



## **DESCRIPTION**

# **Request for Quotation: Mobile Device Management (MDM) Solution**

**REFERENCE NO.: RFP-1233-2023**



## 1. BID GUIDELINES:

Table 1A: Mandatory technical requirements/documents for the Mobile Device Management (MDM) Solution

Documents	Comply
N/A	

Table 1B: Returnable administrative documents (Phase 1)

Document	Action required
Tax Compliance Status Pin	Submit tax status pin
Company Registration Document	Provide a valid CIPC / COR14.3 document
Submit valid BEE certificate / affidavit	Submit valid BBEE certificate/Sworn affidavit
Pricing Schedule (Annexure C)	Complete and submit Excel file provided
Service Agreement (Annexure D)	Review and provide comments on any clauses that may be unacceptable on the Terms and Conditions
Declaration of Interest (Annexure E)	Complete and sign the Declaration of Interest
Company/Board Resolution (Annexure F)	Complete and sign the Company/Board Resolution
Reciprocal Non-Disclosure Agreement (Annexure G)	Sign the Non-Disclosure Agreement
Certificate of Independent Bidding (H)	Complete and sign the certificate
Returnable Document Checklist (Annexure I)	Must be signed

Table 1C: Technical documents (Phase 2)

Document	Action required
Detailed Proposal	Respondents are required to submit a detailed proposal illustrating the proposed solution as per scope of work.



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

## 2. BID ACTIVITY SCHEDULE:

Table 2A: Activity Schedule

Activity	Due Date
Date of issue RFQ	21 July 2023
Contact name	Yvonne Ndhluu
Contact email	<a href="mailto:yvonne.ndhlau@sanbs.org.za">yvonne.ndhlau@sanbs.org.za</a>
Questions, clarification and issues relating to the bid from bidder(s)	48hrs before closing date and time.
Online Briefing Session (Non-compulsory)	25 July 2023 @ 11:00 - 12:00 Contact Yvonne for meeting link
Briefing Session Link/Venue	N/A
Intent to Bid	26 July 2023
Submission Method	[Email]
Bid Closing Date	28 July 2023 at 13:00
Price Validity	The price validity period is 180 days after the closing date of the bid.

## 3. ANNEXURES

- **This RFQ document** – RFP-1233-2023 Mobile Device Management (MDM) Solution
- **ANNEXURE A** – Scope of work
- **ANNEXURE B** – Assessment Criteria Scoring Sheet
- **ANNEXURE C** – Pricing Schedule
- **ANNEXURE D** – Service Agreement
- **ANNEXURE E** – Declaration of Interest
- **ANNEXURE F** – Company/Board Resolution
- **ANNEXURE G** – Non-Disclosure Agreement
- **ANNEXURE H** – Certificate of Independent Bidding
- **ANNEXURE I** – Returnable Document Checklist



Registration No. 2000/026390/08

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## **1 INTRODUCTION**

The South African National Blood Service, (SANBS), is a non-profit organisation that provides human blood for transfusion that operates in South Africa, with the exception of the 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.

### **1.2 Our Vision**

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

### **1.3 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.

### **1.4 Our Values**

- Transparency
- Honesty
- Respect
- Excellence
- Accountability
- Diversity

## **2 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.

### **3 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.

### **4 CONTACT**

Potential bidder(s) must reduce all telephonic enquiries to writing and send them to the above email address.

### **5 BID SUBMISSIONS / RETURNABLE DOCUMENTS**

Where applicable, all documents must be completed and signed by the duly authorised representative of the prospective bidder(s).

### **6 INSTRUCTIONS TO BIDDER(S)**

6.1 Late bids will not be accepted.

### **7 EVALUATION AND SELECTION CRITERIA**

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

**Table 7A: Evaluation Criteria**

Evaluation Criteria
Phase 1 - Administrative and related documents Evaluation
Phase 2 - Functional Evaluation (Scoring: Minimum Threshold 100%)
Phase 3 – Price (80%) and B-BBEE (20%) Evaluation, (80/20) Split

## 8 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, considering 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) <b>or</b> a Certificate from the Companies and Intellectual Property Commission (CIPC) <b>or</b> a B- BBEE Rating Certificate from a SANAS Accredited Rating Agency.
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, <b>or</b> 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 Rating Agency.

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

### 8.1 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.

### 8.2 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.

### 8.3 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.



## **9 SPECIAL CONDITIONS OF THIS BID**

### **9.1 SANBS reserves the right:**

- 9.1.1 Not to award or cancel this bid at any time and shall not be bound to accept the lowest or any bid;
- 9.1.2 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;
- 9.1.3 To accept part of a bid rather than the whole bid;
- 9.1.4 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;
- 9.1.5 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
- 9.1.6 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.
- 9.1.7 To request bidders to provide additional supporting documents that will consist of proof that the terms and conditions of the Bid were complied with.

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

- 9.2.1 Act honestly, fairly and with due skill, care and diligence, in the interests of SANBS;
- 9.2.2 Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- 9.2.3 Make adequate disclosures of relevant material information, including disclosures

of actual or potential own interests, in relation to dealings with SANBS;

- 9.2.4 Avoid fraudulent and misleading advertising, canvassing and marketing;
- 9.2.5 Conduct their business activities with transparency and consistently uphold the interests and needs of SANBS as a client before any other consideration; and
- 9.2.6 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.

### **9.3 Conflict of Interest, Corruption and Fraud**

SANBS reserves its right to disqualify any bidder who:

- 9.3.1 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;
- 9.3.2 Makes or offers any gift, gratuity, anything of value or other inducement,
- 9.3.3 Whether lawful or unlawful, to any of SANBS' officers, directors, employees, advisors or other representatives;

### **9.4 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.

### **9.5 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.

#### **9.6 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.

#### **9.7 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.

#### **9.8 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.

#### **9.9 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.

## **9.10 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.