experience in this field				
16.2.8	<b>Part 8:</b> Pricing Schedule.				
<b>17. DETAIL OF PROPOSAL DOCUMENTS</b>					
17.1	<b>Part 1: Invitation to Tender</b> Tenderers must complete and submit the Invitation to Tender document.				
17.2	<b>Part 2: Compliance to Special Conditions of Tender and Noting of Evaluation Process and Criteria</b> Indicate compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
17.3	<b>Part 3.1: SARS Tax Clearance Certificate</b> An original SARS Tax Clearance Certificate must accompany the proposal. In case of a consortium/joint venture, or where subcontractors are utilised, an original SARS Tax Clearance Certificate for each consortium/ joint venture member and/or subcontractor (individual) must be submitted. <b>Part 3.2: B-BBEE Certificate</b> An accredited B-BBEE Certificate must accompany the proposal. Complete and sign SBD6.1 Form.				
17.4	<b>Part 4: Declaration of Interest</b> Tenderers must complete and submit the Declaration of Interest.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
17.5	<b>Part 5: Declaration of tenderer's past supply chain management practices</b>				
17.5.1	Tenderers must complete and submit all required documentation; SBD4; SBD 6.1; SBD 8 and SBD 9 Forms				
17.6	<b>Part 6: Technical approach</b> Tenderers must, at least:				
17.6.1	Provide an overview of the methodology that is followed by them e.g. a risk based approach is required				
17.6.2	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.				
17.6.3	Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.				
17.6.4	Describe the tasks, duties or functions to be performed by staff in these positions.				
17.7	<b>Part 7: Experience in this field</b>				
17.7.1	Tenderers should provide at least the following information:  Details of contracts for similar work within the last 4 years. Contact details of a minimum of 3 organisations for which work was done.				
17.8	<b>Part 9: Pricing Schedule</b>				
17.8.1	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed. The proposed totals for fees and reimbursables will be included in the contract as the maximum amount to be spent on these items.				
17.8.2	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
17.9	<b>Fees</b>				
17.9.1	Completed Vendor Information form & required source documents. Payment details and proof of bank account (cancelled cheque) will only be required from the successful tenderer.				
<b>18. PRESENTATIONS</b>					
18.1	SAQA reserves the right to invite tenderers for presentations before the award of the tender.				
<b>19. NEGOTIATIONS</b>					
19.1	SAQA has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
19.2	SAQA shall not be obliged to accept the lowest of any quotation, offer or proposal.				
19.3	Despite preferential procurement regulations 3(4), 4(4), 5(4), 6(4) and 8(8) that state that only the proposal with the highest number of points may be selected, a contract may, on reasonable and justifiable grounds, be awarded to a proponent that did not score the highest number of points.				
19.4	All tenderers will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
19.5	Documents submitted by tenderers will not be returned.				
<b>20. DOMICILIUM</b>					
20.1	The parties hereto choose domicilia citandi et executandi for all purposes of and in connection with the final contract as follows:				
	The South African Qualifications Authority (SAQA) 1067 Arcadia Street Hatfield Pretoria 0083				
	The Service Provider: ò ò ò ò ò ò ò ò ò ò ò ò ò ò .				

### 3. Part 3 – Terms of Reference

SAQA seeks to run a project to scan and digitally store the records of 500 000 to 800 000 learners in as short a time as possible, and to create a well-designed indexing database so that a reliable index of the records is built during the scanning process. The records are currently all on paper, in a variety of sizes and formats.

#### 3.1 **TECHNICAL SPECIFICATIONS**

The proposals and quotations for Sections A, B and C must be stated separately. This is because it is possible that Section B may be done in-house instead of being outsourced, and it is not yet clear as to whether or not Section C will be allowed by the current custodians of the paper records.

#### **A Scan and index 500 000 to 800 000 records (at least 25 000 pages)**

1. Agree with SAQA on the structure of the indexing database, including the data fields, as well as the folder structure for the saved scans. See *“Indexing Database – Detail”* below.
2. Physically index, and physically number the pages of, each book or physical file of records that will be scanned.
3. Determine which of these can be disassembled, and which cannot.
4. Scan and index:
  - All scans must be saved in Portable Document Format (PDF).
  - For each book or file that can be disassembled: do so; then scan and index; then reassemble in its original form.
  - For each book or file that cannot be disassembled: scan the documents within their bindings; index.
  - Maintain rigorous control of the scanning and indexing process. This includes running a daily reconciliation, and resolving all discrepancies before any further processing is allowed.

The service provider must supply the necessary equipment and person-power to scan and index the documents. Staff members who are knowledgeable about the records will be available to explain their contents.

Due to the sensitive and unique nature of the records, the scanning must be done on site. An indication of the floor space and resources required (such as electrical points) must be included in the proposal.

## **B High level project management**

Manage all aspects of the digitisation project, including:

- Planning;
- Manage the project staff;
- Monitor the scanning and indexing process;
- Attend meetings;
- Give presentations to relevant audiences; and
- Write reports.

## **C Prepare the documents for removal to storage**

- Label each storage box correctly.
- As soon as the scanning (and . where relevant . reassembling) of each book or file is completed, it into correct the box in readiness for removal to the storage facility.

### **3.2 Indexing Database – Detail:**

Each record in the indexing database will consist of one learner's achievement of one qualification. It will also contain the exact identifier of the exact scanned page on which the achievement appears (each page contains at least one learner achievement record, and often many more). The data fields must definitely include:

- First name
- Middle names
- Last name
- Qualification awarded
- Date awarded
- Awarding provider
- Page identifier

There may be further data fields, if mutually agreed.

The data structure must also cater for the probability that some scanned pages contain no individual learner achievements.

## 4. Evaluation criteria and process

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1. EVALUATION PROCESS</b>					
<b>1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS</b>					
1.1.1	All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, may be eliminated from further adjudication.				
<b>1.2 PRICE, FUNCTIONALITY AND PREFERENCE POINTS</b>					
1.2.1	All remaining bids will be evaluated as follows:				
1.2.2	90 Marks will be awarded for price and 10 marks will be awarded for specific goals set out in the preference points claim form(s).				
<b>1.3 DETERMINATION OF PERCENTAGE FOR FUNCTIONALITY</b>					
1.3.1	The evaluation criteria and weights for functionality as indicated in the table in paragraph 2, will apply.				
1.3.2	<p>The percentage scored for functionality should be calculated as follows:            Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:</p> $Ps = \frac{So}{Ms} \times Ap$ <p>Where            Ps = percentage scored for functionality by bid/proposal under consideration            So = total score of bid/proposal under consideration            Ms = maximum possible score            Ap = percentage allocated for functionality</p>				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	<p>The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.</p> <p>After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score (100%) for functionality should be taken into consideration.</p>				
<b>1.4 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY</b>					
1.4.1	Bids that score less than 80% of the marks available for functionality will be eliminated from further consideration. Points will therefore not be awarded for their cost proposals or for preference.				
<b>1.5 DETERMINATION OF PERCENTAGE FOR PRICE</b>					
1.5.1	<p>The percentage scored for price shall be calculated as follows:</p> <p>The lowest acceptable bid/proposal (adjusted or not), will obtain the maximum percentage allocated for price. The other bids/proposals with higher prices (adjusted or not), will proportionately obtain lower percentages.</p>				
<b>1.6 CALCULATION OF POINTS FOR FUNCTIONALITY AND PRICE</b>					
1.6.1	<p>The percentage scored for price shall be calculated as follows:</p> <p>The lowest acceptable bid/proposal (adjusted or not), will obtain the maximum percentage allocated for price. The other bids/proposals with higher prices (adjusted or not), will proportionately obtain lower percentages.</p>				
1.6.2	<p>The points scored out of 90 shall be calculated according to the following formula.</p> <p>The 90/10 preference point system (above R1 Million)</p> $Ps = 90 \left( 1 - \frac{Hs \cdot Rs}{Rs} \right)$ <p>Where</p>				



	<p>Ps = points scored for price of the bid/proposal under consideration</p> <p>Hs = highest percentage scored by any acceptable bidder for functionality and price</p> <p>Rs = percentage scored for price by bid/proposal under consideration.</p>				
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No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1.7 AWARDING OF POINTS FOR PREFERENCES/GOALS</b>					
1.7.1	Points for any specific preferences will be awarded according to the formula(e) indicated in the preference points claim form(s), refer to no. 1.8, Preference Points Claim Form in Terms of the Preferential Procurement Regulations, 2001.				
<b>1.8 COMBINING FUNCTIONALITY, PRICE AND PREFERENCE POINTS</b>					
1.8.1	The preference points for each bid will now be added to the price mark for that bid.				
1.8.2	The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by 1.8.1 or to a lower scoring bid on justifiable grounds.				
<b>1.9 ADJUDICATION OF BID</b>					
1.9.1	The Evaluation Committee will evaluate and make recommendation. The Procurement Committee will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.				

#### 4.1.1 EVALUATION CRITERIA

The evaluation criteria are as follows:

CRITERION	COMPLIANCE
<b>1. PHASE 1: FUNCTIONALITY</b>	
Comments on the Technical Specification of importance for the successful execution of activities, in particular scanning and indexing. Demonstrate understanding. Quality of Proposal in terms of infrastructure and equipment to be used.	50
Understanding and method to use for Indexing.	20
Detailed project plan: The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Technical Specification.	30
<b>TOTAL SCORE FOR FUNCTIONALITY</b>	<b>100%</b>
<b>Bidders MUST score 80% for phase 1 to qualify for further evaluation</b>	
<b>Bidders that fail to score 80% will be disqualified for being technically non-compliant and will not be considered for Phase 2</b>	
<b>2. PHASE 2: PRICE</b>	
2.1 Relative competitiveness of proposed price	<b>90 Points</b>
<b>TOTAL SCORE FOR PRICE</b>	<b>90 Points</b>
<b>3. PREFERENCE POINTS</b>	
<b>EQUITY (10 Points)</b>	
Level 1	<b>10</b>
Level 2	<b>9</b>
Level 3	<b>8</b>
Level 4	<b>5</b>
Level 5	<b>4</b>
Level 6	<b>3</b>
Level 7	<b>2</b>
Level 8	<b>1</b>
Non-compliant contributor	<b>0</b>

## 4.2 BID DOCUMENTATION

It is very important that the standard bid documentation included in this bid document be completed and submitted as part of the proposal. Failure on the part of the bidder to complete the attached documentation may lead to disqualification.

Attached Documents	Reference
Invitation to Bid	SBD 1
Tax Clearance Requirements	SBD 2
Pricing Schedule . Firm Prices	SBD 3.3
Declaration of Interest	SBD 4
Preference points claim form in terms of the Preferential Procurement Regulations 2011	SBD 6.1
Declaration of Bidder's pas Supply Chain Management Practices	SBD 8
Certificate of Independent Bid Determination	SBD 9
Organisation and methodology [To be drawn up by the bidder using the format as per paragraph 13 of this bid document]	Refer to par. 13

## 5. PERIOD OF VALIDITY

Bidders shall be bound by their proposals for a period of **90 days** from the deadline for the submission of bids.

## 6. LANGUAGE

The proposals, all correspondence and documents related to the bid document exchanged by the bidder and SAQA must be written in the language of the procedure . **English.**

Supporting documents and printed literature furnished by the bidder may be in another language, provided they are accompanied by an accurate translation into the language of the procedure. For the purposes of interpretation of the bid, the language of the procedure will prevail.

## 7. COMPULSORY INFORMATION SESSION

Not applicable.

## 8. SUBMISSION OF BIDS

**Proposals must be received before the deadline as indicated in the bid document. They must include the signed standard bid documentation and all other relevant documents required and submitted at the following address:**

Physical Address South African Qualifications Authority SAQA House Building 1067 Arcadia Street Hatfield, Pretoria, 0083
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**Bidders shall comply with the following conditions:**

**All bids to be submitted in one original marked “original”, and 3 (three) copies signed in the same way as the original and marked “copy”.**

**All bids must be received before 11.00 on Monday 07 March 2016.**

**All bids, including annexures and all supporting documents, to be submitted in a sealed envelope bearing only:**

- (a) *the above address*
- (b) *the reference code of this bid, Reference: SAQA 0005/16 NLRD*
- (c) *the words “Not to be opened before the bid opening session” in the language of the bid document - **English***
- (d) *The name of the bidder, telephone number and address*

## 9. PRICING

Bidders shall be deemed to have satisfied themselves, before submitting their proposal(s), as to its/their correctness and sufficiency, to have taken account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

## 10. ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF TENDERS

Bidders may submit questions in writing to the following address, specifying:

Reference number: SAQA 0005/16 NLRD

The contract title: Digitisation and Indexing Services

Contact name: Lenette Venter  
Deputy Director: Supply Chain Management

Postal address: SOUTH AFRICAN QUALIFICATIONS AUTHORITY,  
Post Net Suite 248, Private Bag X06, WATERKLOOF, 0145

Physical address: SOUTH AFRICAN QUALIFICATIONS AUTHORITY,  
SAQA House Building, 1067 Arcadia Street, Hatfield,  
Pretoria 0081

E-mail: lventer@saqa.co.za

Any prospective bidders seeking to arrange individual meetings with SAQA during the bid period may be excluded from the bid procedure.

## 11. OPENING OF BIDS

The opening and examination of bids shall be for the purpose of checking whether the bids are complete, whether the documents have been properly signed and whether the bid proposals are generally in order.

In the interests of transparency and equal treatment and without being able to modify their proposals, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or major restrictions affecting performance of the contract or distorting competition.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence SAQA in its decision concerning the award of the contract shall result in the immediate rejection of its bid.

All bids received after the deadline for submission specified in the procurement notice or these instructions will be kept by SAQA. No liability can be accepted for late delivery of bids. **Late bids may be rejected and not be evaluated.**

In no event shall SAQA be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit SAQA to implement the programme or project announced.

## **12. CONDITIONS UNDER WHICH PROPOSALS ARE TO BE SUBMITTED**

- 12.1 SAQA reserves the right to reject any tender that, in its opinion, is not suitable for the purpose of this assignment.
- 12.2 Contractors may be penalised for not meeting performance levels. Where such shortfalls exist, notification and warning(s) will precede any such penalty to correct the situation promptly.
- 12.3 SAQA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should it be decided not to proceed with the project. Should either party due to reasons not attributable to the contractor terminate the agreement between SAQA and the service provider, the service provider will be remunerated for the appropriate portion of work completed.
- 12.4 The professional persons proposed for use on the project shall remain in use on the project unless permission is granted by SAQA to change the staffing proposal. Such permission will only be granted in exceptional cases.
- 12.5 No material or information derived from the provision of the services under the contract may be used for any purposes other than those of SAQA, except where authorised in writing to do so by SAQA.
- 12.6 The bidder will be disqualified should any attempt be made by the service provider, either directly or indirectly, to canvass SAQA, or any of its employees in respect of a bid between the date of the tender and the date of award.
- 12.7 The copyright of all documents and electronic aids, software etc, prepared or developed in terms of this appointment shall be vested in SAQA.
- 12.8 SAQA reserves the right not to accept the lowest quotation, as the quality of the bid proposal and the potential to implement will play a major role when the bid proposals are evaluated. Similarly SAQA is not bound to select any of the service providers tendering for the bid.
- 12.9 SAQA reserves the right to award only part of the contract, if it deems necessary.
- 12.10 The General Conditions of Contract will apply in this tender.
- 12.11 The Code of Conduct for Security Services Providers as stipulated in the Regulation Act, 2001 (Act No. 56 of 2001).

## 13. ORGANISATION AND METHODOLOGY

### To be completed by the Bidder

#### RATIONALE

- Comments on the Technical Specification of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. **Any comments contradicting the Specifications or falling outside their scope will not form part of the final contract.**
- An opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

#### STRATEGY

- An outline of the approach proposed for contract implementation.
- **A list of the proposed activities considered necessary to achieve the contract objectives.**
- The related inputs and outputs.
- In the case of a bid being submitted by a consortium, a description of the input from each of the consortium partners and the distribution and interaction of tasks and responsibilities between them.
- A description of sub-contracting arrangements foreseen, if any, with a clear indication of the tasks that will be entrusted to a sub-contractor and a statement by the bidder guaranteeing the eligibility of any sub-contractor.

#### TIMETABLE OF ACTIVITIES

- The timing, sequence and duration of the proposed activities, taking into account mobilisation time.
- The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of reference.
- The expected number of working days required from each category of expert each month during the period of execution of the contract (using the Excel spreadsheet or similar).

**PRICING SCHEDULE**  
(Services)

NAME OF BIDDER: .....	BID NO.: SAQA 0005/16 NLRD
CLOSING TIME 11:00	CLOSING DATE: 07 MARCH 2016

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

**2. NB: PLEASE REFER TO THE TERMS OF REFERENCE**

**Please ensure that a firm price is quoted inclusive of all the tender requirements**

Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

**3. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT**

.....	R-----	----- days
.....	R-----	----- days
.....	R-----	----- days
.....	R-----	----- days

4. Period required for commencement with project after acceptance of bid

.....

5. Estimated man-days for completion of project

.....

6. Are the rates quoted firm for the full period of contract?

\*YES/NO

7. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]





INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: SAQA 0005/16 NLRD CLOSING DATE: 07 MARCH 2016 CLOSING TIME: 11:00

DESCRIPTION: Digitisation and Indexing Project

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:.....
OR .....

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
.....
.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....
POSTAL ADDRESS .....
STREET ADDRESS .....
TELEPHONE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER .....
FACSIMILE NUMBER CODE ..... NUMBER.....
E-MAIL ADDRESS .....
VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....
A REGISTERED AUDITOR .....
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?  
NO

YES or

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** .....

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**E-mail address:**.....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**E-mail address:**.....

**VENDOR REGISTRATION/MAINTENANCE  
FORM**



**DIRECTORATE: FINANCE AND ADMINISTRATION**

I hereby request that the following vendor be added to our ACCPAC vendor list

<b>Requested by:</b>	<b>Approved by Director:</b>
<b>Date:</b>	<b>Date:</b>

<b>Vendor registered on Accpac already?</b>	<b>Yes/No</b>
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<b>Tax Clearance Certificate Attached?</b>	<b>Yes/No</b>
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**Company Name/Claimant:**

**VAT No./ID No.**

**Physical Address:**

**Area Code:**

**Postal Address:**

**Postal Code:**

**Contact Person:**

**Tel No.:**

**Fax No.:**

**Core Business of Vendor**

**E-Mail: (for remittance advices)**

**BANKING DETAILS**

Banking details to be submitted on a letterhead or a  
Cancelled Cheque as confirmation thereof

<b>Account No.:</b>	<b>Bank:</b>
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**Branch Code:**

*For use by SAQA: Directorate Finance and Administration*

**Vendor/Claimant No.:**

**Approved by:** **Date:**

**Captured by:** **Date:**