



**Request for Information  
(RFI):  
SERVICE PROVIDER  
DATABASE**

## **1. BACKGROUND**

In order to comply with the regulations of the Public Finance Management Act, 1 of 1999, as amended and to ensure a competitive procurement process, CATHSSETA invites prospective service providers to apply for a listing in CATHSSETA's procurement database:

### **SERVICE PROVIDER DATABASE**

CATHSSETA intends to utilise this database to obtain quotations for possible elements of work and where appropriate the supply of products that may become necessary from time to time.

It is important to note that should an applicant be successful in their application to be added to the database, CATHSSETA is under no obligation to utilise their services. Successful applicants are not in any way:

- Guaranteed future business;
- Guaranteed to be requested to quote for future business;
- Guaranteed to receive repeat work from CATHSSETA in the event of some future quotation being successful.

Respondents to this RFI are expected to be fully conversant with and have extensive experience in at least the following:

- The provision of services in the SERVICE PROVIDER DATABASE category;
- Computer literacy;
- Email and internet usage;
- Understanding of the Acts that govern SETAs' operations.

Whilst CATHSSETA is issuing this RFI in good faith, it reserves the right to cancel or delay the selection process at any time without providing reasons therefore, and reserves the right not to select any of the respondents to this RFI, again without having to provide reasons for such a decision.

## **2. SERVICE PROVIDER DATABASE INFORMATION AND CRITERIA**

### **Service description**

The overall requirements in the SERVICE PROVIDER DATABASE category are the provision of adequate services to match the operational needs of the CATHSSETA. This description of services is not necessarily exhaustive and should be used as a guide. Potential suppliers are encouraged to expand on their service offerings where they believe these will be of benefit to CATHSSETA.

### **Categories of Services required**

#### **a) Procurement and Administration**

- a. Office Cleaning
- b. Printing
- c. Travel Services
- d. Courier Services
- e. Stationery
- f. Postage & Mailing Services
- g. Catering
- h. Office maintenance
- i. Office Furniture / Equipment
- j. Procurement specialist
- k. Security Services
- l. Conference Facilities
- m. Off-site Corporate Storage Facilities
- n. Assessors
- o. External Moderators
- p. Secretarial Services
- q. Business Equipment
- r. Florists
- s. Research Services
- t. External Verifiers
- u. Programme Evaluators
- v. Accreditation Support Officers
- w. Editing, Writing & Validation of Qualifications & Unit Standards
- x. Design & Development of Unit Standards
- y. Monitoring & Auditing of Learnership Implementation
- z. Learner Recruitment & Selection
- aa. Project Management for Learnerships

- bb. Capacity Building of Employers, Training Providers & Learners
- cc. Training Providers for Learnership & Skills Programmes
- dd. Impact Evaluation Services
- ee. Design, Development & Validation of Learning Materials
- ff. Quality Consultants
- gg. Professional Advisors

**b) Human Resources**

- a. Recruitment and Placement Services
- b. Job Evaluation Consultants
- c. Legal Compliance Consultants
- d. Salary Benchmarks and Surveys
- e. Dispute Resolution Experts, Qualified Mediators and Arbitrators
- f. Business Processes Specialists
- g. HR Experts
- h. Training & Development (Employee Relations)

**c) Marketing and Public Relations**

- a. Advertising
- b. Corporate Gifts
- c. Corporate Clothing
- d. Special Events/Functions
- e. Event Management
- f. Communication Specialist Services
- g. Media Services
- h. Design/Printing
- i. Video, Photography and Related Services
- j. Editorial Services
- k. Exhibitions, Road shows & Exhibition Stands
- l. Communication Specialists
- m. Marketing PR services

**d) Information Technology**

- a. Telephone/PABX Maintenance & Supplies
- b. IT software & Hardware Supplies
- c. Website Development and Maintenance
- d. IT Network, Hardware & Software Support

- e. Electrical Maintenance (Cabling, Network points etc.)
- f. Internet Service Providers
- g. Computer Repairs & Servicing

**e) Finance:**

- a. Internal Audit Services
- b. Financial and Forensic Services
- c. IT Auditing
- d. Risk Management

**Minimum respondent requirements**

In addition to any requirements contained in the main body of the RFI document, CATHSSETA requires that for a potential supplier to be successful in their application for addition to the supplier database in the category, the following minimum skills, knowledge and experience are required:

- Organisational capability to meet delivery requirements as specified from time to time;
- Legislative and statutory compliance, specifically with the Labour, Employment Equity and Skills Development legislation;
- Adequate database of potential staff members to meet the needs of CATHSSETA, with specific reference to Black Economic Empowerment, Historically Disadvantaged Individuals and Employment Equity requirements;
- Understanding of CATHSSETA's aims, objectives and culture;
- If a prospective supplier wishes to apply for more than one category or service, that supplier should make a new application for each service.

It is expected that prospective service providers will provide sufficient details of their knowledge and experience in their response to enable CATHSSETA to effectively evaluate the response.

**3. RULES OF ENGAGEMENT IN THE RFI PROCESS**

The rules of engagement in the RFI process, as stipulated below must be adhered to at all times. **Failure to do so will result in automatic disqualification from the RFI process.**

The following rules of engagement apply:

The completed response and submissions must be submitted by post to:

Supply Chain Coordinator  
CATHSSETA  
P O Box 1329  
RIVONIA  
2003

Responses and submissions to this RFI must be in one sealed package marked: **SERVICE PROVIDER DATABASE**

<b>Respondent Name</b>	
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- **ALL responses must be submitted in the prescribed format (refer to No. 5. SUBMISSION OF DOCUMENTS)**
- Fax responses are **NOT** acceptable.
- Any attempt to gain information in a manner deemed to be unfair or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation will result in immediate disqualification from the RFI process.
- All costs associated with any aspect of developing a response to this RFI, including but not limited to collection and delivery, are for the respondents account.

#### **4. EVALUATION PROCESS**

##### **RFI and evaluation of responses**

Received responses will be evaluated utilising a formal evaluation structure.

##### **Down selection**

The result of the evaluation process will be a down selection of the prospective service providers who submitted responses. Successful applicants will have their details added to the CATHSSETA database for possible future use by CATHSSETA.

#### **5. SUBMISSION OF DOCUMENTS: Please complete the following information**

<b>Company</b>	
<b>Category of Company</b>	
<b>Date</b>	
<b>Completed by</b>	
<b>E-mail</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>VAT Number</b>	
<b>PAYE number</b>	
<b>Company UIF number</b>	
<b>Skills development levy number</b>	
<b>Regional Services Council registration number</b>	
<b>Number of employees</b>	
<b>Company organisation and relevant shareholdings (holding company, subsidiaries, etc.)</b>	
<b>Reference list of engagements in South Africa, including contact details</b>	
<b>Declaration of past, present and planned involvement either by way of services/products rendered, employment, or by way of governing body or council or government</b>	
<b>Summary of CV's of people involved in the company</b>	
<b>Full details of services and products offered</b>	
<b>Full details of conditions which may apply to the provision of services or products offered</b>	
<b>Geographic coverage within South Africa and/or internationally</b>	

## 5.1 The preference point system

5.1.1 The key principles of this point system are:

5.1.1.1 the application of an 80/20 preference point system for procurement (bids/quotations) with a Rand value of greater than R30 000 but less than or equal to R1 000 000.

5.1.1.2 the application of a 90/10 preference point system for procurement (bids) with a Rand value greater than R1 000 000.

5.1.2 This means that either 80 or 90 points, depending on the class of contract, are awarded to the person who bids/quotes the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for in respect of BBBEE contribution.

5.1.3 Prior to the invitation of bids, the appropriate preference point system must be established.

### 5.1.4 The 80/20 preference point system for contracts between R30 000 to R1 000 000

5.1.5 A maximum of 80 points is allocated to price on the following basis:

$$PS = 80 \left[ 1 - \frac{Pt - P_{\min}}{P_{\min}} \right]$$

Where: PS = Points scored for price of tender under consideration

Pt = Rand value of tender under consideration

Pmin = Rand value of the lowest tender

5.1.6 A maximum of 20 points may be awarded to a bidder for attaining the BBBEE status level of contributor in accordance with the table below:

BBBEE Status Level of Contributor	Number of Points
1	20



2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.1.7 The points scored by a bidder in respect of BBBEE contribution must be added to the points scored for price.

5.1.8 The contract must be awarded to the bidder who scores the highest total number of points unless objective criteria as contemplated in section 2(1)(f) of the PPPFA justify the award to another bidder. Where a contract is sought to be awarded to another bidder other than the bidder who scores the highest total number of points the *audi alteram partem* rule must be applied in respect of the bidder who scored the highest total number of points.

## 5.2 Declaration by Bidders

5.1.1 All bidders must complete a declaration that:

5.1.1.1 The information provided by them is true and correct;

5.1.1.2 The signatory is duly authorised to sign the bid documentation; and

5.1.1.3 Documentary proof regarding any issue relevant to the bid will be submitted to the satisfaction of the Cathsseta when called upon to do so.

5.1.2 All bidders must complete a certificate of independent determination declaring that the bidder has arrived at the bid independently from, and without consultation, communication, agreement or arrangement with any competitor. The Cathsseta is required to utilise Standard Bidding Document "*Certificate of Independent Bid Determination*" (SBD9) as provided for in Treasury Guidelines.

### **5.3. Declaration of the Information supplied:**

- The information furnished is true and correct.

- If the information supplied is found to be incorrect, CATHSSETA may, in addition to any other remedy it may have –
  - Recover all costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - Cancel the provider from the Service Provider Database and claim any damages, which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

**WITNESSES:**

1. ....

2. ....

DATE: .....

**Signature of respondent**

**6. CATHSSETA’S GUIDE IN AWARDING FUTURE CONTRACTS**

Should the provider be accepted as a supplier, then all future contracts will be evaluated on the following guidelines:

Evaluation of the responses will be done in three major categories each consisting of several minor categories based on predetermined weightings.

The following defines each major category that will be used for the evaluation of responses received.

- **Delivery and services:** Evaluation based on the response submitted, the quality of the response submitted, quality of and proposed value add, adherence to guidelines, overall plans, knowledge displayed of CATHSSETA sector, business and plans, knowledge displayed of SETAs in general and of the various governing acts, previous service to CATHSSETA, service and/or product offering, experience and skills, references. Bidders must score a minimum of 70% for functionality in order to be considered for further evaluation.
- **Pricing:** Ranking of the indicative pricing, estimate of the feasibility and sustainability of service delivery based on the pricing provided. Comprises 80% of the overall score.
- **BEE CERTIFICATE** Past and present involvement with BEE initiatives, protection or advancement of persons or categories of persons, disadvantaged by unfair discrimination (including emphasis on the SMME-sector), employment and shareholding equity of persons with HDI status, Employment Equity alignment, promotion of SA enterprises, SMMEs and specific geographically located enterprises. Comprises 20% of the overall score.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:  
.....

2.2 Identity ..... Number:  
.....  
...

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company ..... Registration ..... Number:  
.....

2.5 Tax ..... Reference ..... Number:  
.....

2.6 VAT ..... Registration ..... Number:  
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:  
.....

Name of state institution at which you or the person  
connected to the bidder is employed :  
.....

Position occupied in the state institution:  
.....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**



#### 4 DECLARATION

I, \_\_\_\_\_ THE \_\_\_\_\_ UNDERSIGNED  
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3  
ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT  
AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL  
CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

October 2016

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Institution)

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

I \_\_\_\_\_ certify, \_\_\_\_\_ on \_\_\_\_\_ behalf  
of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**SBD 9**

6. 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 consortium<sup>3</sup> 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) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

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 products or services to which this bid invitation relates.

9. 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.

<sup>3</sup> 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.

**SBD 9**

10. 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.

.....  
.....

Signature

Date

.....  
.....

Position

Name of Bidder

**Cathsseta requires the following documents with your submission:**

1. Certified ID copies of all members
2. CV of all members
3. Copy of CIPRO documents
4. Original tax clearance certificate
5. BEE and HDI Status

**Should your company provide more than one service, we request that you submit the equivalent number of applications.**