

## REQUEST FOR PROPOSAL (RFP)

### INVITATION OF THE SERVICE PROVIDERS TO BE PART OF THE PANEL TO PROVIDE PICKING, PACKING AND DISTRIBUTION SERVICES.

**BID NUMBER: NECT/2022/09/005**

#### RFP SUBMITTED BY:

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Numbers: (Cell) \_\_\_\_\_ (Tel) \_\_\_\_\_

E-mail: \_\_\_\_\_

NECT: SCM ENQUIRIES	TECHNICAL ENQUIRIES
Contact person: Thobekile Shezi <b>Tel: 012 752 6200</b> <b>E-mail: <a href="mailto:scm@nect.org.za">scm@nect.org.za</a></b>	<b>Contact Person:</b> Siphelele Zikhali <b>Tel: 012 752 6200</b> <b>Email: <a href="mailto:scm@nect.org.za">scm@nect.org.za</a></b>
<b>CLOSING DATE:</b>  <b>CLOSING TIME:</b>  <b>VIRTUAL BRIEFING SESSION</b>  <b>TENDER VALIDITY:</b>  <b>SUBMISSIONS: NECT HEAD OFFICE (CENTURION, GAUTENG)</b>  <b>Address:</b> 272 West Avenue, Block D, Lakefield Office Park, Centurion, 0163	<b>23 September 2022</b>  <b>11:00 am</b>  <b>09 September 2022 @14h00 PM</b>  <b>90 Days</b>  A bid posted or couriered (at sender's risk) to the NECT in good time so as to reach the Trust before the above-mentioned closing date and time. Clearly indicated attention supply chain management unit, may be accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Trust disclaims any responsibility for seeing that such bids are in fact lodged in the bid box

## 1. TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) herewith invites proposals from interested service providers with relevant skills and experience to form part of a panel for the provision of Picking, Packing and Distribution services.

## 2. ENTITY BACKGROUND

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

NECT's point of departure is that government and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Civil society, with its diversity and flexibility, is able to support government by innovation and accelerated delivery. Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system.

## 3. SUBMISSION AND PROCESSING OF PROPOSALS

- a) All proposals must be submitted on official **company letterheads**.
- b) All service providers must submit their Broad-Based Black Economic Empowerment (**B-BBEE Verification Certificates**) in order to claim preference points. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid or Sworn Affidavit for B-BBEE EME (Exempted Micro Enterprises) with an annual total revenue of R5 million or less, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- c) The service provider's primary printing location must be based in Gauteng.
- d) **Late and/or incomplete submissions** will not be accepted.
- e) In bids wherein the **Consortiums and Joint Ventures** are involved, an agreement fully signed by all partners involved must be submitted.

- f) No portion of the bid may be sub-contracted.

#### 4. MANDATORY REQUIREMENTS

A service provider may be disqualified for failure to comply with the following:

- a. Provision of a valid Tax Clearance Certificate by the closing date.
- b. Submitting information that is fraudulent, factually untrue, or inaccurate.
- c. Failure to attach a declaration of interest.
- d. Failure to attach company registration documents (for both parties in case of joint venture/consortium).
- e. Failure to attach a B-BBEE certificate or sworn affidavit.
- f. Failure to attend a compulsory physical and/or virtual briefing session (Where applicable).
- g. Failure of service provider to indicate previous experience and capacity for bulk picking, packing and distribution work at both national and provincial levels.
- h. The submission of a bid which does not meet the specifications and conditions of the bid.

#### 5. OBJECTIVE AND SPECIFICATIONS OF THIS RFQ

The purpose of this Request for Proposal is to appoint a service provider or service providers for the provision of Picking, Packing and Distribution Services of School learner teacher materials across the country.

#### 6. SCOPE OF WORK

- i. Provide quality bulk picking, packing and distribution at competitive prices
- ii. Work within strict deadlines that are impacted by the need for agility and flexibility under constrained delivery timelines.
- iii. Have professional print systems from initiation of the order, proofing of materials artwork to final delivery that enable visibility of the value chain.
- iv. Have a professional capacity to pick/sort, pack, label/mark materials for ease of identification and distribution e.g. A packing slip and box/container labelling that clearly indicates the contents and their destination. **(A sample to be submitted).**

#### Experience and requirements:

Knowledge and understanding of bulk picking, packing and distribution services at national and provincial scale.

- a) The service provider Must demonstrate bulk picking, packing and distribution experience and the ability to handle varying quantities of materials over 200 separate titles totalling an

approximate combined minimum of five thousand printed orders for at least 5,000 minimum number of schools per school calendar term

- b) The service provider should have completed same or similar project in the last three (3) Years
- c) Manage the picking and packing as required for approximately five thousand separate orders/schools per term
- d) Deliver to approximately 5,000 destinations around South Africa timeously each term. Provide feedback, remediation support to manage shortages/errors in packing and final project report.
- e) The service provider must provide references (either a Letter, Copy of Purchase Order or Appointment Letter from other clients where similar work was completed)

## 7. EVALUATION METRICS & CRITERIA

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- a) This RFI will be conducted in accordance with NECT procurement policy.
  - b) Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.
  - c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in two (2) steps, namely:
    - i. Step 1: Mandatory requirement
    - ii. Step 2: Functionality evaluation
8. Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality maybe be assessed on the reasonability of the rates provided. **SUBMISSION REQUIREMENTS**

### Step 1: Mandatory requirements

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate
- c) Declaration of interest
- d) Company registration documents including Identity documents of Directors.
- e) Banking details – original cancelled cheque or bank statement/ Confirmation letter.

- f) References Letter or Copy of Purchase Order or Appointment Letter for similar work.

### Step 2: Functionality Evaluation

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluation.

CRITERIA	MAX POINTS
<b>1. Company experience</b> The Service Provider must demonstrate relevant experience in bulk picking, packing and distribution by providing purchase orders or contract of similar work done in previous 5 years: <ul style="list-style-type: none"> <li>• Above R20 million value of work = 20 points</li> <li>• R10-R20 million value of work= 10 points</li> <li>• R5- R10 million value of work= 5 points</li> </ul>	<b>20</b>
<b>2. Portfolio evidence:</b> Portfolio evidence or reference letters (on letterhead) from reputable previous clients and organizations: <ul style="list-style-type: none"> <li>• 4 or more letters of reference = 20 points</li> <li>• 3 signed letters of reference = 15 points</li> <li>• 2 signed letters of reference = 10</li> </ul> Note: Letters must include contact details.	<b>30</b>
<b>3. Demonstration of Bulk Picking, Packing and Distribution:</b> Service provider must demonstrate availability of bulk warehousing facilities (at least 5000 sqm), equipment and vehicles (Proof of Ownership or Rental Agreements): <ul style="list-style-type: none"> <li>• Facility available but not fully adequate for requirements provided with simple distribution capability =<b>20 points</b></li> <li>• Facility available but not fully adequate for requirements provided with fair distribution capability =<b>30 points</b></li> <li>• Excellent Facility with capability and Great distribution ability and network = <b>40 points</b></li> </ul>	<b>35</b>
<b>4. Technical Approach (Project Design, Management Plan)-</b> Methodology/approach/plan to implement efficient, effective and economical bulk picking, packing and distribution within a month.	<b>15</b>
<b>Total</b>	<b>100</b>

SCORING	
<b>Very Good: 10-15</b>	Important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of their area of expertise.
<b>Good: 5-9</b>	The approach is tailored to address the specific objectives and requirements and is sufficiently flexible to accommodate changes that may occur during the execution. There is a fair degree of details that facilitate understanding of the proposed work plan.

<b>SCORING</b>	
<b>Satisfactory: 1-4</b>	The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule but are not detailed
<b>Poor: 0</b>	Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.

## 9. TERMS AND CONDITIONS OF THE BIDDERS

- a) NECT reserves the right not to award the bid/project/contract.
- b) NECT reserves the right to call for interviews with short-listed bidders before final selection.
- c) Successful Bidder/s may be invited for presentation when deemed necessary.
- d) NECT reserves the right to negotiate price with the preferred bidder.
- e) NECT reserves the right to appoint more than one (1) service provider
- f) Late submissions will not be considered.

## BILL OF QUANTITIES

All pricing **MUST** be quoted in Rands.

## PICKING, PACKING AND DISTRIBUTION

<b>Books / Charts Picking and Packing</b>	<b>Book / Chart Page Size</b>	<b>Unit Price per Book 1 - 30 Pages</b>	<b>Unit Price per Book 31 - 50 Pages</b>	<b>Unit Price per Book 51 - 100 Pages</b>	<b>Unit Price per Book 101 - 150 Pages</b>	<b>Unit Price per Book 151 and More pages</b>
	A0					
	A1					
	A2					
	A3					
	A4					
	A5					
	A6					
	A3 Tri-fold Brochure					



	A4 Tri-fold Brochure					
	3 Panel A4 Size Z-Fold Brochure					

Distribution	Unit Price per Kilometer	Unit Price per Kilograms

Annual percentage (%) increase per	
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