
REQUEST FOR QUOTATIONS

QUOTATION NUMBER: 65/19/20

**THE APPOINTMENT OF A SANAS ACCREDITED BBBEE
VERIFICATION AGENCY FOR THE PROVISION OF B-BBEE
STATUS VERIFICATION SERVICES FOR THE EASTERN CAPE
PARKS AND TOURISM AGENCY**

ECPTA hereby invites quotations FOR THE APPOINTMENT OF A SANAS ACCREDITED BBBEE VERIFICATION AGENCY FOR THE PROVISION OF B-BBEE STATUS VERIFICATION SERVICES FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY. Please refer to the attached Specifications for details.

NB: It is important that **ALL detailed information on required is furnished in full**. Failure to comply will render your quotation liable to rejection, as late and incomplete quotations cannot be considered.

EVALUATION OF QUOTATIONS

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 OF 2000 AND ITS REGULATIONS WILL APPLY:

A Two (2) stage evaluation process will be employed. Stage One (1) Bids will be evaluated based on a set of Pre-requisites. Bidders must submit all the required documentation on Stage 1 in order to be evaluated on Stage 2. On Stage 2, bidders will be evaluated on Price (80) and B-BBEE (20) in accordance with the Preferential Procurement Regulations of 2017.

STAGE 1: Pre-qualification

- The bidder must be SANAS Accredited to render verification services. Bidder must provide valid and certified proof of such accreditation reflecting the name of the bidding entity.
- The bidder must submit proof of business location within the Eastern Cape. Proof of address must be submitted in one of the following documents:
 - a) Lease Agreement;
 - b) Utility Bill;
 - c) Municipal Rates clearance; or
 - d) Municipal Account.

NB: Failure to provide proof of location in the above-mentioned format, will result in disqualification of the bidder

- The bidder must submit a minimum of three reference letters where they have rendered similar B-BBEE Audit Verification service to a similar sized entity. Proof of relevant projects completed must be submitted in one of the following forms:
 - Letters of Appointment,
 - reference letter/s;
 - copies of contracts;
 - Purchase Orders

NB: Failure to provide proof of relevant projects in the above-mentioned format, will result in disqualification of the bidder

- The bidder must submit CV, Proof of Qualification and Proof of Registration (Where applicable) of the Project Leader that will be assigned to the task.
 - CV, Qualifications and Proof of Registration (Where applicable) of the Project Manager/Project Leader with a minimum of 3 years relevant experience

Failure to submit both CV and Proof of Qualification and/or Proof of registration (Where applicable) will result in immediate disqualification of bid

STAGE 2- PRICE & B-BBEE

CRITERIA FOR FUNCTIONALITY	POINTS
Price	80
B-BBEE Status	20
Total	100

NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Sworn Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.

Quotation documents will be available from the **06 FEBRUARY 2020 free of charge**. Documents can only be emailed to applicants upon request.

Sealed Quotations endorsed on the envelope with the Tenderer's name and the Quotation Number shall be deposited in the formal Tender Box situated in the ECPTA offices at 17-25 Oxford Street, Corner of Fleet and Oxford Street, East London CBD, East London or posted so as to reach The Chief Executive Officer, P.O. Box 11235, Southernwood, East London, 5213 in sufficient time for it to be placed in the Tender Box before the closing time of 11h00 on the closing date i.e. **14 FEBRUARY 2020**.

- The Agency reserves the right not to accept the only or lowest tender or any tender at all, or to accept the whole or part of any Tender.
- Service providers must be registered with the Central Supplier Database
- In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to service providers who reside within the Eastern Cape.
- Canvassing with ECPTA officials shall disqualify a Tender.
- Late, incomplete or unsigned Tenders will not be considered.
- The standard tender conditions will apply.
- The Agency reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion by notice published in the appropriate media and to all parties who have drawn documents.
- The invitation and award of this Tender is subject to the requirements of the Eastern Cape Parks and Tourism Agency Procurement Policy.

Enquiries regarding issue of bid documents may be directed by e-mail to Mr Nathan Leeuw at Nathan.Leeuw@ecpta.co.za. – 043 492 0693