



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit quotations for requirements stipulated below:

DOCUMENT NUMBER /TITLE	Request for Quotations for the Provision of Newspapers to SAQA
RFQ ISSUE DATE:	08 October 2018 2018
RFQ CLOSING DATE AND TIME:	23 October 2018
RFQ VALIDITY PERIOD	30 DAYS FROM RFQ CLOSING DATE
PERIOD	TWELVE (12) MONTHS
DESCRIPTION:	Provision of daily and weekly newspapers to SAQA for a period of 12 months
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	<u>smaninjwa@sqa.org.za</u>
ENQUIRIES	Mr. Stanley Maninjwa Advocacy, Communication and Support (ACS) Email: <u>smaninjwa@sqa.org.za</u> Tel: 012 431 5031 Address: SAQA House, 1067 Arcadia Street, Hatfield, 0083

TERMS OF REFERENCE

<p>About SAQA</p>	<p>The South African Qualifications Authority (SAQA) is a statutory body, established through an Act of Parliament to oversee the further development and implementation of the National Qualifications Framework (NQF).</p> <p>Visit www.saga.org.za for more information on SAQA and the NQF.</p>														
<p>Background</p>	<p>SAQA's Integrated Communication Strategy recommends that SAQA raise awareness, understanding and value of its responsibilities, products, services and projects. SAQA uses varying and appropriate mediums such as print, broadcast and digital platforms to communicate with its different audiences. As the custodian of the NQF, SAQA also relies on its partners to raise awareness about the NQF.</p> <p>To achieve the above objectives SAQA must track and monitor its messages and mentions including those of its partners in the media. To this end, there is a need for SAQA to acquire the services of a competent and capable service provider to supply newspapers for a period of twelve months.</p>														
<p>Objectives of the project</p>	<p>SAQA seeks the services of a newspaper provider to:</p> <p>Supply daily and weekly newspapers for a period of 12 months.</p>														
<p>Scope of work</p>	<p>The service provider will deliver the following daily and weekly newspapers for a period of 12 months:</p> <table border="1" data-bbox="453 1413 1509 1816"> <thead> <tr> <th>Quantity</th> <th>Newspaper</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>City Press (Weekly)</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Daily Sun</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Mail & Guardian (Weekly)</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Pretoria News</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Sowetan</td> </tr> <tr> <td style="text-align: center;">1</td> <td>Sunday Times (Weekly)</td> </tr> </tbody> </table>	Quantity	Newspaper	1	City Press (Weekly)	1	Daily Sun	1	Mail & Guardian (Weekly)	1	Pretoria News	1	Sowetan	1	Sunday Times (Weekly)
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<p>Bid/quotes requirements</p>	<ul style="list-style-type: none"> • Service providers must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids in order to enable SAQA to confirm suppliers' tax status. • Service providers are required to submit a valid certified copy of B-BBEE 														

	<p>certificate or Sworn Affidavit for EMEs and QSEs as per the B-BBEE Act. SANAS Logo should be visible on the B-BBEE Certificate.</p> <ul style="list-style-type: none"> • Service providers must complete, sign and submit SBD 3.1, SBD 4, SBD 6.1, SBD 8 AND SBD 9 forms. Click here for the forms • The proposal and required documents must be submitted through email. • All RFQs will be evaluated either in terms of the 80/20 system prescribed by the Preferential Procurement Requisitions 2017 or price only based on its threshold. 	
Reporting	<ul style="list-style-type: none"> • SAQA will appoint a contact person who liaises with the successful service provider with regard to all issues related to the successful implementation of the project including payments, and reports where necessary. 	
Evaluation Criteria	Sub-criteria	Points
Experience of the service provider	<p>The Service provider must demonstrate experience in supplying newspapers as follows:</p> <ul style="list-style-type: none"> • Describe how the delivery of newspaper will be done and managed on a daily basis. (20 points) • Identify any possible challenges that might hinder timely delivery and indicate how these challenges will be mitigated. (10 points) • 	30
References	<p>Provide evidence of having supplied newspapers to other organizations</p> <ul style="list-style-type: none"> • No reference letter - 0 • 1 reference letter - 20 • 2 reference letters - 30 • 3 reference letters - 40 • 4 reference letters - 60 • 5 or more reference letters - 70 	70
	Total Points	100
Minimum Scoring	<p>In order to qualify to be evaluated for the phase following functionality, a bidder must have:</p> <ul style="list-style-type: none"> • Obtained a minimum of 70 points out of the total points for functionality. 	

	<ul style="list-style-type: none"> After functionality evaluation, qualifying bids will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000), Preferential Procurement Regulation 2017. 																						
Points awarded for B-BBEE status level of contributor	<p>In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:</p> <table border="1" data-bbox="453 501 1254 1182"> <thead> <tr> <th data-bbox="453 501 715 629">B-BBEE Status Level of Contributor</th> <th data-bbox="715 501 1254 629">Number of points (80/20 system)</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 629 715 701">1</td> <td data-bbox="715 629 1254 701">20</td> </tr> <tr> <td data-bbox="453 701 715 772">2</td> <td data-bbox="715 701 1254 772">18</td> </tr> <tr> <td data-bbox="453 772 715 844">3</td> <td data-bbox="715 772 1254 844">14</td> </tr> <tr> <td data-bbox="453 844 715 916">4</td> <td data-bbox="715 844 1254 916">12</td> </tr> <tr> <td data-bbox="453 916 715 987">5</td> <td data-bbox="715 916 1254 987">8</td> </tr> <tr> <td data-bbox="453 987 715 1059">6</td> <td data-bbox="715 987 1254 1059">6</td> </tr> <tr> <td data-bbox="453 1059 715 1131">7</td> <td data-bbox="715 1059 1254 1131">4</td> </tr> <tr> <td data-bbox="453 1131 715 1202">8</td> <td data-bbox="715 1131 1254 1202">2</td> </tr> <tr> <td data-bbox="453 1202 715 1274">Non-compliant contributor</td> <td data-bbox="715 1202 1254 1274">0</td> </tr> </tbody> </table>			B-BBEE Status Level of Contributor	Number of points (80/20 system)	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-compliant contributor	0
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Minimum Service Level Agreement Standards	Service Description Supply daily and weekly newspapers	Target 100% delivery of daily and weekly newspapers by 09:00 hrs on the required day	Penalty 20% deduction of the total monthly payment for failing to supply any of the newspapers and for missing the 09:00 hrs deadline.																				
Penalty Maximum Limit and Service Disputes	<ul style="list-style-type: none"> The maximum penalties will be limited to 20% per month of the total monthly fee. Furthermore, should the 20% limit be reached four (4) times during the contract period, SAQA reserves the right to immediately enter into a Service Dispute that may result in the termination of the contract? Notwithstanding the aforementioned and without prejudice to any other rights SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation. During a Service Dispute, the service provider shall continue to render services in terms of these service levels 																						

	standards.
Conditions under which quotations are to be submitted	<ul style="list-style-type: none"> • SAQA reserves the right to reject any quotation that, in its opinion, is not according to the specifications. • The bidder will be disqualified should the service provider make any attempt, either directly or indirectly, to canvass SAQA, or any of its employees in respect of the quotation between the date of the quotation and the date of award. • SAQA reserves the right not to accept the lowest quotation, as the quality of the proposal and the ability to deliver within a short period will play a major role when the proposals are evaluated. • Similarly, SAQA is not bound to select any of the service providers quoting for this requirement. • SAQA reserves the right to award only part of the contract, if it deems necessary. • SAQA reserves the right to contact interested services providers for clarity on any of the proposals/quotations submitted. • Service providers should provide full breakdown of prices as per services to be rendered. • Services providers might be expected to avail themselves for presentations before a decision is made. • Successful service providers will be expected to sign a contract and Services Level Agreement with SAQA. • Late submissions of quotations will not be accepted.