

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

DATE REQUESTED	03 July 2020
DEPARTMENT	Finance
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>The MBDA hereby invites suitably qualified service providers to provide support services to MBDA and its managed sites for Sage Pastel Evolution accounting software packages, Sage Pastel Payroll and VIP and ESS on-line, in respect of the following services that are required:</p> <ul style="list-style-type: none"> • On-site support • Off-site support • Telephonic and remote support • Report writing for customized requirements of the Agency in the Business Intelligence (BI) module • Data migration services for existing Pastel systems data to the new mSCOA EMS system being implemented by the parent municipality of the MBDA. • Annual Licenses renewal- • Any other related services required. <p>Kindly advise your hourly rates to provide such services for a 12-month period to the Agency and which will be procured in line with its supply chain management policy.</p> <p>Compulsory Requirements:</p> <ol style="list-style-type: none"> 1. The Main applicant must be Sage Pastel certified and a valid certificate and must be provided with quotation. 2. Minimum 3 reference letters must be provided supplying services of a similar nature
EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 preferential point system as well as on functionality (if applicable)
PAYMENT FOR SERVICES	Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory.

	Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.
GENERAL CONDITIONS	<p>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</p> <p>1.2. All prices will be evaluated exclusive of VAT.</p> <p>1.3. It is compulsory for all potential suppliers to be registered on the Nelson Mandela Bay Municipality Supplier Database.</p> <p>1.4. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</p> <p>1.5. The Agency reserves the right not to accept the lowest or any quotation.</p> <p>1.6. Quotations to be valid for 60 days from closing date</p> <p>1.7. The MBDA SCM policy will apply.</p>
CONTACT PERSON	<p>Name: Zwelithini Gagayi Tel: 041 811 8200 Email: formalquotes@mbda.co.za</p>
ANY ADDITIONAL REQUESTS/ COMMENTS	

ANNEXURE "A"

FUNCTIONALITY CRITERIA SCORE SHEET

FUNCTIONALITY CRITERIA	
1. Relevant experience –	30
1.1 Main Applicant	15
The applicant must demonstrate having relevant experience in respect of Pastel Services	
a) Greater than 10 years	15
b) 5 to 10 years	10
c) Under 5 years	5
Minimum 3 reference letters must be provided supplying services of a similar nature, company profiles and contact details must be provided failing which this functionality criterion will not be considered and zero points scored. Please complete AnnexureB.1	
1.2 The Main applicant must have the relevant accreditation/certifications for	15
a) Main applicant submitted accreditations/certifications (15 points)	15 0
b) Main applicant did not submit accreditations/certifications (0 points)	
1.3 Projects of a similar nature	15
The main applicant must demonstrate the nominated personnel have worked on projects as per the MBDA requirements.	15
a) 4 or more Projects	10
b) 2 -3 Projects	5
c) 1 Projects	
Proof or name(s) of traceable reference nominated employee CV's and contact details must be provided failing which this functionality criterion will not be considered and zero points scored.	
1.4 Locality	15
a) Based within Nelson Mandela Bay (local office / branch)	15
b) Based within Eastern Cape	10
c) Other provinces	5
Total	60

MINIMUM FUNCTIONALITY SCORE: 40/60

INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

The information required must be submitted in the following format:

COMPANY EXPERIENCE:

1. Number of years’ service provider has been operating and providing similar services as requested by the MBDA

No of years

2. List of relevant or similar projects completed by the Main Applicant

	Project Name and Description of services provided	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
RELATED PROJECTS					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

3. Locality

Where is the applicant’s business premises located (that will be dealing directly with the MBDA) _____

Mandela Bay Development Agency NPC (Reg No. 2003/017900/08)
The MBDA is an entity of the Nelson Mandela Bay Municipality

ANNEXURE “D”

PRICING SCHEDULE

Name of Bidder:.....	Bid Number:
Closing Time: 16:00 (NOON)	Closing Date:

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY
** (ALL APPLICABLE TAXES INCLUDED)

Pricing Proposal

	R
Hourly rates	
After Hourly rates (if applicable)	

- 1. Prices are to be quoted exclusive of VAT.**
- 2. Please note payment shall be within 30 days of receipt of a valid invoice.**

IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person) MBD4

I, the undersigned

duly authorised by

(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:
 - 1.1 a member of –
 - 1.1.1 any municipal council;
 - 1.1.2 any provincial legislature; or
 - 1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);
 - 1.2 a member of the board of directors of any municipal entity;
 - 1.3 an official of any municipality or municipal entity;
 - 1.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - 1.5 a member of the accounting authority of any national or provincial public entity; or

1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

SIGNED at _____ on this _____ day of _____ 20____

WITNESSES:

1. _____

2. _____

For and on behalf of the Applicant, the signatory being duly authorised and warranting such authority

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to

hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Applicant)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant.
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant.
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
 - (a) has been requested to submit a Proposal in response to this RFP.
 - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) methods, factors or formulas used to calculate prices.
 - (c) the intention or decision to submit or not to submit, a Proposal.
 - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
 - (e) submitting a Proposal with the intention not to win the award.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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.

Signature Date

Name of Applicant