

**ZA DOMAIN NAME AUTHORITY
REQUEST FOR QUOTATION (RFQ)
PROVISION OF VALUATION OF PROPERTY, PLANT AND EQUIPMENT**

RE-ADVERTISED

RFQ Number: RFQZA2023/01

PROVISION OF VALUATION OF PROPERTY, PLANT AND EQUIPMENT

RFP Number	RFQZA2023/01
Re-Issue date	Tuesday 7 March 2023
RFP Scope	Provisioning of PPE valuation
Non-compulsory Briefing Session	N/A
Closing date for submission	Monday 13 March 2023
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand, 1685
Enquiries	ZADNA Finance Email: zadnafinance@zadna.org.za

SECTION A – TECHNICAL INFORMATION

1 BACKGROUND

An asset is a resource, tangible or intangible, controlled by the entity due to past events expected to be used during more than one reporting period, from which future economic benefits or service will potentially flow to the entity. Assets management is therefore one of the fundamental functions of the Entity and should be done according to applicable policies, laws and mandatory accounting reporting frameworks. In line with this, the management of .ZA Domain Name Authority's (ZADNA) manages its assets as required by policies and applicable Accounting standards.

IAS 16 Property, plant and equipment outlines the Accounting treatment of most types of PPE. Property plant and equipment is initially measured at its cost, subsequently measured either using cost or revaluation model, and depreciated so that its depreciable amount is allocated on systematic basis over its useful life.

2 PURPOSE

ZADNA seeks to appoint a qualified and experienced service provider to offer valuation of Property ,Plant and Equipment which have reached their useful life.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the Provision of Valuation of PPE.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted as specified in this document.

4.1 TECHNICAL PROPOSAL

The following must be submitted as part of the **technical** proposal:

- Covering letter;
- Company profile stipulating the number of years rendering similar services;
- Provide a minimum of three (3) contactable references from previous clients for similar work done;
- Pricing schedule

- Provide a project methodology that covers the following aspects outlined in the service scope:

4.2 SCOPE OF SERVICE

REFERENCE OF SERVICE COMPONENTS	SERVICE DESCRIPTION
SERVICES 1: Valuation of PPE	
<ul style="list-style-type: none"> • Motor vehicle on cost model 	Motor Vehicle ,Caddy White purchased and measured at historical cost must be re-evaluated .
<ul style="list-style-type: none"> • Office furniture on cost model 	<ul style="list-style-type: none"> • Office furniture and fixtures purchased and measured at historical cost must be evaluated.

GENERAL PROVISIONS

Service providers will be expected to sign a confidentiality clause and treat all information with such.

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description	Weighting (%)
Pricing	<ul style="list-style-type: none">Pricing must be competitive and market related and must be valid for the period of 30 days after closing date .	20
Client references	<ul style="list-style-type: none">The service provider must have dealt with State Owned EntitiesAt least three references (3) to be supplied Must have dealt with large organisations (Generic)	20
Technical expertise	<ul style="list-style-type: none">The service provider must demonstrate their understanding of the key requirements and expectations of ZADNA as outlined in this document.A detailed approach, methodology and tools on how they will assist ZADNA in achieving theobjectives of this request must be provided.	60

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the closing date;
- Proposals not submitted in accordance with this document;
- Failure to submit proof of registration with relevant professional body.

7 CONFIDENTIALITY

- 7.1.** The Bidder agrees to keep confidential all information that they receive, directly or indirectly, from the Authority or any other stakeholder, as well as all copies or analyses that they make or, have been made by third parties based on such information (collectively, the Material).
- 7.2.** The Bidder shall use the Material exclusively to prepare deliverables relevant to this assignment.
- 7.3.** The Bidder shall only permit access to the Material to persons within their organisations on a need-to-know basis.
- 7.4.** The Bidder shall explicitly inform such persons of the confidential nature of the Material and, before providing them with the Material, subject them to the confidentiality obligations contained in this Terms of Reference.
- 7.5.** The Bidder agrees that the Material will remain the property of ZADNA and cannot be used anywhere outside this assignment's scope.

8. INSTRUCTIONS FOR SUBMISSION OF THE RFQ

- 8.1.** Bidders shall submit information responses in accordance with the prescribed manner of submissions as specified.
- 8.2.** The Bidders must respond to annexures in detail and provide a written proposal.
- 8.3.** All responses in this regard shall only be accepted if they have been sent to the provided email before or on the closing date and stipulated time.
- 8.4.** No information shall be accepted by ZADNA if submitted in any manner other than as prescribed above.

- 8.5. ZADNA will disqualify any Bidder for purposes of this Request for Proposal if their response is submitted after the deadline.
- 8.6. All Bidders must submit their response no later than 12h00 (South African Standard Time) on Monday the 13th March 2023. They must be submitted to zadnafinance@zadna.org.za

9. EVALUATION CRITERIA

9.1. The RFQ will be evaluated with the preference point 70/30 evaluation.

<ul style="list-style-type: none"> • Total Functionality awarded Points 80 	<ul style="list-style-type: none"> • Total Point for price Awarded 20
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9.2. Administrative Requirements

- a) It is required that each Bidder must submit a response documentation pack –that the submission has to be in portable document format (PDF);
- b) That is delivered at the correct email address within the stipulated date and time as specified; all supporting documents and fully and correctly filled forms must be submitted.

9.3. CIPC Registration Documents.

- a) Tax clearance Information/Certificate.
- b) B-EEE Certificate.
- c) Fully completed annexure forms are attached herein.
- d) Detailed Company profile.
- e) Professional body affiliation confirmation.

- f) Three contactable references in the same scope of work.
- g) Pricing Schedule
- h) Declaration of Interest for Key Management in the organisation.

9.4. Conflicts Of Interest

- a) The Bidder must comment on any potential conflicts of interest arising from other assignments or a conflicting involvement in other assignments that may impair their independence.