

**INVITATION FOR QUOTATIONS****APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT WITH ITS PROTECTION OF PERSONAL INFORMATION ACT 04 OF 2013 (POPIA) READINESS ASSESSMENT AND COMPLIANCE**

- QUOTE NUMBER** : Q78D/21
- CLOSING DATE** : 29 JULY 2022 @ 11:00
- QUOTATION BOX NO.** : 05 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001) OR EMAIL TO Quotations@kzndhs.gov.za
- QUOTATION DOCUMENTS** : QUOTATION DOCUMENT WITH A DETAILED SCOPE OF WORKS CAN BE DOWNLOADED AT <https://www.kzndhs.gov.za/index.php/tenders/quotations>
- NOTE** : (NO QUOTATION DOCUMENT WILL BE ISSUED BY THE DEPARTMENT)
- TECHNICAL ENQUIRIES** : MS. REVISHA SINGH: 071 570 3390
- QUOTATION ENQUIRIES** : MS. ANDILE NYAKATHA 031 336 5330 / MR. SENZO MTHEMBU 031 336 5169 / MS. BABONGILE HLONGWANA 031 336 5155
- EVALUATION CRITERIA** : THE QUOTATION WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:

STAGE 1 – ELIGIBILITY CRITERIA

IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA, FOR THE PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS AND PROFILE MUST HAVE TRACEABLE REFERENCES WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED.

ITEM NUMBER	CRITERIA	WEIGHT
1.ABILITY • Capacity	• Human Resources to be used in completing the Project successfully (attach CV and qualifications of the team).	20
2.CAPABILITY • Experience • Competency • Track record	• Three references of similar work undertaken- List names, addresses, contact details of three organizations for which work has been accomplished and briefly describe the type of service provided for them.	20
	• Track record of the service provider.	20
3.METHODOLOGY & PROJECT PLAN	• Proposed methodology (describe the ability to meet deadlines, especially on a short-time frame, and give examples of how past tight deadlines have been met).	20
	• Management of Project/s.	20
TOTAL POINTS		100

STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM

THE 80/20 PREFERENCE POINTS SYSTEM WILL BE UTILIZED. IN TERMS OF REGULATION 6 (2) OF THE PREFERENTIAL PROCUREMENT REGULATIONS, PREFERENCE POINTS MUST BE AWARDED TO A BIDDER FOR ATTAINING THE B-BBEE STATUS LEVEL OF CONTRIBUTION IN ACCORDANCE WITH THE TABLE BELOW:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0