

**044/2022/PROCUREMENT/BBBEE/RFQ**

<b>DESCRIPTION:</b>	BBBEE Strategy
<b>DURATION:</b>	12 months (1Yr)
<b>PROPOSED BID PROCESS:</b>	RFQ
<b>REQUESTOR:</b>	Procurement
<b>DIVISION:</b>	Finance
<b>UNIT:</b>	Procurement
<b>ISSUE DATE:</b>	13 <sup>th</sup> October 2022
<b>DATE REQUIRED:</b>	1 <sup>st</sup> November 2022
<b>CLOSING DATE:</b>	24 <sup>th</sup> October 2022 @ 11h00
<b>ENQUIRIES:</b>	<a href="mailto:imosalakgotla@tcta.co.za">imosalakgotla@tcta.co.za</a> and <a href="mailto:tenders05@tcta.co.za">tenders05@tcta.co.za</a>
<b>METHOD OF SUBMISSION:</b>	<a href="mailto:imosalakgotla@tcta.co.za">imosalakgotla@tcta.co.za</a> and <a href="mailto:tenders05@tcta.co.za">tenders05@tcta.co.za</a>

**BACKGROUND**

TCTA is a schedule 2 entity in terms of the Public Finance Management Act 1 of 1999 (PFMA). As such, it is an organ of state as defined in the B-BBEE Act 53 of 2003. In terms of section 6 of the B-BBEE Amendment Act 46 of 2013, “every organ of state and public entity must take into account and, as far as is reasonably possible, apply any relevant code of good practice issued in terms of this Act”.

Accordingly, TCTA must maintain a B-BBEE status level of contributor and provide proof of same from a SANAS accredited verification agency. In 2021 TCTA appointed a verification agency to provide it with a B-BBEE scorecard and as a result of that scorecard TCTA has decided to improve its B-BBEE status level of contributor.

**SCOPE OF WORK**

**DETAILED DESCRIPTION OF GOODS/SERVICES**

*TCTA is looking for an experienced B-BBBEE Consulting service provider to :*

- 1. Provide training on B-BBEE requirements and*
- 2. Develop TCTA's B-BBBEE Strategy, and*
- 3. Project Management the creation of the strategy by the relevant stakeholders.*

*The scope of this RFQ does not include the implementation of such a strategy by the service provider.*

*The Strategy must include the following:*

- 1. An AS-IS analysis of TCTA's B-BBBEE certificate and any gaps identified;*
- 2. An analysis of TCTA's B-BBEE verification file and recommendations for improvement to the documentation/processes.*
- 3. A summary of applicable B-BBBEE legislation and prescripts applicable to TCTA*
- 4. Recommendations for the improvement of each target*

5.	An implementation plan for the short term and long-term improvement of TCTA's B-BBBEE scorecard.		
6.	Recommendations for Change Management		
In preparing the Strategy, the service provider will be required to:			
1.	Set up workshops and meetings with the relevant stakeholders to gather information		
2.	Collect and/or deliver information to and from TCTA		
3.	Guide the relevant stakeholders on the requirements of BBBEE Compliance		
4.	Present the B-BBBEE Strategy for approval to TCTA's internal approval bodies and incorporate any inputs therein.		
5.	Prepare, implement and monitor a project plan from start to completion in order to ensure that all the project deliverables are met.		
COMPANY EXPERIENCE REQUIRED			
The service provider should have experience in provide B-BBBEE strategies for organs of state belonging to the Government of the Republic of South Africa and as defined in the Public Finance Management Act 1 of 1999.			
PERSONNEL EXPERIENCE REQUIRED			
Not applicable because it is the service provider that should be able to provide the scope of work and they will be measured on their deliverables to TCTA.			
DELIVERABLES			
The Service Provider's performance will be measured on the following deliverables:			
	Deliverable	Evidence	Timelines
1.	Provision of 2 effective sessions of Virtual Training on B-BBBEE legislation and compliance by a B-BBBEE expert who is able to explain and engage on B-BBBEE Concepts  (Including any inputs and amendments made to the training material by TCTA)	Training Material Meeting Invitation Attendance Register	The first session must take place within 6 months of the award date.  The second session must take place within 18 months of the date of award
2	A legislatively sound, fit for purpose, well-researched B-BBEE Strategy customised for TCTA and free of editorial errors (spelling and grammar errors)  (The service provider will be measured and paid against the delivery of this deliverable and all costs associated therewith should be included. This includes attending meetings at TCTA virtually or physically, Information Gathering by the service provider, the delivery and/or collection of information to and from TCTA offices.)	First Draft of B-BBBEE Strategy	Within 3 months of the award date
		Second Draft of the B-BBBEE Strategy	Within 6 months of the award date
		Third Draft of the B-BBBEE Strategy	Within 3 months of presenting the document to EXCO
		Fourth Draft of the B-BBBEE Strategy	Withing 3 months of presenting the document to Finance Committee
		Fifth Draft of the B-BBBEE Strategy	Within 1 month of presenting to TCTA's Board of Directors
	Final B-BBBEE Strategy	Within 1 month of the final comments and inputs from TCTA.	
3	A measurable and achievable project plan	Project plan that includes but is not limited to:	Within 1 month of the award date.

		<ul style="list-style-type: none"> <li>• An outline of the project</li> <li>• List of stakeholders</li> <li>• List of objectives</li> <li>• Detailed Plan with activities and timelines</li> </ul>	
4	<p>An accurate and complete Project Status Report and attendance of performance management reports which includes:</p> <ol style="list-style-type: none"> <li>1. Project Deliverables</li> <li>2. Actions</li> <li>3. The Person/s responsible</li> <li>4. Status (example. Delayed/In Progress/Completed)</li> <li>5. Comments as provided by the person responsible</li> </ol>	<p>A excel report maintained by the service provider</p> <p>Attendance register of meetings</p> <p>Completed performance reports</p>	<p>Provided to TCTA every 3 months and upon request by TCTA.</p> <p>Bi-annually and upon request by TCTA.</p>

#### RETURNABLES

MANDATORY	NON-MANDATORY
<p>SANAS Accreditation</p> <p>SBD 4 document</p> <p>CVs of the proposed resources</p> <p>Company references with contact details</p> <p>Duly completed pricing schedule</p>	<p>Completed Annexure A for Company Experience</p>

#### TRANSFORMATION GOALS

The Service Provider should have a minimum BBBEE Status Level of 2

#### PROPOSED FUNCTIONALITY CRITERIA

	FUNCTIONAL CRITERIA	WEIGHT
1.	<p><u>General BBBEE Services and Verification Services</u></p> <p><b>5 points</b> for every entity that is an organ of state to a maximum of 30 Points</p>	30
2.	<p>Development of a BBBEE Strategy</p> <p><b>10 points</b> for every entity that is an organ of state to maximum of 50 points</p>	50
3.	<p><u>Implementation of a BBBEE Strategy and/or BBBEE Implementation Plan</u></p> <p><b>5 points</b> for every entity that is an organ of state to a</p>	20

	maximum of 20 points	
Bidders must score a minimum of 60 points out of 100 in order to be evaluated further.		

**PROPOSED PRICING SCHEDULE**

<b>Description</b>	<b>Quantity</b>	<b>Price per Unit</b>	<b>Total Price</b>
<i>Training on B-BBEE compliance and legislation</i>	<i>2 sessions</i>		
<i>Completed and Final B-BBEE Strategy (inclusive of all costs associated therewith)</i>  <i>To be paid in 6 equal instalments in accordance with the deliverables stated above.</i>	<i>1</i>		
<i>Project Management (This line item includes the project plan and the provision of project status report.)</i>	<i>1</i>		
		<i>Total Excluding VAT</i>	
		<i>Total Including VAT</i>	

- 1. Bidders must invoice after the completion of each deliverable. TCTA will only make payment for deliverables received as per the deliverable schedule above.**
- 2. TCTA will not accept pricing on an hourly rate for this bid. All pricing must be provided in line with the attached pricing schedule.**
- 3. TCTA does not make any upfront payments.**
- 4. All payment milestones will be subject to agreement between the parties after award.**
- 5. All prices must include disbursements, travel and courier services.**
- 6. Prices must be firm and unconditional. There should not be a conditions relating to the price in the bid offer.**

**ANNEXURE A**

**COMPANY EXPERIENCE**

**(Multiple projects at the same entity should be consolidated into one line item. Please mark the applicable entity with an X)**

Client Name	Private Entity/Trust	Organ of State	General BBBEE Services and verification	Provision of a BBBBB Strategy	Implementation of a BBBEE strategy or BBBEE Implementation Plan	Duration with service with that entity	Client Contact Person	Telephone Number	E-mail Address

SIGNATURE: ..... NAME OF BIDDDER.....

(of person authorised to sign on behalf of the Bidder)