

ENGINEERING COUNCIL OF SOUTH AFRICA

REQUEST FOR QUOTATIONS (RFQs): PROVISION FOR SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT A BUSINESS IMPACT ANALYSIS.



(PRIVATE & CONFIDENTIAL)

REFERENCE NUMBER: REQ06159

ISSUE DATE: 27 AUGUST 2025

SUBMISSION CLOSING/DUE DATE: 10 SEPTEMBER 2025

Time:16H00

A VIRTUAL NON-COMPULSORY BRIEFING SESSION WILL BE HELD ON 02 SEPTEMBER 2025 AT 10H00. PLEASE CONFIRM ATTENDANCE VIA EMAIL WITH YOUR NAME, COMPANY REPRESENTED, AND EMAIL ADDRESS TO nthabiseng@ecsa.co.za BY 01 SEPTEMBER 2025 AT 16H00

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful Respondent.
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice.
Contractor / Service Provider	Organisation with whom ECSA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Quotation
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
ECSA	Engineering Council of South Africa
GCC	General Conditions of Contract
IP	Intellectual Property
Original Quotation	Original document signed in ink, or copy of original document signed in ink, or Submitted Facsimile of original document signed in ink.
Originally Certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
Quote / Quotation	Written offer in a prescribed or stipulated form in response to an invitation by ECSA for the provision of goods, works or services
SCM	Supply Chain Management
SLA	Service Level Agreement

1. INTRODUCTION

The Engineering Council of South Africa (“ECSA”) is a statutory body established by section 2 of the Engineering Profession Act, Act 46 of 2000 (EPA). ECSA's primary role is the regulation of the engineering profession in terms of the EPA. Its core functions are the accreditation of engineering programs, registration of persons as professionals in specified categories, maintenance of registration through Continuing Professional Development (CPD) and the regulation of the conduct of registered persons.

2. BACKGROUND

- 2.1. ECSA has about 120 employees, with 1 Office located on Bruma, and on a hybrid working environment. To improve Organisational Resilience, ECSA is initiating the implementation of the Business Continuity Management (BCM) Programme. The development of a Business Impact Analysis (BIA) is a crucial first step in identifying vital business functions and the potential impact of their disruption.
- 2.2. ECSA embraces the Good Practice Guidelines (GPG) and other relevant risk management strategies and business continuity standards (e.g., ISO 22301). GPG defines BIA as *“a process of analysing the impact over time of a disruption of an organisation”*.
- 2.3. It is imperative that business operations and systems function efficiently and effectively without excessive interruptions at ECSA offices and supporting the hybrid working environment. This will ensure that ECSA's Strategic Plan, Annual Performance Plans and the OPPs are achieved as required.
- 2.4. ECSA is in the process of procuring an Enterprise Resource Planning (ERP). The BIA is being undertaken prior to the final implementation of the ERP to mitigate the risk of continuity, in the interim. The existing technology tools (systems) are listed in Table 1 below.

Table 1: ECSA's System Inventory and Analysis

#	System	Purpose	Processes Supported	Performance	Future Needs and Scalability	User Training and Support	Integration and Interoperability
1	Online System - Internal CRM	Manages internal customer relationships	-Register Candidate -Register Professional -HEI Accreditations -HEI Evaluations	Limited functionalities currently being extended to allow tailored business requirements and processes	Reliable for Scaling	Users are trained in the current functions of the system. No user manuals or visible formal course	-Does not integrate with Finance system for payment. -Manual data entry from physical applications
2	Online System - External Portal	Provides a platform for external users	-Candidate Registration -CPD logging -Professional Registration	Limited functionalities to Execute Processes	Scalable	No manual and new user course.	Integrates with CRM and PaperTrail
3	Sage Evolution	Handles financial accounting and management	Billing Cashbook Control Accounts Payable process	Performs within the allowable scope.	Needs customising, alternative should be explored	Support provided by service provider	Not integrated with Banking Online and CRM
4	PaperTrail	Tracks and manages document flow and approvals	Document Storage Document Process flow	Fit for purpose	Cost effective and scalable	Users need more training as the tool is under utilised	Integrates with CRM and Email
5	AccTech IGN	Handles inventory management and control	Asset register Counting Assets	Under utilised currently in the process of being redeployed in the SCM Facilities unit	Does allow handling of large data quantities	Not being utilised for asset counting and maintain register	Not linked to Organisation Asset Register

#	System	Purpose	Processes Supported	Performance	Future Needs and Scalability	User Training and Support	Integration and Interoperability
6	PowerBi	Provides business intelligence and reporting capabilities	Business Reporting	Reliable and reputable	Does allow scaling and has capacity to be used organisation wide across different technology tools	Some users are not aware of the availability of the tool and how it could support reporting	(Check for backup systems and disaster recovery plans)
7	Sage 300 People – ESS	Enables employees to access and manage their HR information	Manage Leave	Reliable and reputable	Does allow scaling and growth	Users trained and understand tool	Works in Silo
8	Sage 300 People - HR Premier	Manages HR processes like recruitment, performance management, and training	Recruitment	Under utilised not customised to automate and eliminate manual processes	Does allow scaling and growth	Not efficiently used as is not customised for ECSA processes	Works in Silo
9	Sage 300 People – Payroll	Handles payroll processing and tax calculations	Payroll	Performance as expected	Does allow scaling and growth	Used efficiently	Isolated from other Systems
10	ECSA Website	Provides information about the organization and its services	Publishing organisation information	Fit for purpose	Need support functions like CHATBOT and	Owned by ICT BU	Integration of Chatbot
11	SHEQSYS	Manages health, safety, environment, and quality management systems	Nonconformities Complaints Document Version Control Change Management Risk Assessment	Fit for Purpose	Does allow scaling and growth	Under utilised and processes not seen to the end. Training supplied by Tool owner and Service Provider	Manual integration through email.

#	System	Purpose	Processes Supported	Performance	Future Needs and Scalability	User Training and Support	Integration and Interoperability
12	eCaps	Manages capital expenditure requests and approvals	APP OPP RISK Assessment	Fit for Purpose	Scalable if customised	No User guide/training Support by service provider	Isolated and needs to be accessible to ERM team
13	IBMS	Manages Process Diagrams	View only process map	(Assessment required)	(Assessment required)	(Assessment required)	(Check for backup systems and disaster recovery plans)
14	Office 365	Provides productivity tools like email, collaboration, and document sharing		(Assessment required)	(Assessment required)	(Assessment required)	(Check for backup systems and disaster recovery plans)
15	O'Connect	Customer Support and Query Management		(Assessment required)	(Assessment required)	(Assessment required)	(Check for backup systems and disaster recovery plans)
16	Survey Monkey	Provides survey creation and analysis tools		(Assessment required)	(Assessment required)	(Assessment required)	(Check for backup systems and disaster recovery plans)
17	Helpdesk CRM	Manages customer support tickets and inquiries in ICT	Change Management	(Assessment required)	(Assessment required)	(Assessment required)	(Check for backup systems and disaster recovery plans)
18	AMS 365	Manages asset management and maintenance		(Assessment required)	(Assessment required)	(Assessment required)	(Check for backup systems and disaster recovery plans)

3. PURPOSE

3.1. The purpose of this Terms of Reference is to outline the scope and responsibilities for the development of a comprehensive Business Impact Analysis (BIA) and Risk Assessment for ECSA.

4. SCOPE OF WORK

4.1. The GPG states: *“BIA estimates the impacts of disruption over time to determine the organisation’s response, recovery priorities and resource requirements.”* and *“Risk Assessment analyses relevant risks to prioritised activities to identify concentrations of risks or single points of failure that may result in disruption.”*

4.2. The scope is to conduct the BIA and Risk Assessment for ECSA, in line with the GPG Professional Practice 3: Analysis and cover the following aspects, among others:

4.2.1. *“Identify legal, regulatory and contractual requirements.*

4.2.2. *Assess the impact over time of a disruption on the Organisation.*

4.2.3. *Identify the timeframes for the Maximum Tolerable Period of Disruption (MTPD).*

4.2.4. *Set the Recovery Time Objective (RTO) for the prioritised activities.*

4.2.5. *Identify resources needed to perform prioritised activities following a disruption.*

4.2.6. *Set the timeframes for the Return Point Objective (RPO) regarding data and information.*

4.2.7. *Set the Minimum Business Continuity Objective (MBCO) for the minimum level of products and services that is acceptable to the Organisation.*

4.2.8. *Identify dependencies, including service providers, partners and other interested parties.*

4.2.9. *Identify the interdependencies of prioritised activities.*

4.2.10. *Reassess and validate the scope of the Business Continuity Management System (BCMS).”*

4.3. The Service provider will recommend the most suitable BIA Process for ECSA, and prioritisation of the key/critical ICT Systems from the list in Table 1 above.

4.4. Develop a comprehensive BIA and Risk Assessment Report with an Executive Summary and actionable recommendations. The Analysis should cover the following aspects, at the least: Define; Assign; Classify; Refine and Accept.

4.5. The scope will cover all Divisions, Business Units (BUs), all critical/key ICT systems, physical facilities and external dependencies critical to organisational operations.

5. Service Provider Responsibilities:

- 5.1. Submission of a proposed comprehensive Project Implementation Plan is a requirement and should include, but not be limited to the following:
 - 5.1.1. Detailed Project Plan including milestones and project phases.
 - 5.1.2. Project Resource Plan that describes the key resources that will be assigned to the Project.
 - 5.1.3. Project Execution Plans detailing the execution and monitoring of the project.

6. DURATION

- 6.1. The estimated period for conducting the BIA and Risk Assessment and concluding the process is a maximum of three (3) months from the date of the Appointment Letter to final output delivery.

7. PROJECT DELIVERABLE NOTES

- 7.1. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 7.2. Successful service provider must note that they will be required, as and when necessary, to deliver presentations to ECSA's Oversight Structures: Management Committee (ManCo), Executive Management Committee (EMCO), Audit, Risk and Compliance (ARC) Committee.
- 7.3. Service providers must also note that revisions to the plan may be required following feedback received from relevant stakeholders and / or approving oversight structures which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the service providers fee proposal.

8. INFORMATION REQUIRED IN THE RFQ

- 8.1. Submit as part of the RFQ a proposed project plan, methodology, tools and resources to be utilised for the delivery of the project.
- 8.2. The RFQ must also include possible risks to the project and how will such risks be mitigated.

9. COMPETENCY AND EXPERIENCE REQUIREMENTS

- 9.1. Respondents shall clearly indicate the names of the resources / Team that will be providing the service to ECSA as well as a comprehensive CV(s) of the proposed resource(s) / team.
- 9.2. The successful service provider(s) shall have a proven track record in undertaking Business Impact Analysis and proven track or similar projects and shall have a minimum of 5 years' experience in the field.

9.3. Respondents shall provide a list of assignments where similar services were provided within the past five years.

9.4. Respondents shall provide the reference letters with contact details of at least three clients for whom a similar service was provided within the past five years.

10. CONTRACTING

10.1. ECSA reserves the right to appoint one or more service provider(s) to perform all or some of the required functions as it deems necessary.

10.2. ECSA reserves the right not to appoint any service provider should unsuitable proposals be submitted for the RFQ.

11. CONFIDENTIALITY AND MANAGEMENT OF DOCUMENTS

11.1. The service provider shall not disclose confidential information to any person, firm, company or media except to the designated persons and will not use such information other than the purposes of its appointment, subject to any prior specific authorization in writing by each party.

11.2. The service provider will be required to sign the nondisclosure agreement and compliance with the prescripts as outlined in the POPI Act.

11.3. The service provider should retain all information, records and/or documentation, whether written, verbal or electronic pertaining to reported disclosure for the duration of the contract. Thereafter all documents should be handed over to ECSA. Such information must be treated as confidential at all times.

11.4. In addition, information may not be used for personal gain by the service provider, any employee, subcontractor or any agent of the service provider or any other person, body or organisation receiving the information or data through the service provider, or any of their employees or agents;

11.5. Failure to observe these conditions will constitute a breach of contract, which could result in termination of the contract.

11.6. The details of the caller should be kept confidential. Strict confidentiality of all information should be maintained, and all calls should be accepted without favour or prejudice.

12. SERVICE LEVEL AGREEMENT

12.1. The Service level agreement will be entered into between ECSA and the successful service provider. The service provider will be responsible for ensuring that the agreed deliverables are produced to the quality standard, on time, within budget.

13. QUOTE

13.1. The service provider shall provide a detailed quote in the Pricing Schedule in **Annexure B**.

14. SPECIAL CONDITIONS

- 14.1. This is a once-off appointment.
- 14.2. The full BIA and RA development is expected to be completed within three (3) months from the date of appointment.
- 14.3. ECSA reserves the right not to appoint.
- 14.4. ECSA may negotiate prices with recommendable service providers.

15. EVALUATION AND SELECTION CRITERIA

15.1. ECSA has set minimum standards that prospective service providers must meet to be evaluated and selected as successful service providers. The proposals received will be evaluated in different phases to arrive at the final phase of the award, and the phases will be as follows:

- i. Administrative Criteria (Phase 1) - Prospective service providers (s) must submit all required minimum and mandatory documents.
- ii. Functionality Evaluation Criteria (Phase 2) - The proposals will be evaluated according to the criteria set below.
- iii. Price and BBB-EE evaluation Criteria (Phase 3)

16. MINIMUM ADMINISTRATIVE REQUIREMENTS – PHASE 1

Note: In this phase all proposals received will be verified for compliance and completeness of the submitted documents as per the below set of mandatory requirements. Prospective service providers who fail to comply with the below requirements may be eliminated and prospective service providers who comply with the below will progress to the next phase of technical evaluation.

- The service provider must have a minimum of two (2) BCM certified professionals from the Business Continuity Institute (BCI – UK): CBCI, CBCP, CBCM, MBCI, to deliver the work. Service providers that provide three professionals will score higher points on Functionality.
- The service provider must have active and/or prior experience in successful implementation of Business Continuity Management.
- Strong references from current and previous clients.

Please adhere to the following instructions

- i. Ensure that the documents are completed and signed where applicable.
- ii. Use the prescribed sequence in attaching the Annexures that accompany/complete the proposal Document.
- iii. Should all of these documents not be included or any part of the RFQ document not duly-completed, the service provider may be disqualified on the basis of non-compliance/ non-responsiveness.
- iv. Please index and paginate your proposal documentation.

Table 2: List of mandatory requirements

Appendix Number	Description of Appendix	Requirement
Appendix A	<ul style="list-style-type: none"> • Standard Bidding Forms 	<ul style="list-style-type: none"> • SBD 4 – Service provider`s disclosure Form
Appendix B	<ul style="list-style-type: none"> • Company registration documents 	<ul style="list-style-type: none"> • CIPC certificate
Appendix C	<ul style="list-style-type: none"> • Tax clearance and B-BBEE certificate 	<ul style="list-style-type: none"> • A valid tax • A valid B-BBEE certificate or sworn affidavit
Appendix D	<ul style="list-style-type: none"> • Company Profile 	<ul style="list-style-type: none"> • Company profile indicating experience in relevant services
Appendix E	<ul style="list-style-type: none"> • Bank Confirmation Letter 	<ul style="list-style-type: none"> • Bank Confirmation Letter
Appendix F	<ul style="list-style-type: none"> • Pricing Schedule 	<ul style="list-style-type: none"> • A completed pricing schedule as per Annexure B

17.1. FUNCTIONALITY EVALUATION POINT ALLOCATION – PHASE 2

Only prospective service providers (s) that have met the administrative criteria in Phase 1 will be evaluated in Phase 2. Prospective service provider(s) that achieve a minimum threshold of 70 Points out of 100 Points for the Functionality capabilities will proceed to Phase 3.

Table 3: Documents for evaluation purposes

Appendix Number	Description of Appendix	Requirement
Appendix G	Professional Body Registration	Proof of relevant valid membership
Appendix H	Curriculum Vitae	Detailed Documented CVs, including the role / position.
Appendix I	Reference Letters	Relevant Reference Letters on the Client's official Letterhead

Approved by the Requesting Division, on 26/08/2025, by the
Executive: Combined Assurance
Matumelo Matumelo

M.B. Matumelo

17.2. DETERMINATION OF SCORE FOR FUNCTIONALITY

The evaluation criteria for functionality as indicated in the table in below, will apply.

Table 4: Functionality Evaluation Criteria

#	CRITERIA	TOTAL POINTS	SCORE POINTS												
1.	<p>Methodology or Approach to accomplish the scope of work: Service providers are required to provide a comprehensive approach or methodology, wherein each of the points in the scope of work is clearly explained in detailed on how the service provider will go about producing in line with the GPG.</p>	20	<p>20 POINTS: POINTS ARE ALLOCATED PER ROW 1 TO 4 BELOW:</p> <table border="1"> <thead> <tr> <th>#</th> <th>1. Methodology</th> <th>2. Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Methodology:</p> <ul style="list-style-type: none"> Project Planning and Initiation Conduct a Business Impact Analysis Conduct a Business Continuity Risk Assessment Document the final report Present the BIA and RA outcome to all relevant stakeholders. </td> <td> <p>Full criteria met A comprehensive approach methodology statement wherein all the points in the scope of work is clearly explained in detailed on how the service provider will go about producing the deliverables.</p> <p>[20 Points]</p> </td> </tr> <tr> <td>2</td> <td> <p>Methodology</p> <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment. Document the final report. Present the BIA and RA outcome to all relevant stakeholders. </td> <td> <p>A comprehensive approach methodology statement wherein one of the points in the scope of work is not clearly explained in detailed on how the service provider will go about producing the deliverables.</p> <p>[10 Points]</p> </td> </tr> <tr> <td>3</td> <td> <p>Methodology</p> <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment, </td> <td> <p>A comprehensive approach methodology statement wherein two of the points in the scope of work are not clearly explained in</p> </td> </tr> </tbody> </table>	#	1. Methodology	2. Points	1	<p>Methodology:</p> <ul style="list-style-type: none"> Project Planning and Initiation Conduct a Business Impact Analysis Conduct a Business Continuity Risk Assessment Document the final report Present the BIA and RA outcome to all relevant stakeholders. 	<p>Full criteria met A comprehensive approach methodology statement wherein all the points in the scope of work is clearly explained in detailed on how the service provider will go about producing the deliverables.</p> <p>[20 Points]</p>	2	<p>Methodology</p> <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment. Document the final report. Present the BIA and RA outcome to all relevant stakeholders. 	<p>A comprehensive approach methodology statement wherein one of the points in the scope of work is not clearly explained in detailed on how the service provider will go about producing the deliverables.</p> <p>[10 Points]</p>	3	<p>Methodology</p> <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment, 	<p>A comprehensive approach methodology statement wherein two of the points in the scope of work are not clearly explained in</p>
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1	<p>Methodology:</p> <ul style="list-style-type: none"> Project Planning and Initiation Conduct a Business Impact Analysis Conduct a Business Continuity Risk Assessment Document the final report Present the BIA and RA outcome to all relevant stakeholders. 	<p>Full criteria met A comprehensive approach methodology statement wherein all the points in the scope of work is clearly explained in detailed on how the service provider will go about producing the deliverables.</p> <p>[20 Points]</p>													
2	<p>Methodology</p> <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment. Document the final report. Present the BIA and RA outcome to all relevant stakeholders. 	<p>A comprehensive approach methodology statement wherein one of the points in the scope of work is not clearly explained in detailed on how the service provider will go about producing the deliverables.</p> <p>[10 Points]</p>													
3	<p>Methodology</p> <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment, 	<p>A comprehensive approach methodology statement wherein two of the points in the scope of work are not clearly explained in</p>													

#	CRITERIA	TOTAL POINTS	SCORE POINTS				
				<ul style="list-style-type: none"> Document the final report. Present the BIA and RA outcome to all relevant stakeholders. 	detailed on how the service provider will go about producing the deliverables. [5 Points]		
			4	Methodology <ul style="list-style-type: none"> Project Planning and Initiation. Conduct a Business Impact Analysis. Conduct a Business Continuity Risk Assessment. Document the final report. Present the BIA and RA outcome to all relevant stakeholders. 	No approach or methodology statement on how the service provider will go about producing the deliverables. [0 Points]		
2.	DELIVERY TEAM: - Senior Manager: BCM / Manager: BCM - Senior BCM Specialist / BCM Specialist Include CVs of the Delivery Team, detailing: <ul style="list-style-type: none"> The number of years' experience in Business Continuity Management. 	55	55 POINTS: POINTS ARE ALLOCATED PER ROW 1 TO 3, COLUMN 2 TO 4 BELOW:				
			#	1. Designation	2. BCM Experience (All Inclusive Years)	3. Relevant Qualifications	4. Relevant Regulatory Body Membership: BCI
			1	Senior Manager: BCM / Manager: BCM	15 and above [10 Points] 13 – 14 [5 Points] 11 – 12 [3 Points] Less than 11 [0 Points]	Certificate of the Business Continuity Management Institute (CBCI) [3 Points] OR Certified Business Continuity Professional (CBCP) [5 Points] OR	Business Continuity Institute (BCI) [2 Points]

#	CRITERIA	TOTAL POINTS	SCORE POINTS				
	<ul style="list-style-type: none"> Relevant qualifications; and Individual Membership details to the Business Continuity Institute (BCI) 					Certified Business Continuity Manager (CBCM) [8 Points]	
		2	Senior BCM Specialist	8 and above [10 Points] 6 – 7 [5 Points] 4 -5 [3 Points] Less than 4 [0 point]	Certificate of the Business Continuity Management Institute (CBCI) [3 Points] OR Certified Business Continuity Professional (CBCP) [5 Points] OR Certified Business Continuity Manager (CBCM) [8 Points]	Business Continuity Institute (BCI) [2 Points]	
		3	BCM Specialist	6 and above [10 Points] 4 – 5 [5 Points] 1 -3 [3 Points] Less than 1 [0 point]	Certificate of the Business Continuity Management Institute (CBCI) [3 Points] OR Other BCM Qualification/Certification [3 Points]	Business Continuity Institute (BCI) OR Other relevant BCM Professional Membership [2 Points]	

#	CRITERIA	TOTAL POINTS	SCORE POINTS
3.	<p>References: Details of current and previous BCM clients, must include all the below requirements in Annexure A:</p> <ul style="list-style-type: none"> • Contact person's Name, Surname, contact details: telephone/cell number and e-mail address; • Nature of work provided; • Duration of the work/contract; • Details of achievements at that client, if any. 	25	<p>Service providers to demonstrate experience and expertise of providing and managing BCM Services, at Private and/or Public Sector, by submitting Reference Letters from their clients, on the client's letterhead. Service providers to provide contactable references where BCM Services have been provided and managed for the last five (5) or more years in the Private and/or Public Sector. The content of the letters will be verified. Unverifiable reference letters will score zero points. Points will be allocated as follows:</p> <p>Service providers to complete Annexure A</p> <p>5 Verified Reference letters = <u>Twenty Five Points:</u> [25 Points] 5 Referees or more 4 Verified Reference letters = <u>Twenty Points:</u> [20 Points] 4 Referees 3 Verified Reference letters = <u>Fifteen Points:</u> [15] 3 Referees 2 Verified Reference letters = <u>Ten Points:</u> [10 Points] 2 Referees 1 Verified Reference letter = <u>Five Points</u> [5 Points] 1 Referee 0 Reference letter = <u>No Points:</u> [0 Points] Referee details not submitted / outdated</p>
	Total Points	100	

Note: The minimum qualifying score is 70 out of 100 points (70%). All service providers that fail to achieve the minimum qualifying score will not be considered for further evaluation on Price and B-BBEE.

17.4.2. The score for functionality shall be calculated as follows:

17.4.3. Each panel member shall award values for each individual criterion on a score sheet. The Points scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the Points scored for each criteria. These Points should be added to obtain the total score for Functionality.

17.4.4. The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual respondent for Functionality.

17.5. PRICE AND B-BBEE EVALUATION (PHASE 3):

Stage 1: Functionality – 80%

Stage 2 – Price Evaluation:10%

- Prospective service providers must clearly indicate their respective proposed tariffs on the Pricing Schedule attached as **Annexure B**.

Stage 3 - B-BBEE Evaluation: 10%

- ECSA is committed to encouraging black economic empowerment through providing opportunities to historically disadvantaged individuals.
- B-BBEE points may be allocated to prospective service providers on submission of the following documentation or evidence:
 - A valid B-BBEE Certificate or sworn affidavit.

ANNEXURE A: REFERENCES TEMPLATE

BCM SERVICES

#	Client Name	Contact Person:			Nature of work provided	Duration of work		Achievement, if any
		Designation	Name & Surname	e-mail address/Telephone/ Cell Number		Start Date	End Date	
1								
2								
3								
4								
5								
6								

ANNEXURE B: PRICING SCHEDULE

#	Designation	Costing		
		Rate (R)	Duration (Hours)	Cost (R)
	BCM Team			
1	Senior Manager/Manager: BCM			
2	Senior BCM Specialist			
3	BCM Specialist			
	Total Cost for all services, Excluding VAT			
4	Disbursements			
5	VAT (15%)			
	Grand Total Cost including VAT & Disbursements			

Travel will be reimbursed in line with the SARS rate per kilometre.

1. LIABILITY

The successful prospective service provider shall be liable to ECSA for any direct damages and/or losses incurred by ECSA due to failure by the prospective service provider to perform its obligations in the manner required by the Service Level Agreement signed by the parties.

The successful prospective service provider shall further be liable to ECSA for all indirect and consequential or special damages and/or losses suffered by ECSA as a result of gross negligence, wilful misconduct, a breach of confidentiality provisions stipulated in the signed Service Level Agreement between the parties, breach of applicable laws, infringement of a third party's intellectual property rights, or a criminal act committed by the prospective service provider or any employees of the prospective service provider .

2. PROSPECTIVE SERVICE PROVIDER'S OWN TERMS AND CONDITIONS OR PROPOSAL QUALIFICATIONS

This document contains the terms and conditions of this RFQ, and prospective service providers must not modify / qualify the specifications or come up with their own terms and

conditions. ECSA reserves the right to disqualify a proposal which seeks to modify or depart from the specified conditions.

3. PREPARATION COSTS

The prospective service provider will bear all its costs in preparing, submitting, and presenting any response to this RFQ and all other costs incurred by it throughout the RFQ process. Furthermore, no statement in this RFQ will be construed as placing ECSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the prospective service providers in the preparation of their response to this RFQ.

4. INDEMNITY

If a prospective service provider breaches the conditions of this RFQ and, as a result of that breach, ECSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFQ process and/or enforcement of intellectual property rights or confidentiality obligations), then the prospective service provider indemnifies and holds ECSA harmless from any and all such costs which ECSA may incur and for any damages or losses ECSA may suffer.

5. LIMITATION OF LIABILITY

A prospective service provider participates in this RFQ process entirely at its own risk and cost. ECSA shall not be liable to compensate a prospective service provider on any grounds whatsoever for any costs incurred or any damage suffered as a result of the prospective service provider's participation in this RFQ process.

6. TAX COMPLIANCE

No RFQ shall be awarded to a prospective service provider whose tax affairs are not in order. ECSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful

prospective service provider in the event that it is established that such prospective service provider was in fact not a tax compliant at the time of the award. ECSA further reserves the right to cancel a contract with a successful prospective service provider in the event that such prospective service provider does not remain tax compliant for the full term of the contract.

7. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFQ or a prospective service provider's submission will be disclosed by any service provider or other person not officially involved with ECSA's examination and evaluation of a RFQ.

Throughout this RFQ process and thereafter, prospective service providers must secure ECSA's written approval prior to the release of any information that pertains to (i) the potential

work or activities to which this RFQ relates; or (ii) the process which follows this RFQ. Failure to adhere to this requirement may result in disqualification from the RFQ process and civil action.

No confidential information relating to the process of evaluating or adjudicating proposals or appointing a prospective service provider will be disclosed to a prospective service provider or any other person not officially involved with such process.

8. INTELLECTUAL PROPERTY

ECSA retains ownership of all Intellectual Property rights in the RFQ information documents that form part of this RFP. Prospective service providers will retain the Intellectual Property rights in their/ responses, but grant ECSA the right to make copies of, alter, modify, or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

9. TERMS & CONDITIONS OF THE APPLICATION

- ECSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to appoint or not to appoint any of the Service Providers.
- ECSA may request clarification or further information regarding any aspect on the non-mandatory documents submitted by the service provider. The service provider must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the service provider may be disqualified.
- The RFQ and supporting documents shall be submitted strictly in accordance with the instructions given in these ToR's.
- All prices quoted must be VAT inclusive. ECSA will not provide upfront payments.

10. RFQ SUBMISSION

The RFQ/ proposal must be emailed to nthabiseng@ecsa.co.za and mgcineni@ecsa.co.za by no later than **12H00**

On XXX.

- The completed proposal must be attached to the email, any text included in the body will not be evaluated.
- The email subject should clearly indicate the name of the service provider and the RFQ reference number. If amending a submission, the title of the email should also include the word amendment.
- Example: Company ABC, REQ060001
- Example: Company ABC, Amendment to REQ060001

- If the submission is larger than 20 MB, please zip the folder to reduce size, and or submit in parts referencing each submission accordingly.
- Where a response is not submitted at the time of the RFQ closing date, such submission will not be evaluated.
- Submissions must be made in PDF format only; no editable documents will be accepted.
- PDF documents submitted must not be protected.
- Failure to adhere to the above submission rules may lead to disqualification.

ECSA is entitled to amend any application condition, validity period, specification, or extend the return date of such an application before the closing date. All service providers to whom the RFQ documents have been issued will be advised in writing of such amendment or of extensions, promptly.

11. RETENTION OF APPLICATIONS

All RFQs/proposals submitted shall become the property of ECSA. ECSA will make all reasonable efforts to maintain applications in confidence. Proprietary information should be identified in each application.

12. CANCELLATION AND RE-INVITATION OF RFQSS

The decision to cancel a RFQ will be published in the same media in which the original RFQ invitation was advertised.

13. VENDOR COMMUNICATIONS

During the RFQ period, communication between service providers and ECSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, applications, presentations, demonstrations etc., must be in English.

All questions concerning the RFQ must refer to the RFQ page number, section, and paragraph. All questions and correspondence must only be directed at the authorized ECSA Application Representatives, listed below:

13.1 General Enquiries:

Supply Chain Management: Ms. Nthabiseng Somoro

Telephone number:(011) 607 9534

Email address: nthabiseng@ecsa.co.za