



South African Reserve Bank

Financial Services Department

Procurement Section

370 Church Street Pretoria

Tender

Tender No. ND/05-2013

Project name: Appointment of a services provider to administer and manage the external bursary scheme for the South African Reserve Bank

Tender closing date: 10:00, on Friday, 8 March 2013



South African Reserve Bank

Contents

Section

1. Invitation to tenderers
2. Section 1 – Conditions of tender
3. Section 2 – Notes to tenderers
4. Section 3 – Scope and specifications
5. Section 4 – Summary of conditions of contract



South African Reserve Bank

Invitation to tenderers



South African Reserve Bank

Request for Proposals (RFP)

The South African Reserve Bank (the Bank) wishes to appoint and contract a service provider for a period of three (3) years to administer and manage its externary bursary scheme. Interested parties are hereby invited to submit their proposals for provision of the above mentioned services to the Bank. The proposal must be supported by the information requested in this document.

Tender submission

An original proposals together with three (3), (four (4) documents in total) copies clearly marked “original” and “copy”, will be received until **10:00 on Friday, 8 March 2013** and must be enclosed in sealed envelopes, bearing the applicable tender headings and tender numbers, as well as the closing time and due date, as per the supplied cover page of this document.

The proposals should be deposited in the **tender box** at the South African Reserve Bank Head Office, **370 Helen Joseph (formerly Church) Street, Pretoria**.

Service providers are to note that it remains their responsibility to ensure the timeous delivery of these documents. If courier services companies are used for delivery of the documents, please give specific instructions for the documents to be deposited in the tender box and **not through the Bank internal mailing system. Tenders not deposited in the tender box will not be accepted.**

Proposals shall remain valid for a period of 120 (one hundred and twenty) days from the closing date for the submission of proposals, during which period it may not be amended or withdrawn. However, the Bank reserves the right to amend or withdraw the RFP at any time during the tender process, and tenderers would, however, be advised accordingly in writing.

Potential service providers may be required to undergo rigorous security vetting.

Late submissions will not be considered.



South African Reserve Bank

Section 1

Conditions of tender



South African Reserve Bank

Section 1

Conditions of tender

1.1 Introduction

- 1.1.1 The Bank will select an organisation/entity among those listed in the Letter of Invitation based on set criteria as specified in this RFP.
- 1.1.2 Please note that (i) the costs incurred or losses suffered by the tenderer in preparing and submitting a proposal and negotiating the contract, including a visit to the Bank, are not reimbursable as a direct cost of the assignment; and (ii) the Bank is not bound to accept any of the proposal submitted.
- 1.1.3 The Bank policy requires that tenderers provide professional, objective, and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work.
- 1.1.4 It is the Bank's policy to require that tenderers observe the highest standard of ethics during the execution of such contracts. The Bank will reject a proposal for award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent activities in competing for the contract in question.

1.2 Clarification and amendment of the tender documents

- 1.2.1 Tenderers may request clarification of any information in the RFP before the submission date. Any request for clarification must be sent in writing (by e-mail or fax) to the following person at least forty eight (48) hours before the closing date: For Attention: Ms Noluthando Deyi – Fax Number: 012 313 4046 or e-mail: Noluthando.Deyi@resbank.co.za.



South African Reserve Bank

- 1.2.2 The Bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited tenderer, amend the tender. Any amendment shall be issued in writing through addenda.
- 1.2.3 Addenda shall be sent by fax to all invited tenderers and will be binding on them. The Bank may at its discretion extend the deadline for the submission of tenders.

1.3 Preparation of tender

- 1.3.1 Tenderers are requested to submit a tender written in English.
- 1.3.2 In preparing the tender, tenderers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a tender.
- 1.3.3 While preparing the proposal, tenderers must ensure that the majority of the key professional staff proposed have a proven, extended and stable working relationship with them.

1.4 Submission of tender

- 1.4.1 Tenderers are warned that if the conditions set out hereafter are not closely adhered to it may result, at the sole discretion of the Bank, in the proposal not being accepted for consideration.
- 1.4.2 The original RFP shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer itself. Any such corrections must be initialled by the person or persons who sign(s) the proposal.
- 1.4.3 Tenders have to be submitted on the official forms included in the RFP documents and preferably not be qualified by the tenderer's own conditions of tender.
- 1.4.4 Each tenderer is required to return the complete set of the RFP obtained from the Bank, with all the required information supplied and completed in all respects.
NB: where requested to provide specific information, please provide same



South African Reserve Bank

and refrain from referring to some attachment unless you have been specifically requested to do so. Failure to adhere to this will negatively affect your scoring.

1.4.5 Tenderers are instructed to strictly adhere to the numbering used in the RFP to facilitate ease of evaluation.

1.4.6 Tenderers are to note that it remains the responsibility of the tenderers to ensure the timeous delivery of the proposal.

1.5 Signing of proposal

1.5.1 The person duly authorised thereto shall sign the proposal.

1.6 Procurement process

1.6.1 This is the proposal stage of the procurement process.

1.6.2 The Evaluation Committee of the Bank (the Evaluation Committee) will evaluate the proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria. Each proposal will be awarded a score.

1.6.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the terms of reference or if it fails to achieve the minimum score pre-determined by the Evaluation Committee.

1.7 Tender evaluation criteria

1.7.1 Tenders will be evaluated based on the following criteria:

1.7.1.1 Company profile including inter alia company experience on projects of a similar nature;

1.7.1.2 Capacity to deliver an uninterrupted service to the Bank;

1.7.1.3 Pricing (full breakdown of costs);

1.7.1.4 Valid BBBEE rating certificate; and



South African Reserve Bank

1.7.1.5 Valid Tax Clearance Certificate.

1.7.2 It is imperative that potential tenderers provide substantial evidence of their capabilities to perform the functions.



South African Reserve Bank

1.8 Negotiations

The aim of negotiation is to reach agreement on all points and sign a contract.

Negotiations will include a discussion of the proposal. The Bank and tenderer will work out final terms of reference indicating activities, staffing, logistics and reporting. The agreed work plan and final terms of reference will then be incorporated in the “Description of Services” and will form part of the contract. Special attention will be given to getting the most the tenderer can offer within the available budget and to clearly define the inputs required from the Bank to ensure satisfactory implementation of the assignment.

1.9 Awarding of contract

The contract will be awarded following negotiations. After successful negotiations, the Bank will promptly notify other tenderers on the shortlist that they were unsuccessful.

The tenderer is expected to commence the assignment and/or deliver the goods on the date(s) agreed on with the Bank.

1.10 Confidentiality

Information relating to the valuation of the tender and recommendations concerning awards shall not be disclosed to the suppliers who submitted the proposals or to other persons not officially involved in the process, until the successful tenderer has been notified that it has been awarded the contract.



South African Reserve Bank

Section 2

Notes to tenderers



South African Reserve Bank

Section 2

Notes to tenderers

2.1 Price to include

2.1.1 The total price shall be deemed to include any and all things and matters necessary for the complete and satisfactory execution and completion of the work to be done whether or not specifically referred to in the document.

2.2 Standard of service

2.2.1 The Bank's Project Manager will conduct random checks and will be responsible for determining acceptable standards of service.

2.2.2 Any sub-standard service will not be accepted and could cost the service provider the tender.



South African Reserve Bank

Section 3

Scope of Work



South African Reserve Bank

Scope of Work/Terms of Reference

- 3.1 The scope of work for this project includes but not limited to managing and administration of the bursary scheme as follows:
 - 3.1.1 Advertising and attracting potential bursars;
 - 3.1.2 Collating and sorting through the applications;
 - 3.1.3 Suggestions to Bank of potential bursars;
 - 3.1.4 Advertising of bursary offer;
 - 3.1.5 Sourcing of students according to the Bank's Bursary Policy;
 - 3.1.6 Informing students of selection;
 - 3.1.7 Letters to students/Universities;
 - 3.1.8 Receiving and checking of student results;
 - 3.1.9 Management of payments to students;
 - 3.1.10 Management of accounts statements from university;
 - 3.1.11 Record keeping and regular feedback meetings with a manager from the Bank;
and
 - 3.1.12 Managing the life cycle of the student during his/her studies from the first year to the final year of studying.



South African Reserve Bank



South African Reserve Bank

| |
|---------------------------|
| Breakdown of costs |
|---------------------------|

Detailed cost breakdown must be provided and attached herewith and signed by the service provider.

A company letterhead and VAT registration (if applicable) must be provided at the top of each page of the breakdown list of costs and the pages must be initialled. Please insert this page at the end of the cost breakdown and sign it.

Signed: _____

(for and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: _____



South African Reserve Bank



South African Reserve Bank

Appendix A

Employer: The South African Reserve Bank

Street address: 370 Helen Joseph Street, Pretoria

Telephone number: 012-313 4665

Supplier: _____

Contact person: _____

Postal address: _____

Telephone: _____ Fax: _____

| | |
|-----------------------|--|
| | Outsourcing of the external bursary scheme for the Bank |
| The tender sum | |
| 14% VAT | |
| TOTAL: | |

Amounts in words

.....
.....

Signed: _____

(For and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: _____

VAT Number: _____

Tax Number: _____

Please attach your standard terms and conditions of contract if applicable



South African Reserve Bank

2. Security Vetting Process

As the Bank is an organ of state and a National Key Point, the National Intelligence Agency is obliged to issue all Bank employees (permanent and temporary employees of the Bank, job applicants, independent contractors or contract workers, consultants, and other service providers) with a security clearance. Through personnel security vetting, the Bank ensures that all employees have appropriate security clearances for the work they are required to do.

The personnel security vetting process is guided by the principles of fairness, objectivity, professionalism, respect for human rights and privacy, and the application of due processes as enshrined in the Bill of Rights, Chapter II of the Constitution of the Republic of South Africa (Act No 108 of 1996). In particular, the employee's right to privacy, religion, belief, opinion, freedom of expression, freedom of association, freedom of movement and residence, and political rights will be duly respected by the Bank.

All the individuals that you may require for the purpose of this project will have to complete a security clearance questionnaire and be successfully security cleared prior to accessing any Bank premises or information.



South African Reserve Bank

Section 4

Summary of conditions of contract



South African Reserve Bank

Section 4

Summary of conditions of contract

4.1 Conditions of contract

The summary of conditions of contract shall govern this contract. However, the Bank may draft comprehensive conditions of contract after awarding the tender, if deemed necessary. The Bank is agreeable to negotiate the terms and conditions of the contract as may be reasonably required by either the Bank or the service provider.

4.2 Contract type

The Bank is considering entering into a three year contract.

The service provider is expected to provide and supply stationery and other related items to the Bank as and when requested.

4.3 Payment

Payment shall be based on invoice and shall be effected within thirty (30) days of the receipt of invoice by the Bank.

4.4 Criminal clearance

Appointment of the company and/or all personnel involved in rendering the service is subject to their satisfactory criminal clearance or vetting by the Bank.