



PROJECT NAME: Appointment of a Service Provider to second 3 employees to the finance department – Supply Chain Management Unit

(1 Senior Procurement Officer and 2 Procurement Officers)

PROJECT NO: LNW RFQ NO. 10043878

USER DEPARTMENT: *FINANCE- SCM UNIT*

NAME OF BIDDER.....

BIDDER TOTAL PRICE: R

BIDDER EMAIL ADRESS:

BIDDER CONTACT NUMBER:

RFQ ISSUE DATE: 26/03/2024

RFQ CLOSING DATE AND TIME: 02 /04/2024 AT 11H00 AM

1. PURPOSE

The purpose of this specification is to request Supply Chain Management Unit to procure the service Provider to second three procurement officials in order to assist with processing of procurement backlog and any other procurement.

2. BACKGROUND

Lepelle Northern Water (“LNW”) is a public water utility, wholly owned by the state, established in terms of the Water Services Act No 108 of 1997. The entity is required by the Public Finance Management Act (Act 1 OF 1999 and the constitution of South Africa that all procurement of goods and services are procurement in a fair, competitive, transparent, equitable and with value for money in line with Supply Chain transcripts.

The supply chain unit is currently having a backlog on procurement of requests received from end user due to shortage of staff, expansion/growth within the organization and increased volume on requests.

Currently there is a need for at least three human capacity to assist with the procurement of goods and services within Lepelle in order to meet the objectives of the institution timeously.

The officials to be placed must understand supply chain management prescripts and be in a position to start immediately with minimal induction/training and be able to finalize all the procurement backlog by the 30th June 2024.

3. SPECIFICATION

Quotations are hereby invited from credible service providers to second 3 skilled officials to the Supply Chain Management Unit - 2 procurement Officers and 1 Senior Procurement Officer while the entity is still busy finalizing the permanent recruitment process.

4. SCOPE OF WORK

The scope of work for the Procurement Officers will be as follows:

- 4.1 Procurement of goods and services received from user departments.
- 4.2 Procurement of goods and services in a cost effective manner
- 4.3 Sourcing and evaluation of quotations and tenders for goods and services
- 4.4 Generates purchase orders and prepare appointment letters
- 4.5 Determines best method of procurement in line with legislation and LNW policy and procedure.
- 4.6 Assist with preparation of technical RFPs, tender specifications and purchase requisitions ensuring compliance.
- 4.7 Prepare tender adverts, open tender box and record bids in terms of prescribed procedures.
- 4.8 Render and provide administrative support to bid committees.
- 4.9 Prepare tender evaluation reports.
- 4.10 Facilitate tender briefing sessions.
- 4.11 Implement specific goals requirement during procurement.
- 4.12 Compile monthly reports on supply chain management for activities carried out in own area of responsibility.
- 4.13 Ensure filing and record keeping of all SCM related documents
- 4.14 Adhere to HR Policy and Procedures and SCM code of conduct.

The scope of work for the Senior Procurement Officer will be to supervise the work above and make recommendation or approval in line with SCM Policy and SCM Sub- delegations.

NB:- LNW reserves the right to reduce the scope of work at any point prior appointment or during the implementation as they deem fit or as the operations dictate.

5. DURATION OF CONTRACT

Duration of the contract is six (6) months (e.g. March 2024 to August 2024) and an order will be issued to the successful Service Provider. It should be noted that the LNW reserves the right to terminate the service at any point with a 30 days notice to the Service Provider.

6. PRICING SCHEDULE	No. of officials	No. of month	Monthly Rate per Officer	Total (monthly rate X no.of officials X no.of months)
Position				
Procurement Officer	2	6		
Senior Procurement Officer	1	6		
Sub Total				
Price (Exclusive VAT)				
Vat				
Price (Inclusive VAT)				

NB:- Pricing above must include all chargeable items and no items will be paid outside the above fixed price.

7. PROCUREMENT PROCESS

The normal LNW supply chain management process will be followed in line with the SCM policy of LNW and Procedures with no deviations from the normal anticipated procurement process at this stage.

Contract Period	: 6 Months
Validity of RFQ	: 60 days
Date RFQ published	: 28 February 2024 (Wednesday)
RFQ document available	: 28 Feb 2024
Closing date of RFQ	: 4 March 2024(Monday)@11am
Briefing session	: None

8. EVALUATION CRITERIA

Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act, 2017. Bidders will be evaluated on functionality first, only those qualifying by achieving the minimum cut off point of 70% will be evaluated on administrative compliance and then price and preference points.

a. THE QUOTATIONS WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

- Relevant specifications
- Value for money
- Capability to execute the work/ contract
- LNW SCM Policy
- PPPFA & associated regulations

8.1. MANDATORY REQUIREMENTS (PRE-QUALIFICATION)

- i. Pricing schedule to be completed in full to render the quotation responsive. If any section of the pricing schedule is left incomplete the bid document will be disqualified.
- ii. Proof of registration on the Central Suppliers Database (CSD) (this can be accessed or verified online if not attached)

NB: Failure to comply with any of the above requirements will lead to disqualification of the quotation.

Quotations will further be evaluated in terms of Method 4:

- Stage 1: Evaluation on Functionality (Minimum cut-off point of 65 points (65%) to be scored to be considered responsive)
- Stage 2: Evaluation on 80/20 preferential points system (Price and specific goals)

8.2. FUNCTIONALITY

Stage 2: Evaluation on Functionality

The first stage will evaluate functionality, and the minimum threshold will be 65% (100 points) to be considered for further evaluation in stage 2 (Evaluation on Price and B-BBEE). Evaluation of proposals will be done according to the following criteria (so sufficient information should be provided).

NB The Bidder should demonstrate capacity across all criteria to the maximum of 65 points) which experience is critical.

<p>Criteria for assessing Functionality</p> <p>All quotations duly lodged will be evaluated on functionality as pre-qualifying criteria. The evaluation criteria and weighting for measuring functionality are indicated.</p> <p>Summary List the names of all 3 candidates whose CV`s are attached:-</p> <p>1. ----- = ----- years</p> <p>2. ----- = ----- years</p> <p>3. ----- = ----- years.</p> <p>Summary of the Project Manager (off site leader of the above team):-</p> <p>1. ----- = -----</p>	<p>Points</p> <p>100</p>
<p>Personnel Qualifications</p>	<p>50</p>
<p>Required qualification for all three candidates (50)</p> <p>(i) Two procurement officers must have the following (30) :-</p> <ul style="list-style-type: none"> - Degree in Accounting /Finance / SCM / Purchasing / Logistics = 15 point per personnel (maximum point is 30 points) - National Diploma in Accounting /Finance/ SCM / Purchasing / Logistics = 10 point per personnel (maximum points is 20 points) <p>(i) One Senior Procurement Officer must have the following (20) :-</p> <ul style="list-style-type: none"> - National Diploma in Accounting / Finance / SCM / Purchasing / Logistics = 10 point per personnel (maximum points is 10 points) - Degree in Accounting / Finance/ SCM / Purchasing / Logistics = 15 point per personnel (maximum point is 15 points) 	

<p>- Post graduate qualification in Accounting / SCM / Purchasing / Logistics = 20 point per personnel (maximum points is 20 points)</p> <p>NB:- Attach copies of Qualification per candidate proposed. Certificates will be verified.</p> <p>Minimum qualification of a diploma related to Accounting / finance / SCM / Logistics for all 3 candidates is mandatory in order to be scored below points on experience.</p>	
<p>Seconded SCM Personnel working Experience (Key Personnel to be seconded)</p>	40
<p>Experience in a Finance or SCM environment for two Procurement Officers profiles (20):-</p> <p>(i) 3 years and above = 10 points per candidate (maximum of 20 points)</p> <p>(ii) Less than 3 years' experience = 0 points</p> <p>Working experience in a Finance or SCM environment for one Senior Procurement Officer profile (20):-</p> <p>(i) 3 years experience = 10 points</p> <p>(ii) 2 years supervisory experience = 10 points</p> <p>(iii) Less than 3 years' experience or 2 years supervisory experience = 0 points</p> <p>NB Attach a copy of a candidate CV to be seconded in a position (The CV must be customized to the advertised position clearly showing total number of years in finance /SCM environment.</p> <p>NB: The candidates listed for experience must be the same candidates listed for qualifications. If candidates for experience differ with candidates for qualifications 0 points will be allocated.</p>	
<p>Leading project manager experience in finance or SCM environment (10) :-</p> <p>(iv) 5 and above years' experience = 10 points</p> <p>(v) Less than 5 years' experience = 0 points</p>	10
<p>Total Points</p>	100

8.3. EVALUATION ON PRICE AND PREFERENCE POINTS

8.3.1. PRICE AND PREFERENCE POINTS

Stage 4: Evaluation on Price and Specific goals 80/20

Financial offer and Specific goals

- 1) Score RFQ evaluation points for financial offer (Pricing).
- 2) Confirm that Service Providers are eligible for the specific goals through CSD (Disability points must be supported by Doctor`s letter)
- 3) Calculate total quotation evaluation points.
- 4) Rank quotations offers from the highest number of Service Provider evaluation points to the lowest.
- 5) Recommend the quotation with the highest number of quotation evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE
(see definition on SBD 4 attached)

Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO} = W_1 \times A$ where:

$NFO =$ the number of tender evaluation points awarded for the financial offer.

$W1 =$ the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

$A =$ a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(\frac{P}{1 + \frac{P - P_m}{P_m}})$	P/P_m
2	Lowest price or percentage commission/fee	$(\frac{P}{1 - \frac{P - P_m}{P_m}})$	P_m/P

where:

$P_m =$ the comparative offer of the most favorable tender offer.

$P =$ the comparative offer of tender offer under consideration.

The 80/20 or 90/10 Preferential Point System will be used to evaluate the bid.

Table 2: Preference Points Allocation (As per the Preferential Procurement regulations 2022)

#	Specific Goals	Means of verification	80/20 Points	90/10 Points
1	Disability (Minimum of 1 shareholder ownership in the company)	CSD Report	5	2.5
2	Black women (100% Black women ownership in the company)	CSD Report	5	2.5
3	Black ownership (100% black ownership in the company)	CSD Report	5	2.5
4	Black Youth (Minimum of 1 shareholder Black youth ownership in the company)	CSD Report	5	2.5
	Total Points		20	10

The points scored by the tenderer with respect to the level of Preference Points Allocation must be added to the points scored for price.

8.4. ADMINISTRATIVE COMPLIANCE

1. Company registration documents
2. Certified valid ID copies of the company shareholders
3. Completed SBD4 Forms

NOTE:

- a) The JV partners must submit both mandatory and administrative documents for each Company.
- b) Preferred JV bidder will be required to submit a joint JV bank account, CSD registration and VAT number
- c) The client reserves the right to verify any information provided on the quotation
- d) The bidders must comply with all terms and condition including requirements as stipulated in the Quotation Documents to be evaluated further.
- e) LNW is not compelled to accept the lowest or any quotation

Please note that the above required administrative documents will be deemed as mandatory to the preferred bidder within 2 working days. Required documents will be requested for submission within two working days and failure to submit will be deemed as non-responsive.

There will be no compulsory briefing session. Bidders are requested to send electronic emails for any enquiries to the following contact information: tmaluleke@lepelle.co.za

NOTE:

- a) The client reserves the right to verify any information provided by bidder
- b) The bidders must comply with all terms and condition including requirements as stipulated in the RFQ to be evaluated further.
- c) LNW is not compelled to accept the lowest or any RFQ

9. CONDITIONS OF THE RFQ

- o The Service Provider will be expected to bring the candidates with all tools to be operational e.g laptop, cellphone ect
- o LNW reserves the right at any point of the contract to request a substitute if one of the employees under performs or performs in a non- satisfactory manner.
- o Placement must be done in line with the CV`s evaluated on functionality and any substitute of the personnel seconded must be signed off by LNW project manager before implementation (substitutes must have same or more competency level as per the initial proposal .
- o No variation or extension will be allowed without proper approvals.
- o It should be noted that the LNW reserves the right to terminate the service at any point with a 30 days notice to the Service Provider.
- o LNW reserves the right to reduce the scope of work prior appointment or after appointment where they deem fit to meet LNW needs.

10. SUBMISSIONS

All quotations must be submitted via email to SCM Unit – SCM Officer **Ms Mamokidi Mangena** at the following email address:- mamokidim@lepelle.co.za

Technical Enquiries can be directed to the project manager Ms T Maluleke at email tinyikom@lepelle.co.za, contact number 015 295 1872