

15 JULY 2020

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO FACILITATE THE BOARD INDUCTION

RFQ	RFQ/MICT/18/2020
RFQ ISSUE DATE	15 JULY 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO FACILITATE THE BOARD INDUCTION.
CLOSING DATE & TIME	20 JULY 2020 @ 11:00
EMAIL FOR SUBMISSIONS	rfqs@mict.org.za

Submissions must be emailed to rfqs@mict.org.za on the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO FACILITATE THE BOARD INDUCTION.

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The Minister of DHET appointed a Board for the MICT SETA on the 01 April 2020. In order to ensure that the entity adheres to best practice as stated in the King code of corporate Governance, as an extension of the board induction, the Accounting Authority and Senior management will need to undergo an induction process. MICT SETA seeks to appoint a qualified professional service provider to facilitate the induction of the newly appointed board.

2. SCOPE OF WORK

- 2.1 The prospective service provider is requested to facilitate an induction workshop to 15 members of the accounting authority, and 7 members of senior management. The induction must also address specific provision of the Skills Development Act, MICT SETA Constitution, PFMA, Committee Terms of Reference and King IV principles.
- 2.2 Train/workshop Board members on King IV Principles
- 2.3 Train/workshop Board members on PFMA and SCM principles
- 2.4 Train/workshop Board members on MICT SETA Constitution, Board Charter, Committee Terms, Code of Ethics Policy and Delegation of Authority Framework.
- 2.5 The responsibilities of the board vs the responsibilities of senior management.
- 2.6 The Role and powers of the Chairperson vs the Accounting Authority members
- 2.7 Responsibilities of the Audit & Risk Committee and Finance & Remuneration committee, Risk Management Committee, Governance and Strategy Committee, Executive Committee,
- 2.8 Best practice with respect to Board and Board sub-committees, Information Communication and Technology Committee.
- 2.9 Compile report from the Induction workshop
- 2.10 Train/workshop Board members to be able to distinguish between oversight role and operations
- 2.11 Management of conflict of interest and disclosures
- 2.12 Independent members in the context of the King Code of corporate governance
- 2.13 Provide Corporate Governance pocket booklets: PFMA, SDA, SLA and King IV. **28 copies of Each**
- 2.14 Duration/Facilitation: Facilitate 1 day with external stakeholder's presentations,
- 2.15 Induction/Training: 2 days with Accounting Authority and Senior Management
- 2.16 Experience: Must provide a minimum **5 reference letters** with contactable references, reflecting traceable experience in providing Board consulting and or board facilitation services to clients' in public sector.

The service provider must provide at minimum 5 professional references of previous work done, if not provided, bidder will be disqualified.

3. PRE-QUALIFICATION CRITERIA

- 3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBEE contributor)** status will be considered (**no generic companies will be considered**)
- 3.3 Bidder must complete and sign the RFQ document by the authorised company representative

Note: All bidders who do not comply with the items listed above will be disqualified.

4. COSTING

The quotation must reflect a detailed cost breakdown indicating the following:

See table below as reference: (Pricing must include a detailed cost breakdown but not limited to)

Activities As Per The Deliverables Of The Project		
Description	Qty: Daily Rate	Cost
Training/Induction	3 days	
PFMA, SDA, SLA and King IV	28 copies	
Miscellaneous		
Total Costs (Excl) Vat		
Vat		
Total Cost (Incl.) Vat		

- 4.1 Bidder must clearly include any and all associated total cost of services including but not limited to the list above.
- 4.2 Note: Board Induction date proposed dates are 3-5 August 2020 (TBC), time and venue to be confirmed.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 5.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 5.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 5.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 5.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

6 POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

P_s = Points scored for comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

7. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

- 7.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 7.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 7.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 7.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 7.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 7.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

8 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

9 CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 9.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 9.2 Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 9.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 9.4 Award a contract to one or more bidder(s).
- 9.5 Accept any RFQ in part or full at its own discretion.
- 9.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 9.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

10 COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- General Conditions of a Contract (GCC)
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- Bidder will be required to signed SB7 (contract form)