

**RFQ No: 02/08/2023**

**RFQ Date: 04 August 2023**

**From: Supply Chain Management**

Contact Person : Lastar Makhubela

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**REFERENCE NO: 02/08/2023**

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

**1. Detailed Specification/Terms of reference**

Expected date of delivery	17 – 18 August 2023
Time:	
Venue:(Place of delivery)	Centurion
Type:	
<b>TERMS OF REFERENCE REQUEST FOR A SERVICE PROVIDER FOR THE FACILITATION OF A STRATEGIC PLANNING SESSION</b>	
<b>PURPOSE:</b>	

The Film and Publication Board (FPB) invites suitable service providers to provide facilitation services for the Strategic Planning session planned to take place on the 17 – 18 August 2023.

The details of time and venue to will be advised. The outcomes of the Session should be:

- 1) The Strategic Plan (SP),
- 2) The Annual Performance Plan (APP), and
- 3) Risk Register

**FUNCTIONALITY (SCOPE OF WORK):**

1. To study the Guideline documents for Planning and Monitoring form the Department of Planning and Monitoring (DPME)
2. Analyse the current and previous Strategic Planning documents of the FPB
3. Determine the reasons for gaps in performance.
4. Prepare the facilitation of the Strategic Planning session.
5. Facilitate a two-day Strategic session.
6. Compile notes of the Strategic session
7. Prepare, edit and submit the Risk Register, Strategic Plan and Annual Performance Plan in the template required by the DPME.

**COMPANY REQUIREMENTS (QUALIFICATION AND EXPERIENCE);**

The service provider should:

1. Have the necessary qualifications in public administration, Strategic Planning, monitoring and evaluation.
2. Have knowledge and experience of government priorities.
3. Have demonstrable knowledge and experience of Government Strategic Planning as per the latest DPME guidelines.
4. Have the necessary experience in Priorities and the Framework for managing performance information.
5. Provide proof that they have facilitated similar project in previous years, accompanied by correspondence from at least (3) contactable references.

**DURATION OF CONTRACT**

This is a once off project and will terminate as soon as the SP, APP and Risk Register are provided within two (2) weeks after the Strategic Planning session .

**COMMENTS:**

**Closing date for submission of quotations/documents:**

**11 August 2023 at 12:00 pm**

**2. Quotation instructions:**

- 2.1. Quotations should be valid for at least: **60 days**.
- 2.2. Suppliers must supply written quotations that reflect the following information:
  - Price per item (All-inclusive prices are required)
  - Delivery lead time
  - Company Name
  - Company Registration Number
  - VAT Registration Number (If applicable)
  - Address
  - Contact Person
  - Telephone/Contact number
  - Email Address
- 2.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 2.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 2.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)
- 2.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)

- 2.7. All prices must be fixed and firm.
- 2.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.
- 2.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.
- 2.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

**2.10.1. Preferential points scoring**

**a) POINTS AWARDED FOR PRICE**

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

**80/20**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{max}$  = Price of highest acceptable tender

**b) POINTS AWARDED FOR SPECIFIC GOALS**

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the

- tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.**

***Note to service provider: The service provider must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the service provider)
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	(To be completed by the organ of state)	
Owned by women	8	
Owned by youth	6	
Owned by people with disabilities	2	
BBBEE levels 3 or lower	4	

- 2.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.
- 2.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
- 2.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

**Kind regards**

**Supply Chain Unit**

Attachments: SBD 1, 4, 6.1.

**QUOTATION DECLARATION**

**RFQ No: 02/08/2023**

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:
  - 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
  - 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.

\_\_\_\_\_  
Name (Person responsible for the quote)

\_\_\_\_\_  
Signature (Person responsible for the quote)

Date: