

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PPECB

BID NUMBER: PPECB/ICT/SDS/2016/05 CLOSING DATE: 05 December 2016 CLOSING TIME: 14:30

DESCRIPTION...Supply of Services for the Development of Software Application to assist with the Maintenance of the Master Data and other projects

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

BID DOCUMENTS MAY BE POSTED TO: 45 Silwerboom Avenue, Platteklouf, Parow 7500.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

45 Silwerboom Avenue, Platteklouf, Parow 7500

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, 5 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 CODENUMBER.....

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?

YES or NO

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... (Exc. VAT) TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE TECHNICAL INFORMATION AND BIDDING PROCEDURE MAY BE DIRECTED IN WRITING TO:

Department: ...Procurement

Contact Person: ...Mr Lukhanyo Ntshobodwana

Tel: ...021 930 1134

E-mail address: lukhanyon@ppecb.com

Contact Person: ...Mr. Thabile Langa

Tel: ... 021 930 1134

E-mail address: thabilel@ppecb.com

REQUEST FOR PROPOSALS

1. REQUEST

PPECB require proposals to supply services for the Development of Software Application to assist with the Maintenance of the Master Data and other projects.

2. ADMINISTRATION REQUIREMENTS

The Proposal must contain the following Documents, failure to submit these documents your tender will be disqualified:

- 1.1 Original & valid Tax Clearance Certificate
- 1.2 Declaration of Interest Completed (SBD4)
- 1.3 Declaration of Bidders Past SCM Practices Completed (SBD8)
- 1.4 Certificate of Independent Bid Determination Completed (SBD9)
- 1.5 Other Prescribed forms completed and signed

3. COMPANY PROFILE

A brief company profile detailing your company's experience and expertise in the area of services quoted for must be provided.

4. CRITERIA FOR EVALUATION

- 4.1 Proposals will be evaluated in terms of PPECB Procurement Policy and in accordance with the PPPFA 90/10 ratio i.e. 90 of the preferential points will be based on price, and 10 will be based on BBBEE accreditation.
- 4.2 PPECB reserves the right not to accept any bid submitted and to accept any Proposal other than the lowest Proposal and to accept or reject any Proposal in whole or in part without notice or reason, and if no Proposal is accepted, to abandon the work, or have it performed in such other manner as we may elect, or re-issue a similar enquiry at any time of our choosing.
- 4.3 Failure to comply with above and below requirements may result in submitted Proposals being disqualified. Late or incomplete Proposal may similarly be disqualified.
- 4.4 Proposals will be required to meet the administration requirements and the minimum specification before being considered for price and BBBEE evaluation.
- 4.5 **Only original BBBEE certificate or certified copies** will be accepted by PPECB for any service provider to claim preference points.

5. CONDITIONS FOR PROPOSAL

All proposals submitted **MUST** be done via a 2 envelope system as follows:

- 5.1 The **first envelope** needs to contain the following documents:
 - Proposal.
 - Delivery Plan
 - Technical response to be in sequence with the technical requirements list
 - **NB: No prices in this envelope**
- 5.2 The **second envelope** must contain all costing information pertaining to the proposal including the following:
 - SBD documents 1 to 9 (in number sequence)
 - A valid original Tax Clearance Certificate.
 - All prices quoted must be **exclusive** of Value Added Tax and the VAT proportion must be showed **separately**.
 - A valid certified copy of BBBEE certificate.
 - The quoted prices must be firm prices.
- 5.3 Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- 5.4 Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- 5.5 PPECB reserves the right to accept any proposal other than the lowest price proposal and to accept or reject any proposal in whole or partly without notice or reason.
- 5.6 The selected service provider must be aware of the seasonal nature of our business therefore some flexibility with regard to the agreed time frames should be considered.
- 5.7 PPECB reserves the right not to accept any proposal and cancel the bid as and when the need arises.

- 5.8 All proposals must be signed by individuals duly authorised thereto.
- 5.9 Failure to comply with the above requirements may result in submitted proposals being disqualified.

6. OBLIGATIONS OF THE SERVICE PROVIDER

The successful applicant and preferred service provider shall:

- 6.1 Abide by the Service Level Agreement concluded and act as a partner to PPECB.
- 6.2 Provide all relevant information necessary to the achievement of the above.
- 6.3 Respond within reasonable time to decisions that need be made, support required and any other matters that may need resolving in order not to delay the operations of PPECB.

7. INADEQUATE SERVICE LEVELS AND PERFORMANCE

Should, during the delivery period, the Contractor's service levels and performances against the contract be inadequate or not to satisfaction. The details will be reduced to writing, clearly headed "Inadequate Performance" and sent to the Contractor. In the event that the Contractor is unable to come up with the remedy as to how they plan to address the complaint within (14) days of such notice of inadequate performance, PPECB reserve the right to immediately cancel the contract. Notice of cancellation shall either be by fax and/or in writing.