



Independent Communications Authority of South Africa

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INVITATION TO TENDER FOR THE SERVICE PROVIDER TO DETERMINE AND ESTABLISH A NUMBERING FEE STRUCTURE WITHIN A MAXIMUM PERIOD OF THREE (3) MONTHS.

1. INTRODUCTION

The Independent Communications Authority of South Africa (ICASA) invites suitably qualified service providers to bid to develop a cost model to determine a numbering fee structure based on an Activity Based Costing ("ABC") principle a maximum period of three (3) months.

2. BACKGROUND

ICASA has a legislative mandate to make regulations prescribing the fees Licensees must pay for the allocation of numbers to recover administrative costs in terms of section 68 (1) and 7(a) of the Electronic Communications Act, Act 36 of 2005 ("the ECA") and section 17 of the South Africa's Numbering Plan Regulations, Government Gazette No. 39861 ("the Regulations") dated 24 March 2016.

The Authority did not develop the numbering fee structure since the ECA was promulgated. The purpose of the numbering fee structure will be to recover the administrative costs the Authority incurs in the allocation of numbering resources in line with the ECA requirement.

3. SCOPE OF WORK

To apply Activity Based Costing ("ABC") principles to determine a cost model for numbering fee structure in order to recover the administrative costs the Authority incurs in the allocation of numbering resources within a maximum period of three (3)

months.

4. BID SPECIAL CONDITIONS AND TECHNICAL REQUIREMENTS

4.1. The terms of reference for this bid will be evaluated on two levels, which are:

4.1.1 Level 1: Functionality; and

4.1.2 Level 2: the 80/20 procurement principle

4.2 Pre-qualification criteria

Table 1: Pre-qualification criteria

Pre-qualification criteria			
1.	The bidder will be expected to apply Activity Based Costing ("ABC") principles to develop a cost model for determining the appropriate numbering fee structure for the recovery of administrative costs.	Comply	Not Compliant
2.	The expected numbering fee structure to be developed must include all types the numbering resources in terms of the Regulations and the related ITU-T recommendations for all numbering ranges used Nationally in South Africa.	Comply	Not Compliant

5. Period of assignment

5.1 All work is to be carried out following the schedule as agreed with the Authority.

5.2 The project is expected to be completed within a maximum period of three (3) months from the contract's date of conclusion.

6. Briefing Session

There will be a **virtual compulsory** briefing session on Microsoft Teams.

7. Bid evaluation criteria

The bid will be advertised for 21 calendar days in the ICASA website and e-tender portal.

Bidders will be evaluated on; (a) submission of the required documents, (b) functionality and (c) price and b-bbee. Only bidders who meet the cut-off score of 80 points out of 100 points for functionality will be considered further for price and b-bbee evaluation. All bid proposals submitted will be evaluated in accordance with 80/20 procurement principle as prescribed by National Treasury Regulations.

Table 2: Functionality criteria

No	Category	Weight
A.	Functionality criteria	
1.	Experience of the Entity in developing ABC financial models 5 = 5 years demonstrated experience in developing ABC financial models for cost recovery 4 = 4 years demonstrated experience in developing ABC financial models for cost recovery 3 = 3 years demonstrated experience in developing ABC financial models for cost recovery 2 = 2 years demonstrated experience in developing ABC financial models for cost recovery 1 = 1 year demonstrated experience in developing ABC financial models for cost recovery	45

<p>2.</p>	<p>Provide a Project Plan</p> <p>5 = A project plan with Milestones, Work Breakdown Structure, Schedule, Budget allocations, Responsibility Matrix, Risks and Contingency Plans.</p> <p>3 = A project plan with Milestones, Work Breakdown Structure, Schedule, Budget allocations excluding Responsibility Matrix, risks and contingency plan.</p> <p>1 = A project plan with Milestones, Work breakdown structure, schedule and excludes Budget allocation, Responsibility Matrix, risks, and contingency plan.</p>	<p>15</p>
<p>3.</p>	<p>Provide reference letters with company letterheads of similar service supplied in the past five years. The reference letters must have contacts details such as the landline, mobile number, email address and the person to be contacted.</p> <p>5 = Provide four (4) or more testimonial reference letters of service supplied on letters heads.</p> <p>4 = Provide three (3) testimonial reference letters about service supplied on letterheads.</p> <p>3 = Provide two (2) testimonial reference letters about services rendered.</p> <p>2 = Provide one (1) testimonial reference letter about service supplied on letterheads.</p>	<p>20</p>

	<p>1 = No submission of testimonial reference letters. Unverifiable services supplied will constitute disqualification of the bidder.</p>	
4.	<p>Experience and Qualifications of personnel in developing ABC financial models</p> <p>5 = More than 8 'years' experience of at least more than 3 personnel with relevant qualifications such as accounting project management certifications and accounting work Certification</p> <p>4 = 5 'years' experience of at least more than 2 personnel with relevant qualifications such as accounting project management certifications and accounting work Certification</p> <p>3 = 4 'years' experience of at least 2 personnel with relevant qualifications such as accounting project management certifications and accounting work Certification</p> <p>2 = 3 'years' experience of 1 personnel with appropriate qualifications such as accounting project management certifications and accounting work Certification.</p> <p>1 = 1 year experience of 1 personnel with relevant qualifications such as accounting project management certifications and accounting work Certification.</p>	20
	<p>TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.</p> <p>Grand Total: 100</p> <p>Minimum cut-off point: 80</p>	100

Table 3: PRICE AND BBBEE STATUS LEVEL CONTRIBUTION

PRICE AND BBBEE STATUS LEVEL CONTRIBUTION		
B.	Price	80
C.	BBBEE Status Level Contribution	20
	TOTAL	100

NAME..... SIGNATURE.....

SUPPLIER.....DATE.....
