**DESCRIPTION**

**Request for Proposal: Supply of**

**Invoice Verification Automation**

**REFERENCE NO: RFPO-0014-2023**

1. **BID GUIDELINES:**

Table 1A: Compulsory requirements

|  |  |
| --- | --- |
| Documents/Confirmation | ComplyYES/NO |
| Respondents must have proven experience in implementing automated invoice verification solutions. |  |
| Respondents agree to deliver the project within a period of six (6) months with three (3) years after implementation support services.  |  |
|  The solution must be able to seamlessly integrate with SANBS SAP ERP Solution  |  |

Table 1B: Returnable administrative documents (Phase 1)

| Document | Action required |
| --- | --- |
| Tax Compliance Status Pin | Submit tax status pin/ valid Tax certificate  |
| Company Registration Document | Provide a valid CIPC / COR14.3 document |
| Good and Services Agreement (Annexure D) | submit comments on the Good and Services Agreement |
| Declaration of Interest (Annexure E) | Complete and submit Declaration of Interest |
| Company/Board Resolution (ANNEXURE F) | Complete and submit Company/Board Resolution  |
| Non-Disclosure Agreement (Annexure G) | Complete and submit Non-Disclosure Agreement |
| Certificate of Independent Bidding (Annexure H) | Complete and submit Certificate of Independent |
| Delivery Addresses (Annexure I) | For noting  |

Table 1C: Technical scoring documents (Phase 2)

| Document | Action required |
| --- | --- |
| Technical Schedule (Annexure B) | Complete and submit technical compliance |

Table 1D: Price and BBBEE Scoring documents (Phase 3)

| Document | Action required |
| --- | --- |
| Pricing Schedule (Annexure C) | Complete and submit pricing schedule |
| B-BBEE  | Submit valid BBBEE certificate/Sworn affidavit |

1. **BID ACTIVITY SCHEDULE:**

Table 2A: Activity Schedule

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| **Date of issue RFQ** | 24 April 2023  |
| **Contact name**  | Mamosa Mokoena  |
| **Contact email**  | mamosa.mokoena@sanbs.org.za |
| **Questions, clarification and issues relating to the bid from bidder(s)** | 48hrs before closing date and time.  |
| **Briefing Session Link/Venue** | [Join meeting](https://sanbs.webex.com/sanbs/j.php?MTID=m9a3f9ee9a8977dc57c260ace2c509f09) |
| **Intention to Bid**  | 28 April 2023  |
| **Supplier Briefing Session (Virtual)** | 3 May 2023 @ 13;00 |
| **Submission Method** | SAP |
|  **Bid Closing Date** | 12 May 2023  |
|  **Price Validity** | The price validity period is 180 days after the closing date of the bid. |

1. **ANNEXURES**
* **This RFP document** – RFPO-0015-2023 Supply of Invoice Verification Automation
* **ANNEXURE A** –Specification sheet
* **ANNEXURE B**– Technical Evaluation Sheet
* **ANNEXURE C** –Pricing Schedule
* **ANNEXURE D** – Services Agreement
* **ANNEXURE E** – Declaration of Interest
* **ANNEXURE F –** Company/Board Resolution
* **Annexure G –** Non-Disclosure Agreement
* **Annexure H** \_ Certificate of Independence
* **Annexure I** – Delivery Address Schedule

**Contents**

[1 INTRODUCTION 6](#_Toc71300718)

[2 LEGISLATIVE METHODOLOGY OF THE BID 6](#_Toc71300724)

[3 TIMELINE OF THE BID PROCESS 7](#_Toc71300725)

[4 CONTACT 7](#_Toc71300726)

[5 BID SUBMISSIONS / RETURNABLE DOCUMENTS 7](#_Toc71300727)

[6 INSTRUCTIONS TO BIDDER(S) 7](#_Toc71300742)

[7 EVALUATION AND SELECTION CRITERIA 7](#_Toc71300746)

[8 BROAD-BASED BLACK ECONOMIC EMPOWERMENT 8](#_Toc71300747)

[9 SPECIAL CONDITIONS OF THIS BID 10](#_Toc71300751)

[10 ANNEXURES](#_Toc71300777) 11

# INTRODUCTION

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# The South African National Blood Service (SANBS), is a non-profit organisation, incorporated in line with the Companies Act, that provides human blood for [transfusion](https://en.wikipedia.org/wiki/Blood_transfusion) that operates in South Africa, with the exception of the [Western Cape](https://en.wikipedia.org/wiki/Western_Cape). SANBS provides an essential service within South Africa and is rated amongst the best in the world in the provision of blood and blood products, as well as in relation to the research and training provided.

# SANBS is further regarded as a major role player in the provision of support to countries in the SADC region.

# Our Vision

To be the cornerstone of healthcare services in South Africa, through the gift of life.

#

# Our Mission

To reliably provide trusted blood products and services to all patients at a world class level of cost and quality while innovating new treatment to enhance human healthcare.

#

# Our Values

* + Transparency
	+ Honesty
	+ Respect
	+ Excellence
	+ Accountability
	+ Diversity

# LEGISLATIVE METHODOLOGY OF THE BID

The bidder(s) should be cognisant of all relevant legislation and/or standards applicable to the provision of the goods and services.

# TIMELINE OF THE BID PROCESS

**\* Dates subject to change**

All times and dates in this bid are South African Standard Time. Any time or date in this bid is subject to change at SANBS’ sole discretion. The establishment of a time or date in this bid does not create an obligation on the part of SANBS to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidders accept that, if SANBS extends the deadline (the closing date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

# CONTACT

Potential bidder(s) must direct ALL their enquiries in writing to the following email address mamosa.mokoena@sanbs.org.za .

# BID SUBMISSIONS / RETURNABLE DOCUMENTS

Where applicable, all documents must be completed and signed by the duly authorised representative of the prospective bidder(s) and submitted via SANBS SAP Supplier Portal as per the RFQ advertisement.

# INSTRUCTIONS TO BIDDER(S)

#  Late bids will not be accepted.

# EVALUATION AND SELECTION CRITERIA

SANBS has set minimum standards for the evaluation and selection of successful bidder(s).

**Table 7A: Evaluation Criteria**

|  |  |
| --- | --- |
| **Evaluation Criteria**  |  **Total Score**  |
| Desktop Evaluation  | 33 |
| PoC Evaluation  | 33 |
| Price Evaluation  | 23 |
| BEE Evaluation  | 11 |
| **Cumulative Score** | **100** |

# BROAD-BASED BLACK ECONOMIC EMPOWERMENT

The bidder acknowledges that Broad-Based Black Economic Empowerment is a business and social imperative in order to achieve a non-racial, non-sexist and equitable society in South Africa.

In pursuance of this objective the successful bidder commits and warrant to comply in all respect with the requirements of the B-BBEE Codes issued in terms of the B-BBEE.

The successful bidder who has been appointed for multiple financial years, taking into account its BEE level at the time of appointment, shall submit to SANBS annually a valid certified copy of its BEE status and shall use reasonable endeavours to maintain and improve its current BEE status.

Table 8A: B-BBEE Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Turnover** | **Submission Requirement** |
| 1. | Exempted Micro Enterprise (EME) | Below R10 million p.a. | A sworn affidavit (Preferably a Department of Trade and Industry [DTI] Affidavit) **or** a Certificate from the Companies and Intellectual Property Commission (CIPC) **or** a B- BBEE Rating Certificate from a SANAS Accredited RatingAgency. |
| 2. | Qualifying Small Enterprise (QSE) | Between R10 million and R50 million p.a. | Certified copy of B-BBEE Rating Certificate from a SANAS Accredited Rating Agency, **or** a sworn affidavit (Preferably a DTI Affidavit). This is only applicable to QSEs with 51% Black Ownership and above. |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Turnover** | **Submission Requirement** |
| 3. | Large Enterprise (LE) | Above R50 million p.a. | Certified copy of B-BBEE Rating Certificate from a SANAS Accredited RatingAgency. |

SANBS will only accept B-BBEE Certificates issued under the revised B-BBEE Codes.

# Use and acceptance of Affidavits

SANBS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.

# Joint Ventures and Consortiums

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

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

# Proof of Existence: Joint Ventures and/or Sub-Contracting

Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SANBS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.

The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

# SPECIAL CONDITIONS OF THIS BID

# SANBS reserves the right:

# Not to award or cancel this bid at any time and shall not be bound to accept the lowest or any bid;

#

# To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price throughout the lifecycle of the contract;

#

# To accept part of a bid rather than the whole bid;

# To cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;

# To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the bid; and

#

# To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.

# To request bidders to provide additional supporting documents that will consists of proof that the terms and conditions of the Bid were complied with.

# SANBS requires bidder(s) to declare that the bidder(s) shall:

# Act honestly, fairly and with due skill, care and diligence, in the interests of SANBS;

#

# Comply with all applicable statutory or common law requirements applicable to the conduct of business;

#

# Make adequate disclosures of relevant material information, including disclosures of actual or potential own interests, in relation to dealings with SANBS;

#

# Avoid fraudulent and misleading advertising, canvassing and marketing;

#

# Conduct their business activities with transparency and consistently uphold the interests and needs of SANBS as a client before any other consideration; and

#

# Ensure that any information acquired by the bidder(s) from SANBS will not be used or disclosed unless the written consent of SANBS has been obtained to do so.

# Conflict of Interest, Corruption and Fraud

#

# SANBS reserves its right to disqualify any bidder who:

# Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

#

# Makes or offers any gift, gratuity, anything of value or other inducement,

# Whether lawful or unlawful, to any of SANBS’ officers, directors, employees, advisors or other representatives;

# Bidder’s Own Terms and Conditions or Bid Qualifications

This document contains the terms and conditions of this bid and bidders must not qualify the specifications or come up with their own terms and conditions.

SANBS reserves the right to disqualify a bid, which seeks to modify or depart from the specified conditions.

# Preparation Costs

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

# Indemnity

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

# Precedence

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

# Limitation of Liability

A bidder participates in this bid process entirely at its own risk and cost. SANBS shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the bidder’s participation in this bid process.

# Tax Compliance

No tender shall be awarded to a bidder who is not tax compliant. SANBS reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, SANBS further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

# Responsibility for Sub-contractors and Bidder’s Personnel

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SANBS allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SANBS will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.