



RFQ NO: 1925936

**DESCRIPTION: RE-ADVERT APPOINTMENT OF A SERVICE PROVIDER TO PERFORM
RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE..**

ISSUED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

PREPARED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
NO.1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

Quotation Queries:	Technical Queries:
CONTACT NAME: PROCUREMENT OFFICE	CONTACT NAME: PROCUREMENT OFFICE
TELEPHONE: 011 386 6527	TELEPHONE: 011 386 6000
E-MAIL ADDRESS: procurementcorporate@nhls.ac.za	E-MAIL ADDRESS:

NAME OF A BIDDER:.....

CLOSING DATE: 27 November 2025 AT 11:00

**Compulsory Clarification Meeting/ briefing session will be conducted at NATIONAL HEALTH
LABORATORY SERVICE NO.1 MODDERFONTEIN ROAD, SANDRINGHAM on the 24th
November 2025**

QUOTATION VALIDITY PERIOD: The quotation validity period is 90 days.

**RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM
RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.**

CONTENTS	PAGE
1 PART A INVITATION TO QUOTE (RFQ) SBDs	3
2 TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).....	6
3 INVITATION OF PROPOSAL	9
4 RFQ EVALUATION PROCESS AND CRITERIA.....	9
5 PRICING SCHEDULE.....	12
6 FORM OF OFFER (SBD7).....	13
7 RFQ EVALUATION PROCESS AND CRITERIA.....	14
8 STANDARD BIDDING DOCUMENTATION.....	19

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

1. PART A Invitation to Bid

SBD 1

**PART A INVITATION TO
BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	RFQ No: 1925936	CLOSING DATE: 27 Nov 2025		CLOSING TIME:	11:00AM
DESCRIPTION	RE-ADVERT APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NHLS RECEPTION: RFQ BOX: NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PROCUREMENT OFFICE		CONTACT PERSON	PROCUREMENT OFFICE	
TELEPHONE NUMBER	011 386 6527		TELEPHONE NUMBER	011 386 6000	
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za		E-MAIL ADDRESS	procurementcorporate@nhls.ac.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		YES NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

This document may contain confidential information that is the property of the NHLS and the Client.

- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.
- f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date
- g) **A compulsory clarification site meeting/briefing session will be conducted at NATIONAL HEALTH LABORATORY SERVICE NO.1 MODDERFONTEIN ROAD, SANDRINGHAM on the 24th November 2025 at 11h00**

The bidder must be represented at the briefing session by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

h) *Writing must be in block letters and black ink.*

- i) Quotation procedure using a three (3) stage system will apply: **Administrative Compliance, Functionality/ Technicality and 80/20 (Price and Specific Goals)**
- J) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- k) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- l) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- m) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date.
- n) The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- o) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

Quotation must be All-Inclusive

- i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
- v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
- vi. Quotes should be submitted on an official letterhead and duly signed.

Delays in the supplier's performance

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

Penalties

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

ii.

I hereby accept the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink GCC Document or visit NHLS website https://www.nhls.ac.za/supply-chain/ , click on supply chain management tab then select General Conditions of Contract	I accept	I accept

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD, SANDRINGHAM.

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

1. SPECIFICATIONS

FORM OF QUOTATION

SUPPLIER NAME:

RFQ NO: 1925936

DESCRIPTION: RE-ADVERT APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE..

INVITATION FOR PROPOSALS

The (NHLS) invites suitably qualified bidders to submit proposals to provide service to the NHLS for the reconciliation of Receivables from Non-Exchange transactions of old outstanding balances.

The (NHLS) invites suitably qualified bidders to submit proposals to provide services to assist the Academic Affairs & Research (AAR) Finance unit to perform Receivables from Non-Exchange Transactions reconciliations and close all old accounts, obtain all supporting contracts and assist in addressing audit findings from the 2023/24 and 2024/25 financial year.

Note: The service will only be for Receivables for non-exchange transactions and no other components of the annual financial statements

As stipulated in section 55(1)(a) of the Public Finance Management Act, Act No 1 of 1999 Accounting Authority must prepare annual financial statements for each financial year in accordance with Standards of Generally Recognised Accounting Framework and must submit those annual financial statements within two months after the end of the financial year to external auditors and National Treasury.

The NHLS uses the Oracle as the Enterprise Resource System and CaseWare for preparation of the Annual Financial Statements. For the 2025/26 financial year, the NHLS must submit its consolidated and separate annual financial statements on 31 May 2026 and therefore the reconciliations must be finalised prior the submission of the AFS to the relevant authoritative structures such as EXCO, Finance Committee, Board Audit & Risk Committee and the NLHLS Board.

BACKGROUND AND DISCUSSION

The organisation has accumulated historical receivables balances that require detailed analysis, validation, reconciliation, and proper accounting treatment to ensure financial statements reflect accurate liabilities. In addition to the NHLS accumulating historical accrual balances, the NHLS received a qualification of receivables from non-exchange transactions for the 2023/24 and 2024/25 financial years. There is a need to perform detailed analysis, validation and reconciliation of NHLS receivables accounts to ensure that these are accurate and valid and that they have been accounted properly in terms of the Standards of Generally Recognised Accounting Practice

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

Academic Affairs & Research Finance unit has started with the process of reconciliations, however based on the volume of work, complexity, resources and time constraints it will be impossible to complete this before the end of the current financial year. Please take note of the following:

- i) The NHLS uses ORACLE ERP system and Excel for the reconciliations
- ii) The NHLS requires assistance with reconciliation of mainly old accounts whose contracts have expired several years back but were never reconciled and closed.
- iii) All outstanding accounts are included in the Grants accounts receivables schedule and Bucket
- iv) Each account can comprise of several cost centres
- v) The reconciliation process is complex and will amongst others, require the consideration, review and analysis of the following documents/information:
 - a. Project information
 - b. Project Expense Report
 - c. Project Summary Report
 - d. Commitments Report
 - e. Expenditure Enquiry
 - f. Invoice Review
 - g. Detailed Invoice Report
 - h. Monthly Debtors Schedule
 - i. Subledgers
- vi) The unit has developed a reconciliation template that consolidates this information
- vii) Some of the supporting contracts and other related documents may not be available (lost during the cyber-attack) and therefore may need to be obtained (discussion will be had on alternative ways to do so).
- viii) **The Receivables from Non-Exchange transaction debtors' book comprises of balances that have accumulated over the years from Grant funded activities.**

As at 31 March 2025, the NHLS receivables summary is as follows:

Description	Total Debt (million)	No of accounts
Debtors Schedule total balance 31 March 2025	R144 166	309

As at 30 September 2025, the NHLS receivables summary is as follows:

Description	Total Debt (million)	No of accounts
Debtors Schedule total balance 30 September 2025	R209 319	326

SCOPE OF WORK

- ✓ Assist with the Reconciliation of Grants accounts receivables account
- ✓ Determine if any funds are still due to NHLS or refunds due to the grantors
- ✓ Identify and ensure that all supporting documents (contracts) are sourced and available when required.
- ✓ Perform calculation and provide required journal entries for any adjustments and or write-offs
- ✓ Provide technical support on Grants Accounts Receivables related findings where required.
- ✓ Propose required journals to affect any corrections of prior year and current year receivables from non-exchange identified based on the work performed.
- ✓ Review the current existing Credit and Debtor policy and provide updates where necessary.
- ✓ Be readily available to provide assistance on responses to any technical audit findings related to **Receivables from Non-Exchange transaction** where required.

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

- ✓ Submit complete and auditable files for all work carried out as part of the handover. (Prepare an Audit File for **Receivables from Non-Exchange transaction** for submission to the Auditors.)

Notes

- The NHLS will utilise its resources to perform part of the work, and specific work will be allocated to the successful service provider who will provide additional capacity. The NHLS will work in conjunction with service provider to ensure proper execution of the scope of work in these Terms of Reference.

TIMEFRAMES

The Receivable from non-exchange is one of the key supporting schedules to the Annual Financial Statements (AFS). In order to meet the legislated timeframes for submission of the 2025/26 AFS to external auditors on 31 May 2026 the below timeframes are applicable to this project.

December 2025 – 30 April 2026

No	Deliverable	Due Date
1	Prepare Reconciliations for receivables from non-exchange of all expired contracts and ensure that all supporting documents are available	30 April 2026
2	Prepare All journals for processing in the General Ledger	30 April 2026
3	Compile an auditable file of all work carried out	30 April 2026
4	Review of receivables from non-exchange note	30 April 2026
5	Review and update the Credit and Debtors Policy to ensure that receivables for non-exchange or grantor debtors are catered for.	30 February 2026
6	Skills Transfer where required	Throughout the duration of the project
7	Ad hoc technical assistance with audit findings	Only when required during the audit

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

1. PRICING SCHEDULE

No	Resource Level	Cost Excl. Vat	Vat	Total Cost
1.	Prepare Reconciliations for receivables from non-exchange of all expired contracts and ensure that all supporting documents are available	R	R	R
2.	Prepare All journals for processing in the General Ledger	R	R	R
3.	Compile an auditable file of all work carried out	R	R	R
4.	Review of receivables from non-exchange note	R	R	R
5.	Review and update the Credit and Debtors Policy to ensure that receivables for non-exchange or grantor debtors are catered for.	R	R	R
6.	Skills Transfer	R	R	R
7.	Ad hoc technical assistance with audit findings	R	R	R
	GRAND TOTAL			R

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

FORM OF OFFER (SBD 7)

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

A REQUEST TO PROVIDE A RECONCILIATION OF RECIEVABLES FROM NON-EXCHANGE TRANSACTIONS OF OLD OUTSTANDING BALANCES.

The bidder, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of the RFQ.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand.

..... (in words);

R (in figures)

This offer may be accepted by the employer by signing the acceptance this form of offer before the end of the period of validity stated in the submission data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client. Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Offer, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Quotation (RFQ).

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

Signature(s)

Name(s) (Print name of signatory)

Capacity

Name of the Bidder.

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

5. RFQ EVALUATION PROCESS

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a three-phased approach (3-Stages):

Stage 1: Administrative Compliance

All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

Stage 2: Functionality (Technical) Evaluation Criteria

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on meeting minimum threshold criteria of **70%**.

Stage 3: Price and specific goals

The final evaluation phase will be based on Price and Specific Goals.

Determination of Percentage for Price – 80 percentage, & Determination of level for Specific Goals – 20 percentage

Stage 1: Administrative Compliance

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

a) Returnable Documents (to be returned by Bidders)

(NOTE: Failure to provide the below listed documents *WILL* lead to disqualification)

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	Comply	Do Not Comply
Substantiation: The Bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).		
2. Fully completed and signed Declaration of Interest SBD 4	Comply	Do Not Comply
Substantiation: The Bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4		
3. Fully completed and signed RFQ document.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document.		
4. Bidder must complete the pricing Schedule.	Comply	Do Not Comply
Substantiation: The Bidder must submit and attach to the bid response fully completed pricing Schedule.		

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

5. Tax Clearance Pin.	Comply	Do Not Comply
Substantiation: The Bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).		

6. The Bidder must provide the CSD Registration number(MAAA number)	Comply	Do Not Comply
Substantiation: The Bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the updated CSD Summary Report.		

Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor:

B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a Sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.		

Stage 2: Functionality (Technical) Evaluation Criteria

During this stage RFQ response documentation will be evaluated against compliance to the Functional and Technical Specifications. Bidders who do not meet the minimum threshold of 70% will be disqualified from further evaluation.

EVALUATION CRITERIA

Criteria for evaluating the submitted proposals:

Technical Evaluation (Service providers should score a minimum threshold of 70%)

Evaluation

No	Description	Weight
1	<u>Company Experience</u>	25%
	Number of years' experience with receivables from non-exchange transaction in the public sector using GRAP (Tick as appropriate)	
	Submit a company profile which must include number of years' experience with receivables from non-exchange related services or similar in the public sector and a list of clients as evidence.	
	Similar work means the following:	
	Audit and or review and reconciliation of receivables for non-exchange in the public sector using GRAP	
	Technical advisory on receivables from non-exchange in the public sector in terms of GRAP	
	Any other accounts receivables reconciliation related work	
	- Please complete Annexure A	

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

	Number of Clients in Public Sector where receivables from non-exchange related services or similar work was performed in the public sector using GRAP (provide a list of clients as evidence).						
2	<u>Reference letters and contactable references</u>			Number of contactable reference letters (Tick as appropriate)		20%	
	Reference letters and contactable references where receivables from non-exchange related services or similar in the public sector was performed in line with Standards of GRAP in the public sector. Contactable references must be in the past three recent years. Similar work means the following: ➤ Audit and or review and reconciliation of receivables for non-exchange in the public sector using GRAP ➤ Technical advisory on receivables from non-exchange in the public sector in terms of GRAP			1 or less References – 0 %			
				Two reference letters and contactable references– 8 %			
				Three reference letters and contactable references– 15 %			
				Four reference letters and contactable references– 20%			
				Five or more reference letters and contactable references– 20%			
3	<u>Sufficient and appropriately qualified Project Leader and Manager - Please complete Annexure B</u>					25%	
	Accreditation, relevant qualifications, and experience of the Project Leader (Copy of SAICA membership certificate, Curriculum Vitae (CVs) must be submitted for points to be allocated)		Relevant qualifications and experience: (Tick as appropriate)				
			Project Leader		Project leader/ Manager		
			Qualified Chartered Accountant (CA)	YES	Post-articles public sector experience with application of GRAP .		YES
				NO			NO
			6 or more projects performing similar work related to Receivables from non-exchange in the public sector using GRAP framework, ORACLE ERP or similar and Strong Excel experience. (Tick as appropriate)				
	Relevant years of experience with ORACLE ERP or similar and Strong Excel experience [1-3 projects of similar work] - 5%						
	Relevant years of experience, with ORACLE ERP or similar and Strong Excel experience [>3-6 combined projects of similar work] - 10%						
	Relevant years of experience, with ORACLE ERP or similar and Strong Excel experience [> 6 combined projects of similar work] – 25%						

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

4	Sufficient and appropriately experienced and qualified Team Members (Excluding the Project/Team Leader) The bidder must provide Curriculum vitae (CVs) of all the resources who will be deployed to the NHLS for this project. (Tick as appropriate)		25%
	Accreditation, relevant qualifications, and experience of the team members (Certified copy of SAICA membership certificate, Certified certificate copies of qualifications, Curriculum Vitae (CVs) must be submitted for points to be allocated)	Relevant qualifications and experience means the following - All team members must have a minimum BCom (Accounting) with articles, - Experience on ORACLE ERP system or similar - Strong Excel skills (advanced) (Tick as appropriate)	
		<50% Team members have BCom Accounting with completed articles, ERP system and strong excel skills – 5%	
		50% and more of team members have a BCom Accounting with completed articles, ERP system and strong excel skills – 5% – 15%	
		All team members have a minimum BCom Accounting with articles, ERP system and strong excel skills – 5% – 25%	
5	Project plan - Detailed project plan with clear assignment of resources linked to the project scope and timelines - 5% - Project plan is not clear/no clear link of resources for the project scope and/or no clear timelines - 0%		5%

Stage 3: Price And Specific Goals Criteria

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

Price Assessment	80 Points
Specific Goals	20 Points

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

6. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (3) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)
		R		
		R		
		R		
		R		
		R		
		R		

Signature of person authorized to sign the bid: _____

Date: _____

7. DECLARATION OF INTEREST

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2 Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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 public sector 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.

² Joint venture or Consortium 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.

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bidders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to quote (RFQ):

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable tender will be used to determine the accurate system once bidders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

“The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

(e) “Historically Disadvantaged Individual (HDI)”

- i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“The Interim Constitution”) and /or
 - ii. Who is a female; and/or
 - iii. Who has a disability
- (f) “**Disability**” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- (g) “**Youth**” Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)
- “**Specific goals**” means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{80/20 \cdot (P_t - P_{min})}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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 bidder 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:
- 4.2. 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 quotations for income-generating contracts, that either the 80/20 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 preference point system will apply and that the lowest

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

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 80/20 preference point system.

Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity by an HDI in that specific category

EP= The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate tender.

Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The bidder 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) (To be completed by the organ of state)	Percentage Owned (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	6	%	
Woman	4	%	
Disabled	1	%	
Youth	4	%	
Locality - City of Johannesburg = 5 - Gauteng Province = 2 - National = 0	5		
Total Points	20		

RE-ADVERT RFQ NO: 1925936 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECONCILIATIONS OF OLD BALANCES FROM RECEIVABLES FROM NON-EXCHANGE.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK

APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....

