

**South African Broadband Educations
Networks (RF) NPC
(SABEN)**

Request for Quotation

For

**Development of Standard Operating Procedures
(SOPs)**

RFQ number: SABEN 0001/2024

Date of Issue	8 August 2024
Closing Date and Time	15 August 2024, 17h00 South African time
Place	Submission of quotations: Email to rfq@saben.ac.za (please always quote the RFQ number with your submissions and enquiries)

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1 Invitation to Quote

- 1.1 Quotations are requested for the provision of the following services:
- 1.1.1 Documentation of the current standard operating procedures (SOPs) at SABEN for the finance, technical and operations departments
 - 1.1.2 Identification of control weaknesses in the current SOPs
 - 1.1.3 Recommendation of controls to mitigate control weaknesses identified in current SOPs
 - 1.1.4 Recommendation on how to improve SOPs
 - 1.1.5 Documenting SOPs in the form of an SOP manual

2 Contents of this RFQ

Document	Title	Type	Purpose
1	Main RFQ (this document)	PDF	<ul style="list-style-type: none"> - Invitation for Quotation - Pricing - Quotation Contents, Format and Submission - Evaluation Criteria - Clarifications - SABEN Rights and Special Conditions
Annexure 1	SABEN's Terms and Conditions of Purchase	PDF	<ul style="list-style-type: none"> - Standard conditions applicable to any possible contract
Annexure 2	Declaration by the Proposer	PDF	<ul style="list-style-type: none"> - To be signed and submitted

Pricing terms

2.1.1 All quoted prices shall be fixed.

2.1.2 All prices shall be:

2.1.2.1 Quoted in South African Rand;

2.1.2.2 Valid for 90 days from the advertised final date for submission of the quotations;

2.1.2.3 Quoted inclusive of VAT; and

2.2 Invoicing and Payment

2.2.1 Invoicing will be permitted once the final standard operating procedures manual is submitted to SABEN for review and the general manager approves it.

2.2.2 Payment will be made 30 days from valid invoice.

2.2.3 The invoice(s) must reflect the correct purchase order number(s) and correct SABEN details. Incorrectly submitted invoices will delay payment.

2.2.4 Quotations must be made on the basis that:

2.2.5 Vendors shall provide, in separate documents:

2.2.5.1 **Two examples** of recent (previous 5 years), similar services provided, including the:

a) name, company, and phone number of a reference person

b) description of the service provided

2.2.5.2 a CV stating work experience and qualifications relevant to the services requested for the staff member to conduct the work.

3 Pricing:

- 3.1 SABEN requires that the quote submitted should clearly state the cost per hour and the amount of hours needed to provide the requested services.

4 Quotation Contents, Format and Submission

- 4.1 Quotations must be in the format of a proposal stating the background of the bidder, the relevant work experience relating to the services requested, the methodology or approach that will be adopted and the cost involved in the format required as per paragraph 3.1.
- 4.2 Quotations must be emailed to SABEN.
- 4.3 Quotations submitted in response to this RFQ must be in English. No handwritten quotations will be accepted.
- 4.4 Quotations must include the following:

#	Item	Mandatory	Format
1	Company Registration Certificate inclusive of the business address. (Not applicable to sole practitioners applying)	Yes	Copy
2	Current SARS certificate of Tax clearance PIN. No contracts will be awarded to a service provider who cannot provide a valid Tax Clearance Certificate at the time of contracting. (Not applicable to sole practitioners applying)	Yes	Copy
3	VAT registration certificate.	Yes	Copy
4	BBBEE Certificate	No	Copy
5	Evidence of similar work performed <ul style="list-style-type: none"> 2 references for similar work (see paragraph 2.2.5.1) 	Yes	Copy
6	CV of candidate (see paragraph 2.2.5.3)	Yes	Signed documents
7	Declaration by Proposer (Annexure 2)	Yes	Signed document

4.5 The electronic email pack shall:

4.5.1 Be attached to an Email sent to: rfq@saben.ac.za

4.5.2 The Email subject shall be **RFQ No: SABEN 0001/2024 / Company Name.**

4.5.3 The Email body shall contain the below table:

RFQ No: SABEN 0001/2024	
Submitting company name	
Authorised company representative	Name:
	Telephone number:
	Email address:

4.6 Automatic confirmation receipt of received Emails will be issued.

4.7 SABEN has an email receipt size limitation of 35 Mb. If the email is larger than this limit the email should be divided into separate parts before submission.

4.8 Closing time and date for submissions is 17:00 on 15 August 2024.

4.9 SABEN holds the right at its discretion to request documents from proposers that may have been omitted from the electronic proposal package after the closing time and date. Proposers are required to provide those documents within the timeframe as per the request from SABEN.

5 Evaluation Criteria

5.1 Where a proposal is not received by SABEN by the due date and time, it will be regarded as a late proposal. Late proposals will not be considered.

5.2 Mandatory document submission (as indicated in the table under paragraph 4.4 above) coupled with price competency and the ability to deliver as reflected in the signed documents required as per 2.2.5.1 will be the final determining factors.

5.3 SABEN supports governments preferential procurement policy. The prevailing government 80/20 preferential pricing policy shall be applied for this RFQ.

Evaluation Grid

#	Item	Evaluation Criteria
A	Proposal received before deadline	Yes – evaluate further No – will not be evaluated
B MANDATORY DOCUMENTS		
1	Company Registration Certificate including proof of business address	Yes – evaluate further No – will not be evaluated further
2	Valid SARS certificate with a Tax clearance PIN	Yes – evaluate further No – will not be evaluated further
3	VAT registration certificate	Yes – evaluate further No – will not be evaluated further
4	BBBEE Certificate	Score to be used for the 80/20 price adjustment calculation
5	Evidence of similar work performed	Evaluation Score <ul style="list-style-type: none"> • 1 – partially relevant • 3 – relevant • 5 – highly relevant An overall score of 3 will be required for the proposal to be considered further
6	Staffing Profile and Competence	Evaluation Score <ul style="list-style-type: none"> • 1 – partially relevant • 3 – relevant • 5 – highly relevant An overall score of 3 will be required for the proposal to be considered further
7	Declaration by Proposer (Annexure 2)	Yes – evaluate further No – will not be evaluated further

6 Contracting

- 6.1 The contracting process for the successful service providers comprises the following:
 - 6.1.1 On conclusion of the RFQ evaluation by SABEN, SABEN will then issue a Purchase Order to the service provider.
- 6.2 The service provider shall have no claims prior to the issue of the Purchase Order.

7 Clarifications

- 7.1 Requests for clarification shall:
 - 7.1.1 Be made in writing by e-mail to queries@saben.ac.zac.za.
 - 7.1.2 Include the subject line reference to the RFQ: SABEN 0001/2024.
 - 7.1.3 Be accepted by SABEN up until 15:00 on 12 August 2024.
 - 7.1.4 Not be accepted telephonically.
- 7.2 SABEN shall respond to the requests within two (2) business
- 7.3 Any other contact with SABEN personnel involved in this RFQ is not permitted during the RFQ process other than as required through existing service arrangements or as requested by SABEN as part of the RFQ process.

8 SABEN Rights and Special Conditions

- 8.1 This RFQ is not and cannot in any way be interpreted as an offer to purchase, order, or contract by SABEN with any party responding to this RFP. By issuing this RFQ, SABEN is not making any undertaking to award a contract to any party and / or supplier submitting a response. In responding to this RFQ however, the party / supplier, makes an offer to supply products / services to SABEN and is bound by the terms of its offer contained in the RFQ.
- 8.2 SABEN may, at its own discretion:
 - 8.2.1 Extend the closing date.
 - 8.2.2 Verify any information contained in a quotation.
 - 8.2.3 Request documentary proof regarding any quotation issue.
 - 8.2.4 Cancel or withdraw this RFQ as a whole or in part.
 - 8.2.5 Appoint one or more service providers.
 - 8.2.6 Award this RFQ as a whole or in part thereof.
- 8.3 Proposers shall bear all costs associated with the preparation and submission of quotation in response to this RFQ.
- 8.4 By submission of its quotation, proposers shall be deemed to have satisfied themselves with and to have accepted all Terms and Conditions of this RFQ.
- 8.5 SABEN reserves the right to negotiate terms of payment schedule.
- 8.6 SABEN makes no representation, warranty, assurance, guarantee or endorsements to responder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and SABEN shall have no liability towards the proposer or any other party in connection therewith.
- 8.7 SABEN accepts that all quotations are submitted in good faith and that all information provided by the proposer(s) is accurate and true for the purpose of selecting the most technical and financially feasible solutions applicable to our requirements.
- 8.8 SABEN reserves the right not to issue regret letters or communication to unsuccessful proposers.
- 8.9 SABEN reserves the right not to disclose any reasons, for not awarding the RFQ to unsuccessful proposers.
- 8.10 Quotations will not be returned to the submitting companies.
- 8.11 Orders placed following this RFQ process will be subject to the SABEN Standard Terms and Standard Conditions of Purchase (Annexure 1).
- 8.12 The supplier shall under no circumstances offer, promise, or make any gift, payment, loan, reward, inducement, benefit, or other advantage, which may be construed as being

made to solicit any favour, to any SABEN employee or its representatives. Such an act shall constitute a material breach of the Agreement and SABEN shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

- 8.13 No goods and/or services should be delivered to SABEN without an official purchase order. The SABEN purchase order must be quoted on the invoice. Invoices without SABEN purchase order numbers will be returned to the supplier.
- 8.14 If there is a discrepancy between the submitted hard copy and the electronic version, the hard copy will take precedence.
- 8.15 Proposals/ quotations submitted by companies must be signed by a person or persons duly authorised.

End of RFQ

