

REQUEST FOR QUOTATION

REF: RFQ006/2021

CLOSING DATE: 16 APRIL 2021

CLOSING TIME: 12:00



CONDITIONS FOR COMPLETING BID DOCUMENTS

If any of the following bid forms are not completed and signed or not handed in with your bid proposal with accompanying supporting documents on closing date and time, your proposal will be immediately disqualified.

Document	Comments	Submitted ? (Yes / No)
Invitation to bid	Make sure it is signed	
Profile of key staff: Qualifications, experience and expertise of the person that is accountable and responsible for the development of the material	Attach annexure or addendum	
References	Please provide two reputable, contactable references where similar services were delivered	
Course Outline	With reference to the "Scope of work" as per section 6 of this Request for Quote (RFQ), provide a course outline (i.e. structure, sessions / segments, contents, topics, time allocation, etc.) <i>Attach annexure or addendum</i>	
Pricing schedule and total bid price	Attach annexure or addendum	
Tax Clearance Certificate	Certificate must be original and valid	
Vat Registration Certificate	If applicable	
Declaration of interest	Must be signed. Failure to sign will invalidate your bid.	
Certificate of Independent Bid Determination	Must be signed. Failure to sign will invalidate your bid.	
Certified copies of Company/ Close Corporation Registration Documentation	[If applicable] 1. certificate of registration, 2. change of name certificate (if applicable) 3. register of directors / members, and 4. most current registered business address	
B-BBEE Status Confirmation	B-BBEE Certificate or B-BBEE Affidavit, as applicable	
Certified copies of identity documents	For all current shareholders / members / individuals?	



SAICA Standard General Conditions of Contract	Make sure its signed and witnessed	
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INVITATION TO BID – REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS t/a SAICA

RFQ NAME: TRAINEE RESEARCH PROJECT

RFQ NUMBER: RFQ006/2021

CLOSING DATE: 16 April 2021 CLOSING TIME: 12:00

BID DOCUMENTS MUST BE EMAILED:

Email : Procurement@saica.co.za

Address : 17 Fricker Road, Illovo

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract which will be furnished ONLY to the winning bidder.

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER FACSIMILE

TELEPHONE NUMBER

VAT REGISTRATION NUMBER

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



2. DEFINITIONS

- 2.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an entity for the provision of services, works or goods, through quotations (i.e. Request for Quotation) or advertised competitive bidding processes (i.e. tender);
- 2.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003, as amended);
- 2.5 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.6 **“Consortium (or joint venture)”** 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;
- 2.7 **“Contract”** means the agreement that results from the acceptance of a bid by an entity and shall include any schedule, drawings, patterns, samples attached to any agreement entered into and all other Schedule hereto;
- 2.8 **“Contractor(s)”** means a Bidder whose bid has been accepted by SAICA;
- 2.9 **“Cost of materials”** means the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 2.10 **“EME” (Exempt Micro Enterprise)** means any enterprise with annual total revenue of R5 million or less if being measured in terms of the Codes of Good Practice (2007), or R10 million or less if being measured in terms of Codes of Good Practice (2013).
- 2.11 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.12 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other



factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

- 2.13 **“Joint Venture” or Consortium** see 2.6
- 2.14 **“Letter of Appointment”** means the written communication by SAICA to the Contractor recording the acceptance by SAICA of Contractor’s bid subject to the further terms and conditions to be itemized in the contract;
- 2.15 **“Non-firm Prices”** means all prices other than “firm” prices;
- 2.16 **“Person”** includes a juristic person;
- 2.17 **“Purchase Order(s)”** means an official order issued by SAICA for the supply of goods pursuant to a contract or bid;
- 2.18 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.19 **“SAICA”** shall mean **The South African Institute of Chartered Accountants t/a SAICA** and its joint venture companies;
- 2.20 **“Signature date”** and in relation to any contract, means the date of the letter of appointment;
- 2.21 **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.22 **“Tax Clearance Certificate”** means a tax clearance certificate issued by the South African Revenue Services (SARS) confirming that the natural or juristic person is a registered tax payer.
- 2.23 **“Termination date”** in relation to any Contractor means the date of final delivery of services, works or goods, or the final delivery certificate;
- 2.24 **“Value Add”** means that portion of the bid price not constituting the cost of materials;
- 2.25 **“Warranties”** means collectively any and all warranties listed and otherwise (if any) given by the Bidder in term of this agreement.



3. CONDITIONS OF BIDDING

Proprietary Information

3.1 SAICA considers this Request For Quotation (RFQ) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to SAICA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of SAICA.

Enquiries

3.2 All communication and attempts to solicit information of any kind relative to this RFQ should be in writing and channeled to: email address procurement@saica.co.za on or before 16/04/2021 at 12:00.

3.3 All the documentation submitted in response to this RFQ must be in English.

3.4 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by SAICA in regard to anything arising from the fact that pages are missing or duplicated.

Validity Period

3.5 Responses to this RFQ received from suppliers will be valid for a period of 60 days counted from the closing date of the RFQ.

Submission of RFQ

3.6 RFQ should be emailed to email address procurement@saica.co.za by 12:00 on 16/04/2021

3.7 Amended bids may be emailed, together with the original bid to email address procurement@saica.co.za. An amendment bid without original bid documents will not be considered.

3.8 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.

3.9 Kindly note that SAICA is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.

3.10 SAICA reserves the right not to accept the lowest bid price of any RFQ in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to SAICA.

3.11 SAICA also reserves the right to award this bid to an empowerment entity or may award this bid on conditions that a joint venture with an empowerment entity is formed. This may be added to the criteria when evaluating the bids.



3.12 SAICA also reserves the right to award this bid as a whole or in part without furnishing reasons.

3.13 SAICA reserves the right to amongst other things, conduct unscheduled or schedule site visit to satisfy itself, as to the validity of the information provided on this bid documents.

Tax Clearance Certificate Requirements

3.14 It is a condition of bid that the taxes of the successful bidder **must be in order**, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

4. PREFERENCE POINTS CLAIM FORM IN TERMS OF SAICA'S PREFERENTIAL PROCUREMENT

4.1 This preference form must form part of all bids invited. It contains general information and serves as a guide to claim preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

4.2 SAICA's Preferential procurement policy will apply for all bids in accordance with the table below:

4.3 SAICA makes use of the 60/40 and 75/25 evaluation criteria on Price and B-BBEE wherein 60 and 75 points are allocated for price and 40 and 25 points are allocated for B-BBEE Level of Contribution.

4.4 SAICA may use either the 60/40 or the 75/25 for this tender proposal.

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	30*
2	20
3	10
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0



* 30 (thirty) points are allocated to a B-BBEE level 1, as per the 60/40 evaluation criteria, the remaining ten (10) will be allocated for B-BBEE bonus points as follows:

An EME or QSE which is at least 51% black owned	5 Points
An EME or QSE which is at least 30% black owned by women	5 Points

4.5 The following table must be used to allocate points for B-BBEE where the 75/25 principle applies

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	15*
2	10
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0

4.6 *The remaining ten (10) will be allocated for B-BBEE bonus points as follows:

An EME or QSE which is at least 51% black owned	5 Points
An EME or QSE which is at least 51% black owned by women	5 Points

4.7 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their **consolidated B-BBEE** scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.



4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5. SUB-CONTRACTING

5.1 A person or entity awarded a contract may not sub-contract more than **25%** of the value of the contract to any other entity that does not have **an equal or higher** B-BBEE status level than the person or entity concerned.

5.2 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

5.3 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?.....

(iii) Registration number

(iv) VAT registration number

(v) the B-BBEE status level of the sub-contractor?

(vi) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

6. BID EVALUATION METHOD

This bid will be evaluated as outlined in the table below:

Stage	Method of evaluation
Stage 1	Administrative responsiveness evaluation: All the proposals will be evaluated against the minimum list of returnable documents.
Stage 2	Technical evaluation: Functionality requirement: The bidder must provide a technical proposal that respond to the requirements set-out in the functionality evaluation criteria below. A Minimum score of 50% must be achieved in order to proceed to be evaluated on Stage 3.



Stage	Method of evaluation
Stage 3	<p>Price and Preference: Financial proposals for qualifying bidders will be opened and evaluated. Bidder's <u>pricing on either/or (60/75% weighting)</u> and <u>BBBEE certificates on (40/25% weighting)</u> will be ranked according to price and preference points from the highest to the lowest number of points scored.</p> <p>Allocation of points for price will be done according to this formula:</p> <p><i>Price Points = 60*[1 – (Price offered – Lowest price)/lowest price]</i></p> <p>Or</p> <p><i>Price Points = 75*[1 – (Price offered – Lowest price)/lowest price]</i></p>



7. SCOPE OF WORK

7.1 Overview of the Scope of Work

Trainees and their experiences in the training programme

Over the course of 2020, two events were held (virtually) where a number of concerns around trainees and their experiences in the training programme came to light. SAICA would like to understand these concerns raised in more detail by obtaining further information around the nature of and frequency of these concerns, as well as where they are most prevalently being experienced. The main objective of the study is to determine whether the concerns raised are specific to types of offices (eg public sector versus the “big 4” and other types of training offices) so we can direct what we need to action to specific training offices.

7.2 Technical Expectations from the Service Provider

Target market

SAICA Trainees (whose training contract commenced before 1 January 2021 and those trainees that have been out of their training contract for a period of 12 months).

Methodology

Online questionnaire using Kwiksveys to capture the data.

If the questionnaire is too complex for the KwikSurvey functionality – the service provider’s online tool will be used. Please quote separately for this.

If needed, SAICA may consider adding some focus groups to further unpack the data after the online questionnaire has been analyzed. Please quote separately for the inclusion of 5 focus groups from different types of training offices.

Sample

SAICA has approximately 10 000 – 12 000 registered trainees across 713 training offices South Africa. Training offices are categorized as:

Training office category	Size of category (2020)
AGSA	1089
“Big 4” (Deloitte, KPMG, PWC and EY)	3747
Commerce & Industry	445
Small Public Practice (PP) (30 or less trainees)	3438
Medium PP (31 – 100 trainees)	629
Large PP (greater than 100 trainees), other than the Big 4 above	1030
Public sector	122

Please include a sampling structure in your proposal.



SAICA needs to be made aware of any difficulties in reaching the sample as soon as possible. SAICA would like this to be an independent survey. Please advise on the best way of distributing the survey link (SAICA to distribute vs Supplier to distribute).

Questionnaire

A draft questionnaire will be provided by SAICA. It is the service provider’s responsibility to review and design the final questionnaire.

The final questionnaire must be approved and signed off by SAICA.

The questionnaire will contain closed and a max of 5 open-ended questions.

The questionnaire will be hosted by SAICA and scripted on KwikSurveys by the SAICA Business Research Coordinator.

If the questionnaire proves to be too complex for KwikSurvey functionality, the service provider’s online tool will be used.

The questionnaire will contain the following:

- Demographics and screening questions
- Quantitative questions
- Qualitative questions (max of 5 open ended questions)

Deliverables

The service provider is required to do analysis on the data.

Data (outcome of the survey) which is to be exported into Excel format.

The service provider is required to present a report of the findings to SAICA.

Timeline

Please include a timeline/project plan on the quote.

SAICA needs the report as soon as possible but by no later than end June 2021.

7.3 **Additional Documents – Reference Links to assist service provider to respond to tender**

7.4 **Briefing Session** – No briefing session will be conducted.

8. EVALUATION CRITERIA

No	Selection Criteria	Weight
1.	Previous experience with SAICA	20
2.	Interpretation of the brief; Application of statistical Modelling (if Applicable); Completeness of proposal	50
3.	Suitability of the methodology proposed	30
	Total Score 100	100%
Minimum technical evaluation threshold :50		



8.1 Pricing Schedule – Methodology

The detailed and clear cost breakdown schedule must be provided in accordance with the SAICA requirements defined in this Request for Quotation in accordance with the following:

Code	Description	Quantity	Price
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ANNEXURES

A: DECLARATION OF INTEREST BY BIDDER

RFQ Name:

RFQ ref:

- 1. Any legal person, including persons employed by SAICA or persons having a kinship with persons employed by SAICA, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons employed by SAICA, 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, if it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority.
- 2. As a Service Provider I hereby declare that I, or and parties directly related to me (i.e. relative and friend) have a personal association with an employee at SAICA.

Name of SAICA associate	Relationship

- 3. As a Service Provider I hereby declare that neither I, nor any parties directly associated to myself (i.e. relative and friend) have a personal association with an employee at SAICA.

Name of representative:

Signature: Date:

Bidding Company:



B: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Document must form part of all bids 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). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. 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.
4. SAICA reserves the right 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.
5. I, the undersigned, in submitting the accompanying bid as stated below, certify that:
 - 5.1 I have read and I understand the contents of this Certificate;
 - 5.2 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
 - 5.3 I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
 - 5.4 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
 - 5.5 For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, 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



- 5.6 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 will not be construed as collusive bidding.
- 5.7 In particular, without limiting the generality of paragraph 5.6 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.
- 5.8 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.
- 5.9 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.
- 5.10 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 entity 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.

RFQ name: RFQ No.:

Name of representative:

Signature: Date:

Bidder:

