

COVER PAGE

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CONTENTS PAGE

No.	Topic	Page no.
1.	Definitions of acronyms/glossary	3
2.	Purpose	3
3.	Project background	3-5
4.	Objectives of the project	6
5.	Scope of work	7-11
6.	Skills and expertise of the service provider or resource team.	11-14
7.	Reporting	15
8.	GPG electronic invoice submission system	15
9.	Intellectual Property	15-16
10.	Evaluation criteria	16-20

1. DEFINITIONS OF ACRONYMS/GLOSSARY

COGTA	Department of Corporative Governance and Traditional Affairs
CV	Curriculum Vitae
DPSA	Department of Public Service and Administration
DTIC	Department of Trade, Industry and Competition
GPG	Gauteng Provincial Government
GPT	Gauteng Provincial Treasury
IGR	Inter-Governmental Relations
LED	Local Economic Development
MFHSP	Municipal-Hands on Support Programme
RTR	Red Tape Reduction

2. PURPOSE

The Gauteng Provincial Treasury is seeking professional services to conduct a study to reduce red tape for business in three (3) Metro municipalities in the province. Thus, wish to invite quotations from prospective service providers to conduct the study on the scope as is provided below.

3. PROJECT BACKGROUND

3.1. MANDATE OF PROVINCIAL TREASURY


- a) Technical support to municipalities stems from the provincial treasury's role and responsibilities as contained in the Constitution of South Africa and the Municipal Finance Management Act, 2003 (Act 56 of 2003).
- b) Section 154 of the Constitution requires the national government and provincial governments, by legislative and other measures, must support and strengthen the capacity of municipalities to manage their affairs, exercise their powers, and to perform their functions.
- c) Sections 5 and 6 of the Municipal Finance Management Act outline the general functions of Provincial Treasuries and the authority of the National Treasury to delegate functions. In this regard, the National Minister of Finance (National Treasury) formally delegated additional responsibilities to the MEC for Finance (Provincial Treasuries) as per Municipal Finance Management Act Circular 20 dated 16 August 2005.
- d) Provincial Treasuries amongst others must support municipalities with the implementation of the Municipal Finance Management Act and the related Regulations as it relates to financial management functions that amongst others include budgeting, revenue, and expenditure management, as well as cash management, investments, and borrowings.

3.2. UNDERSTANDING RED TAPES

- a) Red Tape makes it difficult for businesses to succeed, grow, create jobs, and invest in infrastructure and development. Red Tape is often caused by a range of factors, which include people's values; outdated or inappropriate policies, rules, and regulations; inefficient processes and systems, poor management, and staff skills shortages.
- b) Red tape has become the buzzword for businesses, both micro to medium and large businesses when defining their engagement with government. Red tape is mostly defined as rules and regulations, administrative and management procedures, and systems, that are not, or are no longer, effective in achieving their intended objectives and therefore produce undesired socio-economic outcomes.
- c) These rules and regulations, administrative and management procedures, and systems have become excessively complex and thus impose unnecessary delays, inaction, or costs that exceed their benefits. The Dtic Red Tape Reduction Guidelines (2013:8) further state that red tape involves excessive, unevenly enforced regulations or rigid conformity to formal rules that are considered redundant or bureaucratic and hinder or prevent effective action or decision-making.
- d) Red tape can be caused by one or a combination of the following:
 - i. The inefficiency of the processes and administration systems that are used by the municipality (government). These should be clearly defined, timed, monitored, reported on, and managed effectively.
 - ii. The incompetence of the personnel/staff in the organization that must deal with a particular rule, regulation, or process. This includes the necessary skills and experience for the job at hand.
 - iii. Poorly defined, unexplained, and outdated strategies, policies, rules, and regulations. Sometimes it's the lack of understanding of these by the people they are intended to benefit, and this is in turn caused by a lack of specific information on the strategies, policies, rules, and regulations (poor communication).
 - iv. The strategies, policies, rules, and regulations are too complex and cumbersome that they do not achieve the objectives that they are designed to achieve.
- e) In 2013, the National Department of Trade, Industry and Competition in partnership with the National COGTA developed the "National Guidelines for Reducing Municipal Red Tape". The purpose of these guidelines was to provide municipalities and businesses with practical tools and resources to address municipal red tape issues which have the potential to improve the business environment for small businesses at a local level. The Guidelines looked at seven indicators which impact on small businesses. The indicators were developed based on an assessment undertaken to provide insight into areas of Red Tape impacting small

business activities. The seven main indicators identified where Red Tape is rampant are as follows:

- i. Lengthy and inefficient supply chain management processes (which ultimately affects the 30-day payment system to SMMEs);
 - ii. Municipal building plans approval processes;
 - iii. Effectiveness of the complaint's notifications system;
 - iv. Communication of relevant business information by municipalities to businesses;
 - v. Enforcement of municipal by-laws which are relevant to business signage;
 - vi. Municipal business registrations and permits and
 - vii. Percentage spent in procurement on SMMEs.
- f) Section 152 (1) of the Constitution provides for object of Local Government to promote social and local economic development. This can be achieved through the creation of an enabling environment for trade and investment in municipalities. Red tape is one of the major obstacles for the municipalities to create such an environment. The department through its Municipal-Hands on Support Programme (MFHSP) has taken the initiative to assist the three (3) metro municipalities to reduce red tape that negatively affects businesses in their localities.
- g) This should be done in consultation with both the public and private stakeholders. This consultative process of defining and implementing red tape reduction processes will strengthen the social and institutional relations between private and public sectors and as such strengthen local economic development processes.
- h) Red tape reduction processes also assist municipalities in improving service delivery by addressing inefficiencies in service delivery. Red tape reduction will assist businesses by reducing the costs of doing business, and the government in cutting administration costs, and by improving support for the existing businesses and attracting new ones hence this red tape reduction initiative.

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	Red Tape Reduction Study in Selected Municipalities in Gauteng	Page: 6 of 20

4. OBJECTIVES OF THE PROJECT

- a) The overall objective of this initiative is to assist and capacitate three (3) Metropolitan municipalities in the province to be responsive to addressing red tape issues hampering local business and development and be able to resolve those that are within their control.
- b) This initiative is a stepping stone towards assisting three (3) Metropolitan municipalities in the province to operate more efficiently and improve economic development in their respective areas. The main objectives therefore are to:
 - Determine the critical Red Tape issues at the local government level that hinder businesses from taking advantage of business opportunities and/or expansion in the locality;
 - Investigate the critical red tape issues based on the policy provisions and the actual practice to establish the cause of the issue;
 - Rank the red tape issues in order of importance to the business and form common areas or thematic areas;
 - Map out the processes to resolve the red tape issues that are within the local sphere of government;
 - Develop and implement the action plan to improve the business processes of the identified areas and
 - Monitor and evaluate efficiency and/or improvements in the local business environment.
 - Assist in recommending/developing a dashboard Monitoring and evaluation tool that could feed into MEC's Main dashboard for tracking and reporting.
- c) The specific project outputs are as follows:
 - Facilitated processes to identify red tape with Legal, regulatory control, Municipal policies, and by-laws, town planning regulatory environment, public finance environment, and municipal administration systems. (Engagement with Metro CFOs and other relevant officials).
 - Action or implementation plans developed.
 - Business process mapping
 - ✓ (Policy and Regulation: Eliminate red tapes within legal and regulatory control (Local government legal framework, Municipal policies, and by-laws,
 - ✓ Town Planning: Eliminate red tape in the town planning regulatory environment (inefficiencies in municipal building plans approval processes and Municipal business registrations and permits approval)
 - ✓ **Public Finances:** Red tapes within the public finance environment (eliminate lengthy and inefficient supply chain management processes)
 - Stakeholder mapping;
 - Reviewed policies/bylaws/procedures/regulations;
 - Assist with the development of a reporting framework/template;

- Presentations of the reports to municipality management and the MEC of Finance.
- A comprehensive report on cutting red tape, supported by the reporting frameworks and M & E tools.

5. SCOPE OF WORK

5.1. PROJECT SCOPE

a) Facilitate processes (action planning):

- Engagement with the CFOs and other relevant stakeholder.
- Develop a methodology to document the proceedings and the red tape issues raised in the following areas:
 - ✓ Municipal Regulatory Framework
 - ✓ Municipal Finances
 - ✓ Municipal Planning
 - ✓ Municipal business processes
- Develop a methodology to identify and verify the red tape and the source within the Municipal Regulatory Framework, Municipal Finances, Municipal Planning, and Municipal business process)

b) Action or implementation plans development:

- Determine the actions to be taken to rectify or reduce the red tape identified.
- Develop the implementation plan/s.
- Identify lead personnel for the activity that needs to be implemented.
- Facilitate the development of the monitoring and evaluation framework for the implementation plan.


c) Business process mapping (planning approvals, financial, SCM, communications, etc.):

- Identify the current business processes.
- Map the current business processes.
- Determine the red tape areas in the business process.
- Facilitate (lead) the development of an improved business process.

d) Stakeholder mapping:

- Identify key stakeholders that need to be part of the red tape reduction process, both internally (within the municipality) and externally.
- Document these stakeholders stating their specific role in the process.

e) Reviewed policies/bylaws/procedures and/or regulations:

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	Red Tape Reduction Study in Selected Municipalities in Gauteng	Page: 8 of 20

- Analyze the municipal policies/bylaws/procedures and/or regulations that have been identified as sources of red tape mainly identifying the problematic areas.
 - Assist the municipality in reviewing the impacted policies/bylaws/procedures/ and/or regulations.
 - Assist the municipality in developing Standard Operating Procedures to aid red tape reduction.
- f) Develop a monitoring and evaluation plan to ensure implementation.
- Work with Municipal M&E to verify indicators and align with the municipalities.
 - Ensure that reporting is standardized across the municipality.
 - Conduct monitoring and evaluation of the implementation process (to agree on the duration with the municipality).
 - Conduct benchmarking and impact analysis.


5.2. SPECIFIC DELIVERABLES

- Develop a comprehensive project implementation plan for the completion of the project.
- Inception Report to be produced within 1 week from starting.
- Progress Report (in soft copies in MS Word).
 - Report with a list of agreed problems;
 - Report on problem causes;
 - Report on a basket of solutions and preferred choices;
 - Implementation plan report and
 - Monitoring and evaluation report
- Final Report (in soft and three (3) hard copies in MS Word).
- Close out the report.
- MS PowerPoint Presentation based on the findings (to be presented to the Municipality/ PSC Meeting in soft and hard copies).

5.3. SPECIFIC TASKS AND ACTIVITIES

The specific tasks that are outlined below are for the completion of this project.

- b) Project Inception within the Municipalities:
 - Set up inception meetings with the pre-selected municipalities.
 - Present the concept to the municipality to get their endorsement.
 - Outline the methodology.
 - Determine roles and responsibilities and get the municipality to appoint an internal task team to work with the service provider.
 - Identify stakeholders that will participate in the Project Steering Committee (PSC).
 - Draft business plans for completion of the project.
- c) Use the identified methodology/system to define the red tape problem/s.
 - Undertake workshop planning ensuring the following:
 - Identification of stakeholders.
 - Agree on several workshops.
 - Suggest and agree on means of workshops (Virtual or Physical).
 - Identify Municipal Venues and platforms.
 - Invite the stakeholders.
 - Identify focus groups with different interests.
 - Analyze and interpret the group's identified problems into common areas or thematic areas.
 - Present the findings to the municipality in the following manner:
 - Grouped semi-raw problems presented.
 - Agree on the problems with the municipality.
 - Priorities at least three (3) problems to be tackled.
 - Get consent to in-depth interviews with municipality personnel.
- d) Conduct in-depth interviews to determine the causes of the red tape problem.
 - Contact and make appointments with relevant Municipal officials.
 - Request relevant documentation/policy/regulation and/or by-laws.
 - Interview the relevant personnel and review the documents.
 - Identify and agree on problems within the local control.
 - Determine the cause of the problem.
 - Finalize and map the cause of the problem.

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	Red Tape Reduction Study in Selected Municipalities in Gauteng	Page: 10 of 20

- e) Define the solution process for the prioritized red tape issues.
 - Undertake the desktop study on solutions to similar problems.
 - Select a task team session on problem solutions.
 - Develop solutions and choose the most suitable solution to the problem.
 - Determine action steps towards solving the problem.
 - Identify action owners for each problem and solution (responsible personnel).
 - Do benchmarking of current operations.
- f) Develop the implementation plan to curb red tape issues.
 - Develop the implementation plan with specific activities/objectives and/or targets and responsibilities.
 - Formulate task teams and allocate/source resources where needed.
 - Conduct a workshop on an implementation plan for focus groups.
 - Ensure adoption by the Council or sort a Council resolution on the implementation plan.
 - Assist the municipality in the roll-out of the implementation plan.
- g) Develop a monitoring and evaluation plan to ensure implementation.
 - Work with Municipal M&E to verify indicators and align with the municipalities.
 - Ensure that reporting is standardized across the municipality.
 - Conduct monitoring and evaluation of the implementation process (to agree on the duration with the municipality).
 - Conduct benchmarking and impact analysis.
- h) Close-out report
 - Draft a close-out report (issues/learning/successes).
 - Present the close-out report to the municipality and agree on processes going forward.

5.4. THE LIST OF MUNICIPALITIES

No.	Municipality	District
1.	City of Ekurhuleni	Ekurhuleni Metropolitan
2.	City of Johannesburg	Johannesburg Metropolitan
3.	City of Tshwane	Tshwane Metropolitan

5.5. OTHER REQUIREMENTS:

- a) The service provider must provide the Gauteng Provincial Treasury with a project implementation plan as part of the quotation response.

5.6. PROJECT TIMELINES


- a) This project must be completed within 6 (six) months after the award.
- b) The Gauteng Provincial Treasury will host a planning session with the successful service provider within 1 week after the appointment.

6. SKILLS AND EXPERTISE OF THE SERVICE PROVIDER OR RESOURCE TEAM.

The project team should be composed of the following individuals with the relevant qualifications, skills, and experience in similar projects. The different individuals must be suitably qualified, affiliated with professional bodies (where relevant), and experienced in similar projects to fulfill the requirements of the Terms of Reference.

The Department wishes to appoint a suitable service provider to produce a red tape reduction study and develop the implementation plan to curb red tape issues in three (3) metro municipalities in Gauteng. The service provider should provide the resources in the following categories:

- a) Project Management
- b) Policy or Regulations (Compliance)
- c) Town Planning
- d) Public Finance Specialist
- e) Business Process/Business Analyst

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	Red Tape Reduction Study in Selected Municipalities in Gauteng	Page: 12 of 20

6.1. CATEGORY A: PROJECT MANAGEMENT

- a) Depending on the stage of implementation within the municipality the project manager or team leader will required to provide the following services:
- Assume the overall responsibility/coordination for the project team.
 - Legal, regulatory control, Municipal policies, and by-laws, town planning regulatory environment, public finance environment, and administration systems.
 - Facilitating and developing methodologies to gather required data.
 - Provide the list/ report on the outcomes of the project (the red tape issues).
 - Analyze and identify owners or units within the municipality where issues are.
 - Facilitate the prioritization of red tape issues within the municipality.
 - Conduct in-depth interviews with specific units.
 - Formulate and present the findings and suggested way forward towards the reduction of red tape.
 - Map and analyze the current business process/es as required or identified as priority red tape reduction areas within the municipality.
 - Identify critical red tape areas in the process that require improvement.
 - Develop an improved business process for the municipality.
 - Assist and capacitate the municipality to implement the improved business process.
 - Co-ordinate the reporting and presentations required.
 - Consolidate the reports from different experts.
- b) The leader must meet the following minimum requirements:
- Must have a recognized master's degree/s in Social Science, Economics, Planning, or equivalent NFQ 9 qualifications.
 - Must have experience in leading and managing a research team and/or research projects of a similar nature.
 - Must have 10 or more years' relevant research experience demonstrating involvement in similar research projects in information gathering, analysis of primary and secondary quantitative and qualitative data, and/or report writing.
 - Fluency in English, with excellent communication skills both verbally and in writing.
 - Experience in working within the local government environment.

6.2. CATEGORY B: POLICY OR REGULATIONS (COMPLIANCE)

- a) The Policy/Regulatory Specialist will be required to render the following services:
- Analyze the regulatory framework within the municipality that has been identified as the red tape source.
 - Provide technical assistance in reviewing the problematic regulation.
 - Co-ordinate the implementation of such a regulation/regulatory framework
- b) The Policy/Regulatory Specialist must meet the following minimum requirements:
- Must have a recognized degree in Law, Public Policy, Social Sciences, Humanities, Development Planning, or equivalent NQF 8 qualifications.
 - Must have 10 years or more relevant experience working within the regulatory or policy environment within the public sector environment.
 - Specific knowledge of governance controls and regulatory controls, Corporate Governance and Compliance policy, and procedural analysis and report writing.

6.3. CATEGORY C: PROFESSIONAL TOWN PLANNER


- a) The Professional Town Planner will be required to render the following services:
- Provide overall guidance and direction on all red tape issues associated with planning.
 - Analyse and determine the causes of red tape that is associated with planning processes.
 - Provide a practical solution to reduce the red tape and create sustainable processes and procedures.
 - Provide technical support to implement the recommended solution/changes.
- b) The Professional Town Planner will be required to meet the following minimum requirements:
- Must have a recognized degree in Town Planning or equivalent NQF 8 qualifications.
 - Must be registered with the South African Council of Planners (SACPLAN).
 - Must have 10 years or more relevant experience working within the town planning environment within the public sector environment.

6.4. CATEGORY D: PUBLIC FINANCE SPECIALIST

- a) The specialist in Public Finance Management will be required to render the following services to the municipality:
- Provide overall guidance and direction on all red tape issues associated with municipal SCM processes.
 - Analyse and determine the causes of red tape that is associated with Municipal Supply Chain Processes.
 - Provide a practical solution to reduce the red tape and create sustainable processes and procedures.
 - Provide technical support to implement the recommended solution/changes.
- b) Must have a recognized degree or equivalent NQF 7 qualifications in financial management, Accounting, Internal Auditing, Economics, Public Administration, SCM, Local Government Finance, Or any other related field.
- c) Must have 10 years or more relevant experience working within the public finance environment. Demonstrate in-depth knowledge of financial analysis, models, and forecasts within the local government environment.

6.5. CATEGORY E: BUSINESS PROCESS ENGINEER/ANALYST

- a) The Business Process Analyst will be required to provide the following to:
- Map and analyze the current business process/es as required or identified as priority red tape reduction areas within the municipality.
 - Identify critical red tape areas in the process that require improvement.
 - Develop an improved business process for the municipality.
 - Assist and capacitate the municipality to implement the improved business process.
- b) The Business Process Engineer/Analyst must meet the following minimum requirements:
- Must have a recognized degree in Business Science, Business Management, Organizational Development, Social Sciences, Humanities, or equivalent NQF 8 qualifications.
 - Must have 5 years or more relevant experience in conducting similar business analysis and/or evaluations.
 - Specific knowledge of the of process mapping and business process re-engineering within the local government environment.

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	Red Tape Reduction Study in Selected Municipalities in Gauteng	Page: 15 of 20

7. REPORTING

The Gauteng Provincial Treasury will employ normal project management principles, and monitoring and evaluation will include amongst others:

- a) Providing a comprehensive project implementation plan to the Gauteng Provincial Treasury within two weeks after the appointment and changes to the project implementation plan are only to be done with the consent of the Gauteng Provincial Treasury.
- b) Bi-weekly (every 2nd week) progress reports or updates, formally or informally.
- c) A comprehensive close-out report (issues/learning/successes) to the Gauteng Provincial Treasury as per the project scope.
- d) Present the close-out to the three (3) metropolitan municipalities and agree on processes going forward.

8. GPG ELECTRONIC INVOICE SUBMISSION SYSTEM

- a) Payment to suppliers within 30 days of invoice receipt is a national priority. In support of this and towards compliance with Section 38(1)(f) of the PFMA and Treasury Regulation 8.2.3 an executive decision was taken to make Electronic Invoice Submission (EIS) registration compulsory for all GPG suppliers whose tenders are successful.
- b) Assistance will be provided to the successful supplier(s) in this regard once the tender adjudication and awarding processes have been concluded and a supplier or supplier(s) appointed.

9. INTELLECTUAL PROPERTY

- a) Any Intellectual Property rights that belong to the GPG/GPT which the bidder has access to in delivery of the service, in any media or format and whether that is done by the Service Provider alone or by the bidder in conjunction with any third party of the bidder or the GPT and/or the Department, belongs exclusively and in totality to the GPG and the bidder hereby cedes all right, title and interest in and to any such Intellectual Property rights to the GPG. The bidder must ensure that any third party that the bidder may appoint in relation to the execution of its obligations under this service agrees to the provisions of this clause.
- b) Any Intellectual Property that belongs to a Party is the sole property of that Party and neither Party acquires any right, title, or interest in the other Party's Intellectual Property.
- c) Nothing contained in this Agreement restricts either Party to use any idea, concept, Know-How, or technique developed or learned by any Party during the relationship between the Parties, which does not:

- i) amount to a disclosure of Confidential Information in breach of this Agreement; or
- ii) infringe the Intellectual Property rights of the other Party;
- iii) the bidder may only use the GPT/GPG's Intellectual Property if the latter specifically authorises such use in writing and then only to the extent so authorised.

10. EVALUATION CRITERIA

STAGED APPROACH WILL BE APPLIED IN THE EVALUATION OF BIDS.

STAGE ONE
a) Administrative Compliance
b) Functionality evaluation

STAGE TWO evaluation will be based on Price and Preference points only.
Price = 80 points
Preference = 20 points

STAGE 1A: ADMINISTRATIVE COMPLIANCE

- Submission of completed and signed personal information processing form.
- Submission of completed and signed Standard Bidding documents (SBD) 1, 4 and 6.1.
- If there will be a share of services i.e., Joint Venture/Consortium, the bidder must submit a joint venture/consortium service level agreement signed by all parties to the agreement and provide supporting documents.
- Valid Certificate for South African Council of Planners (SACPLAN).
- **NOTE: Bids that do not comply with the above requirements shall be eliminated and be regarded as non-responsive.**

Required Documents:

1. A valid Tax Compliance Status (TCS) **Pin code** issued by the South African Revenue Services (SARS)
 2. **Central Supplier Database (CSD) number** as per registration on the National Treasury Central Supplier Database
 3. Supporting documents for preference points (specific goals) claimed.
- GPT reserves the right to request the latest Annual Financial Statements

Note: The successful service provider must sign a non-disclosure agreement with relevant stakeholders.

STAGE 1B: DESKTOP EVALUATION

- A total of **100** points is allocated for stage 1B.
- This information will be used for evaluation before the pricing and preference point's evaluation.
- Evaluation criteria based on technical capabilities.



- Bidders must provide supporting documentation as proof of educational qualifications as well as the certificates supporting such qualifications. All copies must be certified.
- All international qualifications must be accompanied by the South African Qualifications Authority (SAQA) accreditation.
- Bidders to submit CVs of key personnel involved in the project as follows:
 - The bidder must state the qualifications acquired.
 - The bidder must attach certified copies of educational qualifications in respect of each resource offered in line with the QUALIFICATIONS EVALUATION CRITERIA listed in **Table 1 below**.
 - C.V. highlights the areas of experience/competence relevant to the activities and objectives of this project as outlined above.
 - Proof of professional body accreditation is required and requested if applicable.
- Enterprise Experience
 - Provide a list of projects undertaken by the company in the table below (or create own table with the same columns).
 - To validate the experience indicated hereunder, bidders must provide reference letters from previous clients.
 - The bidders are required to complete the following table:

Name of Institution	Project Name	Project Description	Project Duration	Contact Person	Project Value

The threshold for this part of the evaluation is **70 points**; any bidder who fails to meet this minimum requirement shall be deemed nonresponsive and be eliminated from any further evaluations.



GAUTENG PROVINCE


PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

PROVINCIAL SUPPLY CHAIN MANAGEMENT

**Red Tape Reduction Study in
Selected Municipalities in Gauteng**

Page: 18 of 20

CRITERIA	COMMENTS	POINTS
1. COMPREHENSIVE PROJECT PLAN a) Must include milestones and targets. b) Must include resource allocation. c) Must cover the time of the project. d) Must include monitoring and evaluations and issues of risk management. e) Must include the close-out report to GPT.	Bidder must submit a <u>COMPREHENSIVE PROJECT PLAN</u> in line with the provided criteria. <ul style="list-style-type: none"> Bidders with a comprehensive project plan that covers all 5 of the criteria. [10 points] Bidders with no comprehensive project plan (not covering all 5 criteria), but the project plan covers at least any 3 of the 5 criteria. [5 points] Bidders with no comprehensive project plan. [0 points] 	10
2. Category A: Project Management a) Must have a recognized master's degree/s in Social Science, Economics, Planning, or equivalent NQF 9 qualifications. b) Must have experience in leading and managing a research team and/or research projects of a similar nature and/or leading research work within the local government environment.	Scoring: <ul style="list-style-type: none"> 5= post-grad (NQF 9 level or higher) 3 = degree, (NQF Level 8) 2 = degree, (NQF Level 7) <ul style="list-style-type: none"> >10 years = 10 points 6-10 years = 5 points <5 years = 1 point 	15
3. Category B: Policy or Regulations (Compliance) a) Must have a recognized degree in Law, Public Policy, Social Sciences, Humanities, Development Planning, or equivalent NQF 8 qualifications. b) Must have relevant experience working within the regulatory or policy environment within the public sector environment. (Specific knowledge of the governance controls and regulatory control, Corporate Governance and Compliance and policy and procedural analysis and report writing).	<ul style="list-style-type: none"> 5= post-grad (NQF level 8 or higher) 3 = degree, (NQF Level 7) <ul style="list-style-type: none"> >10 years = 10 points 6-10 years = 5 points <5 years = 1 point 	15
4. Category C: Professional Town Planner a) Must have a recognized degree in Town Planning or equivalent NQF 8 qualifications. b) Must be registered with the South African Council of Planners (SACPLAN). c) Must have relevant experience working within the town planning environment within the public sector environment.	<ul style="list-style-type: none"> 5= post-grad (NQF level 8 or higher) 3 = degree, (NQF Level 7) <ul style="list-style-type: none"> 5 = Registered with SACPLAN <ul style="list-style-type: none"> >10 years = 10 points 6-10 years = 5 points <5 years = 1 point 	20
5. Category D: Public Finance Specialist a) Must have a recognized degree or equivalent NQF 8 qualifications in financial management, Accounting, Internal Auditing, Public Administration, SCM, Local Government Finance, Or any other related field. b) Must have relevant experience working within the public finance environment. Demonstrate in-depth knowledge of financial analysis, models, and forecasts within the local government environment.	<ul style="list-style-type: none"> 5= post-grad (NQF level 8 or higher) 3 = degree, (NQF Level 7) <ul style="list-style-type: none"> >10 years = 10 points 6-10 years = 5 points <5 years = 1 point 	15
6. Category E: business process engineer/analyst a) Must have a recognized degree in Business Science, Business Management, Organizational Development, Social Sciences, Humanities, or equivalent NQF 8 qualifications. b) Must have experience in mapping and analyzing the current business process/es as in a municipal environment and/or development of an improved business process	<ul style="list-style-type: none"> 5 = post-grad (NQF level 8 or higher) 3 = degree, (NQF Level 7) <ul style="list-style-type: none"> >10 years = 10 points 6-10 years = 5 points <5 years = 1 point 	15

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	Red Tape Reduction Study in Selected Municipalities in Gauteng	Page: 19 of 20

for the municipality. experience in conducting similar business analyses and/or evaluations. Specific knowledge of the of process mapping and business process re-engineering within the local government environment.		
6. Enterprise Experience a) Provide a list of similar or related research projects undertaken by the company b) To validate the experience indicated hereunder, bidders must provide reference letters from previous clients.	<ul style="list-style-type: none"> • >6 projects = 10 • 5-6 projects = 5 • 3-4 projects = 3, • 1-2 projects = 2, • No project = 0 	10
TOTAL SCORE		100

STAGE 2: PRICE AND PREFERENCE POINTS

The contract will be awarded in terms of Regulation 4: Preferential Procurement Regulations, 2022. Bids will be adjudicated in terms of an 80/20 preference point system in terms of which points are awarded to bidders based on:

Area	Points
Price	80
Preference	20
Total	100

Preference points

Specific Goal/s	Points Allocated
Women Owned Enterprises	15
Youth Owned Enterprises	5

- Points for the above specific goals will be measured by calculating the pro-rata percentage of ownership of the bidding company that meets this criterion. E.g., Company A has five shareholders each of whom owns 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/ PwD/youth. Therefore, this bidder will obtain 60% of the points allocated for the goal and the resultant number will be rounded off to two decimal places.
- A tenderer must submit applicable returnable documents as stipulated to be awarded points.

Specific Goal	Evidence required
Women	Identity document / Valid B-BBEE certificate/ affidavit
Youth	Identity document / Valid B-BBEE certificate/ affidavit

- Bidders must complete and sign SBD 6.1 to claim points.
- A tenderer failing to submit supporting documents for the specified goal/s as per the above will not be disqualified, but-
 - shall only score point out of 80 (eighty) for price; and
 - shall score 0 (zero) points out of 20 (twenty) for specific goal/s.
- The points scored by a tenderer for a specific goal will be added to the points scored for price.
- Price and preference points evaluation will be conducted as per the prescribed formula on SBD 6.1 which is found in section 2 of the tender document.