



REQUEST FOR QUOTATIONS (RFQ)

Requisition Number: REQ_NHFC007616

Description of Services: Strategic Planning Session Facilitator

Request date: 09 June 2023

Closing date: 19 June 2023

Closing Time: 11:00 am **(No late submissions will be considered)**

Supporting Documents

The following copies must be attached when returning the RFQ:

1. Copy of a valid B-BBEE Certificate / Sworn Affidavit (This is not a disqualifying item but non-submission will render the bidder as non-compliant for B-BBEE points).
2. CSD Registration Summary Report,
3. Tax Compliance Status PIN - No award will be made to the bidder who failed to supply NHFC with a tax compliant proposal.

Compulsory Requirements

The following copies must be attached when returning the RFQ:

Submission of the following signed and completed Standard Bid Documents (SBD)

Forms which are attached to this request:

- SBD 4: Bidder's Disclosure – failure to complete and sign the SBD document will render your bid non-responsive.
 - SBD 6.1 Preference points claim form in terms of preferential procurement – failure to complete and sign the SBD document will render your bid non-responsive.
-

All quotes must be prepared according to the Scope of Work/Key Deliverables. The assessment of the submission will be based on the above-mentioned documentation. Exclusion of requirement items may cause a disqualification.

Rules for bidding

The NHFC reserves the right to reject submitted proposal(s) if it discovers that the bidder (or its directors/members) has any serious adverse reports, whether confirmed by a court or not, such as:

- being cited as aiding and abetting state capture;
- involvement in fraud and / or corrupt activities;
- misrepresenting audit outcomes of an organisation;
- listed on the National Treasury restricted database;
- being under investigation or facing allegations that may result in criminal charges; or
- any report as a result of which the NHFC may suffer reputational harm in any way by doing business with the bidder.

Enquiries and quotations regarding the RFQ must be directed to the below persons in writing only:

SCM Enquiries

SCM Official: Khensani Zungu

Email: Quotations03@nhfc.co.za

SPECIFICATIONS

Strategic Planning Session Facilitator

INTRODUCTION

The National Housing Finance Corporation (NHFC) was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principal mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other form of wholesale funding (equity and quasi equity) to certain niche businesses that are in the affordable housing market.

PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The objective of this bid is to appoint a suitably qualified and experienced service provider to facilitate NHFC's two-day strategic review session to be held from 25th to 26th of June 2023. It is expected the strategic facilitation session will be seven hours on both days. The experienced strategy facilitator is required to facilitate the strategy review session.

SCOPE OF WORK

The successful service provider will facilitate NHFC's two-day strategic planning session to be held from 25th to 26th of June 2023 with approximately 30 people. Participants will include NHFC Board members and executive managers.

The purpose of the sessions is to review the strategy for the NHFC in preparation for the beginning of the new Medium Term Strategic Framework period April 2024 - Mar 2029. The session will review the performance of the current MTSF period Apr 2019 - Mar 2024. The process in preparation for the new MTSF will take into account the current internal and external operating environment in order to enhance achievement of the mandate, collaboration with new partners, effectiveness of current product offering as well as developmental sustainability, alignment of objectives with strategic risks. The NHFC is in

transition to become the Human Settlements Development Bank (HSDB), what will be critical is to test the readiness to be a “bank”.

TECHNICAL REQUIREMENTS

- Extensive experience in facilitating strategic workshops for Board and key management in financial service institutions.
- Understanding and experience within the financing industry
- Extensive knowledge in participatory approaches in conducting assessments and facilitating strategic planning processes.
- Extensive experience in strategy formulation, strategic risk identification, analysis and mitigation.
- Knowledge and proven expertise in working with development finance institutions.
- Knowledge and understanding of the human settlements sector will be an added advantage
- Adequate public entity (Schedule 3B and 2) knowledge
- Familiarity with the Theory of Change approach

EXPECTED DELIVERABLES

- Outcomes and action plan to implement or enhance the strategy and readiness for the HSDB.
- A strategic session report that includes the major activities of the session, identified risks, highlights of the strategic workshop and an evaluation of the workshop.

The preliminary reading on preparation is expected to take approximately 24 hours and will include the following:

- A meeting with the CEO of the NHFC (approximately 60 mins);
- A meeting with the Executive Manager: Strategy (approximately 60 mins);
- A meeting with the Chairperson of the Board (60 mins);
- Reading of the Annual Performance Plan (business plan of the NHFC) for the period 1 April 2023 to 31 March 2025; and
- The Annual report of the NHFC (FYE 31 March 2022) and draft 2023FY report:

1. TECHNICAL EVALUATION CRITERIA

A score of 80 is required to progress to pricing.

Criteria	Scoring	Points
<p>Relevant Experience (Financial Services; DFI; Facilitation)</p> <p>Reference letter</p>	<p>Reference letter/s must not be more than 5 years, in the letterhead of the previously serviced client and should reflect at least name of the client, description of the relevant services rendered, year completed, contactable reference name and contact details, and whether the quality of the work was satisfactory or not. It should be signed by a duly authorised person or their representative.</p> <ul style="list-style-type: none"> • 3 letters = 30 points • 2 letters = 20 points • 1 letter = 10 points • No letter = 0 points 	30
Facilitation experience in public sector	<p>Demonstrated experience in facilitating multi-stakeholder strategic planning sessions in financial services / developmental finance institutions/ public entities (Schedule 2 or 3B). CV of the facilitator, outlining relevant experience should be submitted</p> <ul style="list-style-type: none"> • Experience facilitating more than five sessions for a group consisting of multi - stakeholders = 20 • Experience facilitating fewer than 5 sessions for a group consisting of multi - stakeholders = -1 	20

Criteria	Scoring	Points
Strategic risk assessment	Demonstrated experience in facilitating multi-stakeholder strategic risk assessment sessions in financial services / developmental finance institutions/ public entities (schedule 2 or 3B).	21
Capability and competence of the facilitator CV of the facilitator attached and the facilitator has at least 10 years' experience facilitating strategic planning or similar sessions	<ul style="list-style-type: none"> • 15 and more years =29 (financial service/ developmental institution/schedule 2 public entity) • 13-14 years = 20 • 11 - 12 years =15 • 5- 10 years =6 NB. Bidders must attach relevant certified copies of highest qualifications. Certification of qualifications may not be older than 3 months prior to submission. Uncertified qualification certificates will not be accepted as authentic.	29
Total		100
Technical Threshold		()

2. PRICING

Pricing schedule is compulsory and failure to complete same in prescribed manner and without alterations may result in disqualification of bid price proposal during the financial evaluation process.

Nature of Work	Cost (R)
Facilitation of a two-day Strategic session	R
VAT	R
Total Cost inclusive of Vat	R

2.1 PRICING SCHEDULE

Pricing Instructions

- The Bidder must price all items according to the scope of work
- Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
- Payment will be made based on the deliverables (proven progress) for the services rendered.
- Payment will only be made on the basis of invoices provided.
- Offer to be valid for 60 days from the bid closing date.

Criterion 3- Price and BBBEE evaluation

All bids that achieve the minimum qualifying score of **80** points for Functionality, (acceptable bids) will be evaluated further in terms of the 80/20 preference point system. The preference point's claim is in terms of the Preferential Procurement Regulations 2020.

As per the table below, price is evaluated over 80 points and preference points over 20:

Price and Preference Evaluation

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level Of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

NB:

Special Conditions:

- Quotations must be submitted in the bidder's company letterhead.
- No pre-payments are allowed, awarded bidder will be paid within 30 days after receipt of invoice.
- Quotation submitted should be based on Scope of Work/Key Deliverables. Failure to adhere to scope of work will render your quotation non-responsive.
- Price(s) quoted must be valid for at least 60 days from the date of your offer and be according to the RFQ document.
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost
- Supplier to indicate excepted delivery of service/goods as indicated in Scope of Work/Key Deliverables.
- Supplier will be evaluated on performance based on delivery of Scope of Work/Key Deliverables
- The quotation must be submitted via email to quotations3@nhfc.co.za
- No late submissions will be accepted

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person /s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
 ...

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE status contributor level. Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate	B-BBEE status contributor level. Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of
company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the
company/firm, certify that the points claimed, based on the specific goals as
advised in the tender, qualifies the company/ firm for the preference(s) shown
and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as
indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in
paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary
proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

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