



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

(“The DSI”)

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO OFFER A MENTORING AND COACHING PROGRAMME

N.B. : *By providing us with your Personal Information, you consent to the DSI processing your Personal Information, which the DSI undertakes to process strictly in accordance with the section 18 informed consent document.*

1. BACKGROUND

The Department of Science and Innovation (DSI) commits towards the achievement of excellence by having the right people, with the right skills, in the right place. The Department of Science and Innovation (DSI) has identified a need for Mentoring and Coaching sessions for one Director for a period of 3 months. The DSI invites you to submit a proposal for Mentoring and Coaching sessions for two Directors.

The Department of Science and Innovation would like to secure the services of an independent provider to deliver a well-structured Mentoring and Coaching session for one Director for a period of 3 months within the DSI, the DSI invites service providers to submit a proposal for well-structured Mentoring and Coaching sessions for two Directors for a period of 3 months.

2. PURPOSE

To procure the service of a training provider to offer a Mentoring and Coaching sessions for two Directors for a period of 3 months. The Programme should comprise of contact sessions or online sessions.

3. SPECIFICATION

3.1. For the First Manager, the appointed service provider will be expected to assist in achieving the following outcomes : -

- Ability to manage people and demonstrate effective leadership when working with subordinates and project teams.
- Ability to create a conducive environment that supports a high-performance culture.
- Ability to demonstrate effective change management competence
- Ability to effectively implement employee relations interventions in teams.

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3.2. For the Second Manager, the appointed service provider will be expected to assist in achieving the following outcomes :: -

- Ability to demonstrate strategic capability and leadership
- Competence Ability to demonstrate public finance management competence
- Ability to manage people and demonstrate effective leadership when working with subordinates and project teams

The experience and qualification profile of the coach to include:

- Post-Graduate qualification in public management or business management.
- At least 10 years' experience in mentoring and coaching at management & executive levels
- Experience in governance issues in institutions
- Experience on psychology; change management and labour relations matters
- Work experience at an executive level in either or both in government and private sector.

4. INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL

4.1 All prices quoted must include VAT and should be linked with specific tasks to be undertaken.

4.1 A service provider should comply with the specification.

4.3 **The CV of the facilitator** – whom must have at least a minimum 10 years' experience as a mentor of facilitating Mentoring and Coaching Sessions (First Manager. For the second manager the facilitator must have at least a minimum 2-3 years as a mentor of facilitating Mentoring and Coaching Sessions.

4.5. The Programme should be a physical or virtual/ online, interactive course. The course will Commence once an order has been created.

5. EVALUATION OF PROPOSALS

5.1 The proposals will go through three stages of the evaluation process which will include the following:

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- a) Mandatory Evaluation; and
- b) Evaluation on Price and Specific Goals.
- c) Evaluation on Price and Specific Goals.

5.2 Mandatory and Administrative Requirements

The following documents are compulsory and should be submitted together with the proposal; *failure to submit the following will result in disqualification*:

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit to claim B-BBEE credentials.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Attach proven experience by providing a list of current and past contracts which are relevant to the required service in the bid specifications, according to the template in **Part A**: Client Base. Only the relevant experience shall be considered for bid evaluation purposes. Reference screening will be undertaken to confirm the validity of referees provided.;
- h. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.
- i. The Facilitator Must have Post Graduate Diploma or Masters Degree

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process strictly in accordance with the section 18 informed consent document.

5.1 Functionality Evaluation

- a) Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of fifty percent (60%).
- b) The DSI panel members will individually evaluate the responses received against the following criteria as set out below:
- c)

FUNCTIONALITY EVALUATION					
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent					
CRITERIA					WEIGHTS
1. <u>Experience:</u> Expertise and experience (credentials) of the facilitator in offering Mentoring and Coaching Sessions					25
Less than 2 year	3-4 years	5-7 years	8-10 years	Above 10 years	
1	2	3	4	5	
2. <u>Track Record:</u> Track record of provider in offering Mentoring and Coaching Sessions listing organisations where the sessions were offered with the following information: Name of the Client organization, Name of the Course, contact person, Telephone & e-mail) and attach letters of reference					25
List only	List and 2 references	List and 3 references	List and 5 references	List and above 5 references	
1	2	3	4	5	
3. <u>Qualification</u> Qualification					20
Certificate	Degree/ Diploma	Honours	Masters	Doctorate	
1	2	3	4	5	
4. <u>Proposal:</u> Comprehensive Methodology (Course outline, interactive exercises, assessment approach & training option i.e., virtual option that is responsive to the Terms of Reference)					30
20% responsive	40% responsive	60% responsive	80% responsive	100% responsive	

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	1	2	3	4	5	
TOTAL SCORE						100
MINIMUM THRESHOLD SCORE						60

d) Service Providers must take note that any proposal not meeting a minimum score of 60 percent on functional proposal will be disqualified and will not be considered for the next Phase.

e) Functional evaluation guidance:

i. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

Value	Description
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

ii. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

iii. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.

iv. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

v. Service providers will not rate themselves, but need to ensure that all information is supplied as required. The DSI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.

5.2 Price and Specific Goals Evaluation

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Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

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

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration;

P_{\min} = Price of lowest acceptable tender.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal specified for the tender, as per the table below:

Table 1 – Specific goals

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
EMEs and QSEs	05

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The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
Companies owned by black people	05
Companies owned by women	05
Companies owned by youth	03
Companies owned by people with disabilities	02

- i. A bidder must submit proof of its Specific goals' status.
- ii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- iii. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- iv. The points scored must be rounded off to the nearest two decimal places.
- v. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
 - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
 - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
 - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
 - If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.
- vi. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

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- vii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.

6 AWARDING OF THE BID

6.1 The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.

7 SUBMISSION OF PROPOSALS

- 7.1 The deadline for the proposal is **25 October 23** at **16:00**.
- 7.2 The proposals should be sent (e-mail) to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.

8 CONTACT PERSONS

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations.

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Name of client / organization where contract is being executed/was executed	Description of Contract Services	Physical Address of the Client/ organization	Contact persons and telephone numbers of your client	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

NB: DSI reserves the right to verify the contents of this list directly with the bidders' clients a

5.3 Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20

preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

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

Where

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P_t = Price of tender under consideration;

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- c) A maximum of 20 points will be awarded to a tenderer for the specific goal specified for the tender, as per the table below:

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Companies owned by people with disabilities	02

- viii. A bidder must submit proof of its Specific goals' status.
- ix. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- x. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.3(c) must be added to the points scored for price under paragraph 6.3(b).
- xi. The points scored must be rounded off to the nearest two decimal places.
- xii. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
 - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
 - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
 - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
 - If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.

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- xiii. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
- xiv. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.

6. AWARDING OF THE BID

- 6.1 The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.
- 6.2 The successful service provider **will be** required to enter into a service level agreement with the Department.

7. SUBMISSION OF PROPOSALS

- 7.1 The deadline for the proposal is 22 October 2023 at **18:00**.
- 7.2 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.

8. CONTACT PERSONS

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations.

initiate:

initiate:

PART A: CLIENT BASE

Name of client / organization where contract is being executed/was executed	Description of Contract Services	Physical Address of the Client/ organization	Contact persons and telephone numbers of your client	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

NB: DSI reserves the right to verify the contents of this list directly with the bidders' clients and also conduct site inspections

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