



REQUEST FOR QUOTATION FOR ADVANCED REPORT WRITING FOR A PERIOD OF 24 MONTHS	
RFQ NUMBER:	REQ10980
RFQ ISSUE DATE:	03 July 2023
CLOSING DATE AND TIME:	14 July 2023 @ 11h00
RFQ VALIDITY PERIOD	30 Days (COMMENCING FROM RFQ CLOSING DATE)
DESCRIPTION OF SERVICES	REQUEST FOR QUOTATION ADVANCED REPORT WRITING FOR A PERIOD OF 24 MONTHS (Refer to Terms of reference from page 13)
SUBMISSION EMAIL ADDRESS	sibongile@nedlac.org.za and copy procurement@nedlac.org.za
PROCUREMENT ENQUIRIES	Name: Sibongile Pheeha Tel: 060 771 0835 Email: sibongile@nedlac.org.za
TECHNICAL ENQUIRIES	Name: Nozuko Hlwatika Tel: 060 771 0835 Email: Nozuko@nedlac.org.za

REQUEST FOR QUOTATION

BIDDER NAME:

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:
.....
.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

TOTAL RFQ PRICE R(VAT Incl.)

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

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.

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

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.

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT
SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and BBBEE	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The BBBEE allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level 1	10	20		
Level 2	8	16		
Level 3	5	10		
Level 4	4	8		
Level 5	3	6		
Level 6-8	0	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

REQUEST FOR PROPOSALS
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE REPORT WRITING SERVICES FOR NEDLAC ENGAGEMENTS

1. INTRODUCTION

- 1.1. The purpose of the Request for Proposal is to seek the services of a service provider to support Nedlac with the drafting of high-quality reports arising from dialogue sessions and the Nedlac Summit convened with Nedlac social partners.
- 1.2. Due to the number of engagements held at Nedlac and the complexity of the issues surrounding each engagement, the appointed service provider is required to have at a minimum a team of five competent members who will be available to assist at anytime when needed.
- 1.3. The service provider will be appointed for a period of two years (24 months).
- 1.4. The service providers' scope of work is outlined in section 3 below.

2. BACKGROUND

- 2.1. The National Economic Development and Labour Council (Nedlac) was established by statute in 1995. The legislated objects, powers, and functions of Nedlac are to:
 - i. Strive to reach consensus and conclude agreements on matters of social and economic policy;
 - ii. Consider all proposed labour legislation relating to labour market policy before it is introduced in Parliament;
 - iii. Consider all significant changes to the social and economic policy before they are implemented or introduced in Parliament.
 - iv. Encourage and promote the formulation of coordinated policy on social and economic matters, including the implementation of the economic recovery action plan, such as measures to address the impact of food and fuel increases.
- 2.2. In order to achieve this, the revised Nedlac Strategic Plan 2021/22 to 2024/5 outlines one of the high-level outcomes to be achieved by Nedlac as, *"Enabling collaboration between the leaders of business, community, government and*

labour constituencies to address relevant and important social and economic issues". As one of the mechanisms to achieve the set outcomes, Nedlac convenes dialogue sessions, which are in a form of a meeting convened to provide an opportunity for information sharing by social partners, and to enhance the capacity of social partners to effectively engage on pertinent legislation and policy matters once they are tabled at Nedlac. In these sessions, social partners often receive presentations from invited stakeholders on an identified topic. They can then ask questions of clarity, provide inputs and where applicable, agree on the subsequent processes to be undertaken by social partners either independently or collectively through Nedlac.

3.1. Nedlac also convenes its Annual Summit in accordance with the Nedlac Constitution. Clause 16.2. of the Nedlac Constitution sets out that the functions of the national summit will be to:

- Involve as many interested parties as possible in order to give feedback on Council activities;
- Obtain inputs from organisations or persons not normally involved in Council activities; and
- Obtain broader consultation on issues being deliberated upon in the Council.

2.3. Nedlac is then required to produce quality reports arising from these engagements, within 14 working days following the convening of the sessions and the Nedlac Summit.

2.4. The dialogue sessions may be convened through various Nedlac structures, including the Nedlac Annual Summit (see Annual Report 2021/22 attached as Annexure 1 for ease of reference).

2.5. Nedlac, therefore, requires the services of a professional service provider to assist it with the development of quality reports arising from the dialogue sessions and the Summit.

3. SCOPE OF WORK

3.1. A successful service provider will be expected to deliver the following:

3.1.1. Attend Nedlac dialogue sessions and the Nedlac Annual Summit.

Approximately 90% of sessions are expected to be convened virtually.

- 3.1.2. Produce draft reports arising from the dialogue sessions and the Summit.
- 3.1.3. The reports are estimated at 10 (ten) pages per engagement.
- 3.1.4. Submit the first draft report to the Secretariat for inputs within approximately five working days following the convening of the sessions or the Summit.
- 3.1.5. Incorporate inputs from the Secretariat and submit the second draft to the Secretariat for approval within 2 working days from the date of receiving the inputs.
- 3.1.6. Ensure that the reports accurately reflect the important aspects of the engagement and coherently integrate the different inputs and presentations made at the session.
- 3.1.7. Incorporate final comments made in the reports by the Secretariat and social partners. In total there should be three revisions.

4. REQUIREMENTS OF THE SERVICE PROVIDER

- 4.1. The successful service provider must demonstrate that it has:
 - 4.1.1. Experience or knowledge of socio-economic issues;
 - 4.1.2. A relevant post-graduate academic qualification;
 - 4.1.3. Over ten years' experience in report writing.

5. SUBMISSION OF DOCUMENTS

- 5.1. Each bidding service provider must submit the following documents:
 - a) Hourly rates charged for report writing services including a maximum
 - b) Proof that the service provider is in good standing with the South African Revenue Services (SARS);
 - c) Entity ownership type and BBBEE certificate if relevant;
 - d) Completed SBD forms;
 - e) Proof of CSD registration;
 - f) Contact details and physical address;
 - g) Curriculum vitae of the individuals to do the report writing
 - h) Company resume where companies are submitting bidders. The company

resume should include the curriculum vitae of the individuals who will writing the reports;

- i) Short description of five previously completed similar assignments including:
 - Assignment name; and
 - Signed reference letters from contactable references linked to these assignments.

6. BID SUBMISSION AND ENQUIRIES

- 6.1. Proposals should be submitted to sibongile@nedlac.org.za and copy procurement@nedlac.org.za by Friday 14 July 2023, by 11h00.
- 6.2. Any technical questions regarding the Request for Proposal (RFP) should be emailed to Nozuko@nedlac.org.za
- 6.3. Note that no late proposals will be considered.
- 6.4. Nedlac reserves the right to cancel this bid should such be deemed necessary.

7. SELECTION AND EVALUATION CRITERIA

- 8.1. Evaluation criteria
 - (a) The minimum functionality points of seventy (70) are required to qualify to be evaluated for pricing and Specific goals in phase two.
 - (b) Bids will be scored per the following criteria:
5= Excellent; 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Not acceptable
 - (c) As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a bidder for broad-based black economic empowerment as follows:
 - B-BBEE status Level 1 contributor: 20 points
 - B-BBEE status Level 2 contributor: 16 points
 - B-BBEE status Level 3 contributor: 10 points
 - B-BBEE status Level 4 contributor: 8 points
 - B-BBEE status Level 5 contributor: 6 points
 - B-BBEE status Level 6 - 8 contributor: 0 points

The below matrix will be used in scoring the proposals:

Description of Quality Criteria	Weight
	100%
1. Experience and knowledge of socio-economic issues	30%
2. Years of Experience of report writing and editing: Availability of appropriate skills and resources to manage the contract. CV's and relevant post-qualification/s of the individuals which clearly demonstrate the individual's necessary skills and experience in report writing and editing	20%
3. Relevant qualifications Availability of appropriate skills and resources to manage the contract. CV's and relevant post-qualification/s of the individuals which clearly demonstrate the individual's necessary skills and experience in report writing and editing	20%
4. Demonstrated quality report writing on basis of similar assignments submitted	30%