

***TERMS OF REFERENCE***

**FOR THE PROVISION OF TECHNICAL ADVISORY SERVICES TO THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) FOR THE INTERGOVERNMENTAL RELATIONS (IGR) DIVISION TO SUPPORT IN THE IMPLEMENTATION OF THE MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP) PHASE IIIx**

**Municipal Financial Recovery Services (MFRS): Specialist support in Financial Management (x1)**

**PN 1027**

**BACKGROUND INFORMATION**

**Programme Identification**

Name of Client	MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP)
Name of Project	MFIP IIIx: Municipal Financial Recovery Services (MFRS)
Contracting Authority	Government Technical Advisory Centre (GTAC), National Treasury
Accountable Officer	Ronette Engela Acting Head of GTAC
Budget Manager	Johnson Matshivha Chief Director: MFIP
Project Purpose	Provision of technical advice and support to implement Chapter 13 of Municipal Finance Management Act related requirements.

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## 1. PURPOSE OF THESE TERMS OF REFERENCE

- 1.1. GTAC is seeking highly qualified, skilled, and experienced Technical Advisors to provide professional services to support the National Treasury in the implementation of the Municipal Finance Improvement Programme (MFIP) Phase IIIx.
- 1.2. These terms of reference detail the general and specific qualifications, skills and experience requirements, the work that will be expected to be performed as well as other relevant contractual and working arrangements that will apply.
- 1.3. Offers will be accepted from individuals and/or companies that propose to provide resources for this work. The basis for the evaluation will be the qualifications, skills, and experience of individuals.
  - Section 2 sets out background information on Government Technical Advisory Centre (GTAC), the National Treasury (NT), MFIP IIIx and the Technical Advisor (TA) sourcing process.
  - Section 3 sets out the specific requirements for TAs in terms of the stipulated focus areas and activities.
  - Section 4 sets out minimum submission requirements that will need to be met by bidders.
  - Section 5 outlines the criteria that will be used to evaluate the functionality of bids.
  - Section 6 sets out the general requirements expected from TAs.
  - Section 7 outlines important contractual conditions that will apply to successful bidders.

## 2. BACKGROUND INFORMATION

### 2.1. General

- 2.1.1 GTAC is an agency of National Treasury, established to provide advisory services, programme management and transaction support across all spheres of government. Its central mandate is to assist organs of state in building capacity for efficient, effective, and transparent public finance management and in implementing high-impact government initiatives.
- 2.1.2 GTAC contributes to public finance management capacity development and knowledge sharing by:
  - (a) Promoting collaborative and innovative approaches to service delivery challenges, in collaboration with partner institutions;
  - (b) Developing and adapting methodologies and tools designed to meet government and public-sector management requirements;
  - (c) Communicating and publishing evaluation reports, case studies and research papers; and
  - (d) Public finance professional development.
- 2.1.3 GTAC implements its mandate through a client-focused and project-based approach and collaborates with partners inside and outside government in the development and delivery of its services.

2.1.4 GTAC has been appointed by the National Treasury to procure resources for Phase IIIx of the Municipal Finance Improvement Programme (MFIP). The MFIP receives implementation support from GTAC through a Project Implementation Agreement concluded between National Treasury (represented by the Deputy Director-General: Intergovernmental Relations) and GTAC (represented by the Acting Head of GTAC).

## **2.2. National Treasury, Intergovernmental Relations (IGR) Division**

2.2.1 The National Treasury is committed to building capacity for sound and transparent financial management, across all three spheres of government.

2.2.2 The IGR division at National Treasury has pursued an aggressive financial management reform and modernisation agenda in local government. To date, significant progress has been made of which milestones include, among others:

- Promulgation of the Municipal Finance Management Act (MFMA), 2003;
- Development and implementation of a fiscal framework aimed at supporting the Constitutional objectives of local government;
- Development and implementation of a budgeting framework for local government through the Municipal Budget and Reporting Regulations, 2009;
- Development and implementation of an in-year reporting framework, including the monitoring of conditional grant performance;
- Continuous refinement of the accounting standards (Generally Recognised Accounting Practice [GRAP] Standards) directly aligned to the principles of accrual accounting; and
- Promulgation of the Municipal Regulations on a Standard Chart of Accounts (mSCOA) on 22 April 2014, where after municipalities had a three-year preparation period to comply with the Regulation by 1 July 2017.

2.2.3 The IGR promotes and enforces transparency and effective management in respect of revenue expenditure, assets, and liabilities of institutions in all three spheres of government. This includes the administration of the National Revenue Fund (NRF), the Reconstruction and Development Programme Fund (RDPF), and Banking Services (BS) for national departments. The Office of the Accountant-General (OAG) is the custodian of the PFMA and MFMA and is responsible for developing policies and frameworks on accounting, internal audit and risk management.

## **2.3. Background to MFIP IIIx**

2.3.1 As a result of the persistent poor performance of municipalities over the past fifteen years, numerous support programmes and interventions have been initiated by both national and

provincial governments in an effort to improve the capacity of local government, address inadequate service delivery issues, and enhance good governance through improved accountability and transparency.

2.3.2 The Municipal Finance Improvement Programme is incorporated into the National Treasury (NT) Strategic Plan, and currently institutionalised within the NT, in the Inter-Governmental Relations (IGR) division. The overall strategic goal of the programme is to facilitate improvements in the management of the financial affairs of municipalities, and to facilitate effective implementation of the Municipal Finance Management Act (MFMA), Act 56 of 2003.

2.3.3 The MFIP supports Pillar 3, Priority 6 of Government’s Medium-Term Development Plan (MTDP: 2025 – 2030), in building a capable, ethical and developmental State as it relates to outcome 2, i.e. functional, efficient and integrated government.

2.3.4 The current MFIP is a strategically driven programme of technical assistance aligned to the six Local Government Financial Management (LGFM) game changers, designed to build the institutional and technical financial management capacity of NT, PTs and Municipalities. This is mainly achieved through the placement of Technical Advisors (TAs) within the MFMA support units of provincial treasuries, and the Budget and Treasury Office (BTO) of municipalities.

2.3.5 The MFIP IIIx operating model is set out in the figure below and illustrates the alignment of the integrated project work streams to the six LGFM game changers. It further shows the three modalities of providing direct institutional and technical capacity support to selected NT divisions, PT municipal finance units and the BTOs of identified municipalities.

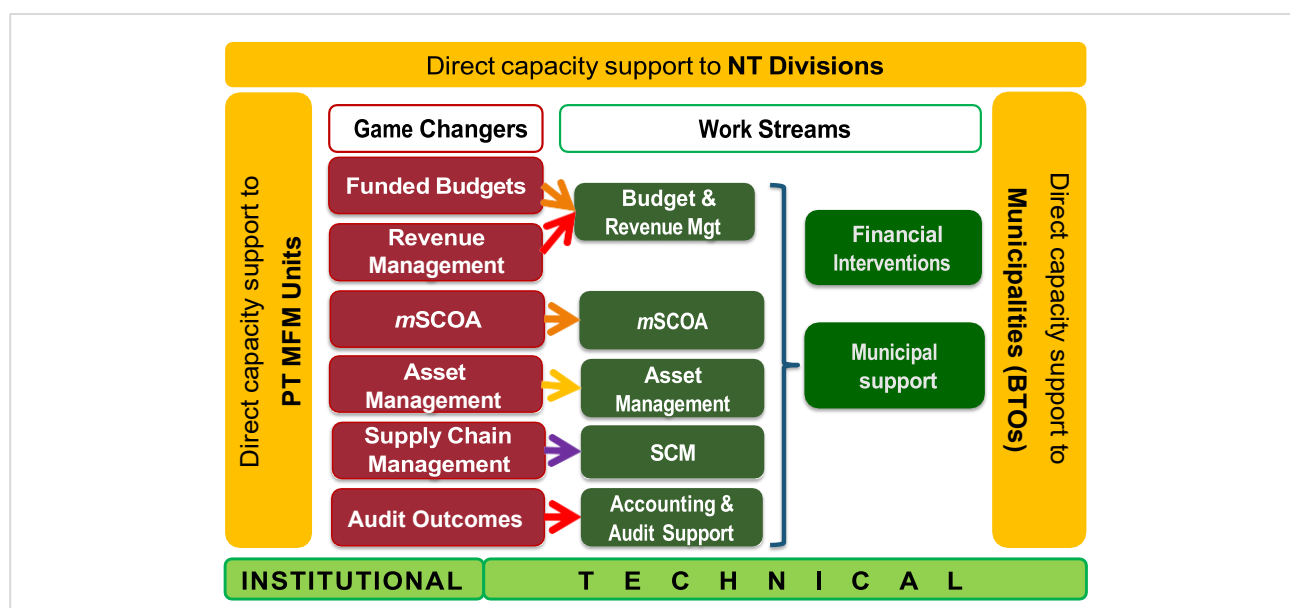


Figure 1: MFIP Operating Model

2.3.6 The MFIP Programme Management Unit (PMU) is responsible for providing the overall strategic leadership, oversight, management, and support required for the successful implementation of the Municipal Finance Improvement Programme.

2.3.7 The PMU is led by a Chief Director who is supported by Directors and other Project Support officials. The PMU oversees the work performed by MFIP TAs deployed to the NT, respective PTs and participating municipalities.

2.3.8 The MFIP also works in close consultation with relevant NT Chief Directorates to ensure coherence of policy implementation and specialist support and the co-development of initiatives, tools and systems that can be used to strengthen overall improvements in the local government financial management space.

2.3.9 This TOR is primarily for one (1) MFRS Advisor who will be placed via the MFIP at the National Treasury (MFRS Unit) namely:

- Financial Management Specialist (x1)

**Kindly note that GTAC-NT reserves the right to amend the list of provisionally nominated national and provincial treasuries indicated above based on strategic considerations and operational requirements. GTAC reserves the right not to appoint all TAs as per the TOR.**

### **3. SPECIFIC TECHNICAL ADVISOR REQUIREMENTS**

#### **3.1 Overall Objective**

The MFRS Financial Management will be responsible for providing technical assistance to carry out MFRS functions to assist municipalities with the resolution of financial problems and other related MFMA provisions, in collaboration with other sector departments, through:

- (a) Preparation of financial recovery plans;
- (b) Monitoring the implementation of the recovery plans;
- (c) Assisting municipalities to identify the causes of and potential solutions to the financial problems;
- (d) Collecting information on municipal financial management and financial governance problems and on best practices in resolving the problems;
- (e) Assisting in the overall improved organisational performance in municipalities; and
- (f) Improving the service delivery provision by the municipalities and overall infrastructure planning.

#### **3.2 Specific Scope of Work**

Accordingly, the following key focus areas and related activities (as per Table 1 below) must be implemented through the efforts of the MFRS Financial Management:

- Development of financial recovery plans within the legislated timeframes
- Monitoring the implementation of financial recovery plans
- Capacity building and technical support on the resolution of financial problems

*Table 1: MFRS Focus Areas and Key Activities*

<b>Focus Area</b>	<b>Key Activities</b>
Development of Financial Recovery Plans (FRPs)	<ul style="list-style-type: none"> <li>• Status quo assessments: conduct a municipal status quo assessment in each municipality to inform the development of voluntary, discretionary and mandatory financial recovery plans, which must cover the following areas: finances, governance, institutional arrangements and service delivery.</li> <li>• Preparation of FRPs inputs including working sessions with municipalities.</li> <li>• Collation of different FRP inputs and consolidation of FRP.</li> <li>• Stakeholder engagements: Engage with the Provincial Departments of Co-operative Governance, the Provincial Treasuries, municipal creditors, employee organisations and municipal leadership in the development and finalisation of FRPs.</li> <li>• Revise the framework for the Financial Recovery Plan.</li> <li>• Assist in the development of models to enhance the value of the Financial Recovery Plan</li> </ul>
Monitoring implementation of an FRPs	<ul style="list-style-type: none"> <li>• Ensure that monthly progress reports by municipalities on the implementation of the FRP are submitted by the due date.</li> <li>• Follow up any non-compliance with reporting timeframes.</li> <li>• Verify the information on reports submitted to ensure that reporting is a true reflection of actual progress.</li> <li>• Conduct quarterly audits on the municipality's portfolio of evidence to verify progress and prepare a report on findings.</li> <li>• Report all areas of slow progress and non-compliance for escalation within the National Treasury.</li> <li>• Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan.</li> <li>• Ensure that FRPs are regularly reviewed and updated.</li> <li>• Prepare management reports on the status of FRP implementation in municipalities.</li> </ul>
Capacity building and technical support	<ul style="list-style-type: none"> <li>• Assist with the building of capacity in the Provincial Treasuries to develop and monitor the implementation of voluntary and discretionary FRPs.</li> <li>• Assist PTs and municipalities with reporting challenges on FRP templates.</li> <li>• Provide guidance and support in the implementation of the financial recovery plans/ MFRS functions as required in terms of MFMA.</li> <li>• Assist in the provision of technical support relating to organisational design, legal services, specific financial management and infrastructure related support to municipalities.</li> <li>• Conduct research into best practice in resolving municipal financial problems and advise on appropriate interventions;</li> <li>• Develop and update monitoring tools and benchmarks;</li> <li>• Provide general advice, support on financial management reforms and any other ancillary activities to assist the MFRS unit and CD: LGBA as and when required.</li> </ul>

### 3.3 Project location and reporting

The MFRS Financial Management Specialist will, for the duration of the project will be based at the NT (MFRS Unit), as per the list indicated above and on the attached CV template. They will report to the

designated MFRS Unit counterpart and the MFIP PMU and will be required, from time to time, to attend national, provincial and local level meetings over the duration of the programme.

### 3.4 Specific expertise required

Successful bidders for the MFRS Financial Management Specialist role, over and above the general capabilities, should demonstrate their experience and achievements or offered resources in financial drafting, provisions of financial review and performance improvement initiatives.

## 4. EVALUATION PHASE

GTAC has set minimum standards that bidders must meet to be selected as the successful bidder.

The successful bidder will be awarded the contract for the above duration of the service requirements and will be selected based on the following three-phase process:

*Table 2: Evaluation Phases*

Evaluation Stage	Description
Phase 1	<p><b>Stage 1A: Administrative Compliance – Non-Disqualifying</b> A bidder is required to submit the administrative compliance documents as referred to in paragraph 4.1.</p> <p><b>Stage 1B: Mandatory Compliance – Disqualification/ Pre-Qualification</b> Failure to submit any of the required mandatory documents will lead to disqualification. Refer to paragraph 4.2.</p>
Phase 2	<p><b>Technical Evaluation: Desktop Evaluation</b> Bidders must submit information as per the Bid Submission Requirements. The submitted technical bid must respond to the Technical Evaluation criteria cited in these Terms of Reference. The Technical evaluation will be out of 100 % with a threshold of 65%. Only bidders who meet the threshold will be considered for the Price and Specific Goals evaluation.</p>
Phase 3	<p><b>Price and Specific Goals</b> Preference points in the 80/20 formula will be awarded to bidders for attaining a score for Specific Goals as indicated in Table 6. Bidders must provide the required information for evaluation purposes.</p>

It should be noted that the stages are considered to be separate processes. These three phases are mutually exclusive and will be treated as such in the appraisal.

### 4.1 Stage 1a: Administrative Compliance (Non-Disqualification)

During this phase, bid documents will be reviewed to determine compliance with tax matters and the Central Supplier Database (CSD) at the closing date and time of the bid. Bidders must submit all returnable documents as outlined in the table below using the designated electronic e-procurement system

Table 3: Bid requirements compilation and submission

No.	Document to be submitted	Requirement
1.	SBD 1- SBD Invitation to Bid	Complete the supplied pro forma document on e-procurement system.
2.	Declaration of Interest – SBD 4 (Refer to below disclosure)  <b>Note:</b> <i>Bidder’s must submit the attached SBD 4 document. A bid may be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</i>  - “Person” means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.  - “State” means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.	Complete the supplied pro forma document the e-procurement system.  Failure to submit or fully complete SBD 6.1 from will result in the bidder forfeiting points for specific goals.
3.	SBD 6.1 - Preference Point Claim Form in terms of the Preferential Procurement Regulation (PPR) 2022	Complete the supplied pro forma document on e-procurement system.  Failure to submit or fully complete SBD 6.1 from will result in the bidder forfeiting points for specific goals.

#### 4.1.1 Tax Clearance Status

A valid tax pin / Central Supplier Database (CSD) number must be provided for purposes of verifying that the tax matters of the bidder are in order. Where a consortium/joint ventures/sub-contractor is involved each party to the association must submit a separate validation of Tax status and CSD registration number.

During this phase, bid documents will be reviewed for completeness and to ensure compliance with tax matters and registration on Central Supplier Database (CSD) at closing date and time.

Bidder’s tax matters must be compliant at the time of award. In case where a bidder’s tax matters are non-compliant a bidder will be given a maximum of seven (7) working days to remedy the tax matters. Failure to remedy this will invalidate the bid.

#### 4.2 Mandatory Requirements

**Bidders must submit a responsive bid in accordance with these terms of reference.**

**Failure to adhere to any of these requirements will result in disqualification.**

- a) CV templates from persons in the employ of the state<sup>1</sup> and persons currently contracted on MFIP will not be considered.
- b) Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the State will not be considered i.e. if a bidder representative is in the employ of the state, such a bid will not be considered.
- c) Companies are only allowed to submit no more than three (3) resources per position. Should more than 3 resources be proposed per position, only the first three (3) resources will be evaluated. CV template of any one individual may only be submitted as part of one bid, GTAC reserves the right to confirm with the individual.
- d) Bidders must be registered on Central Supplier Database (CSD) on closing date of the tender.
- e) Submission of a price/financial bid is required as per SBD 3.3 and must be completed as indicated on the e-procurement portal.

### **4.3 Technical Requirements**

- 4.3.1 Bidders must provide certificates as proof of educational qualifications. Please note Certificate of membership shall not be deemed as proof of educational qualification (Education qualifications refers to certifications issued by institution of high learning e.g., Certificate, diploma, degree, etc.)
- 4.3.2 Please note that a bidder will be requested to provide certified copies of certificates prior to the award being made. Technical evaluation criteria for the TAs are stipulated in the **Table 4 – 5** below.
- 4.3.3 All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation.
- 4.3.4 The bidder must indicate the educational qualifications in respect of each resource offered in line with the Qualifications Evaluation Criteria listed in **Table 4 – 5** below.
- 4.3.5 The bidder must show the “Number of years’ experience in local government financial management” and “managerial positions” in respect of each resource offered as per the General Expertise Evaluation Criteria in **Table 4 – 5** below.
- 4.3.6 Each bidder will be required to provide a record of “demonstrated experience and achievements” and “years’ experience” for each resource offered as per the Specific Expertise Evaluation Criteria listed under sections 3.1 and 3.2 in **Table 4** below.
- 4.3.7 The above criteria are catered for in the CV template that each bidder is encouraged to use. Bidders who do not provide a record of experience will not be considered for the role.

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<sup>1</sup> “State” means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.

The evaluation will place an emphasis on the hands-on experience, achievements, the scale and scope of the projects and reforms implemented, the extent to which the experience demonstrates a holistic view of the specialisation and context and demonstrates the candidate's ability to conceptualise and lead change initiatives.

4.3.8 Candidates must elaborate in their CV template specific hands-on experience including the reforms that he/she was actively involved in. The record of experience will be used to evaluate the bidder's specific experience using the evaluation criteria below.

## **5. EVALUATION CRITERIA**

The evaluation committee members will individually evaluate the responses received against the following criteria as set out below. The functionality evaluation of individual CV template will be carried out as per evaluation criteria stipulated in **Table 4 – 5** below.

The functionality evaluation will be conducted in two (2) stages:

- Functionality Evaluation: Technical Desktop Evaluation; and
- Functionality Evaluation: Interviews.

### **5.1 Functionality Evaluation (Stage 1: Technical desktop evaluation)**

5.1.1 Technical evaluation criteria for the TAs are stipulated in the **Table 4 – 5** below.

Only bidders who score a minimum of 65 points during the technical evaluation stage will be invited to interviews prior to consideration for pricing.

*Table 4: Functionality Evaluation Criteria – MFRS Financial Management Specialist (Stage 1: Technical desktop evaluation)*

<b>NO.</b>	<b>CRITERIA</b>	<b>SCORING</b>	<b>WEIGHT</b>
<b>1.</b>	<b>QUALIFICATIONS</b>	<b>25</b>	
	Highest educational qualification obtained in <ul style="list-style-type: none"> <li>• Accounting/auditing</li> <li>• Financial management,</li> <li>• Public/business management,</li> <li>• Public/business administration.</li> </ul>	5 = Honours degree or higher (NQF8); 4 = Degree (NQF7) 3 = National diploma (NQF6) 2 = National certificate (NQF5) 1 = Matric certificate (NQF4) 0 = No related/relevant qualification submitted	25
<b>2.</b>	<b>GENERAL EXPERTISE</b>	<b>25</b>	
<b>2.1</b>	Number of years' experience in Local Government	5 = more than 10 years 4 = more than 7 and up to 10 years 3 = more than 4 and up to 7 years 2 = more than 2 and up to 4 years 1 = Up to 2 years 0 = No experience demonstrated	15

2.2	<p>Number of years spent in managerial positions</p> <p>The following positions will be regarded as management:</p> <ul style="list-style-type: none"> <li>• <i>Deputy director and above in the Public Service</i></li> <li>• <i>A manager, within a municipality, reporting to a Section 57 Manager</i></li> <li>• <i>Bidders from the private sector should clearly indicate the level of management post held</i></li> </ul>	<p>5 = more than 5 years in a management position                      4 = more than 4 and up to 5 years in a management position                      3 = more than 3 and up to 4 years in a management position                      2 = more than 2 and up to 3 years in a management position                      1 = up to 2 years in a management position                      0 = No experience demonstrated</p>	10
3.	<b>SPECIFIC EXPERTISE</b>	<b>50</b>	
	<p><b>3.1 MFRS Financial Management Specialist</b>                      Demonstrated experience and achievements in the following key components aligned to the scope of work:</p> <ul style="list-style-type: none"> <li>• budget and revenue management including financial modelling and planning, tariff setting and costing;</li> <li>• expenditure management;</li> <li>• asset management;</li> <li>• development and implementation of financial recovery plans;</li> <li>• municipal turnaround initiatives;</li> <li>• supply chain management;</li> <li>• municipal auditing; and</li> <li>• municipal financial accounting and reporting</li> </ul>	<p>5 = Excellent (demonstrated at least five components and above)                      4 = Good (demonstrated at least four components)                      3 = Average (demonstrated at least three components)                      2 = Below Average (demonstrated at least two component)                      1 = Poor (demonstrated at least one component)                      0 = No experience and achievements demonstrated</p>	25
	<p><b>3.2 MFRS Financial Management Specialist:</b>                      Cumulative years of experience in implementing operations, projects and/ or performance as per the component listed under 3.1 above.</p>	<p>5 = more than 10 years                      4 = more than 7 and up to 10 years                      3 = more than 4 and up to 7 years                      2 = more than 2 and up to 4 years                      1 = Up to 2 years                      0 = No experience demonstrated</p>	25
<b>TOTAL</b>			<b>100</b>
Bidders who are successful in meeting the functionality threshold of 65% will be required to attend an interview.			<b>65%</b>

## 5.2 Functionality Evaluation (Stage 2: Interviews)

- 5.2.1 Interviews will be used to verify the bidder’s specific knowledge, experience and abilities in area/s of work that they are offering their services.
- 5.2.2 Interview evaluation criteria for the TAs are stipulated in the **Tables 5** below.
- 5.2.3 Only bidder’s that meet the 65 percent threshold for both the technical evaluation and interviews will be considered for Price and Specific Goals evaluation in terms on Preferential Procurement Regulation (PPR) 2022. However, the final score for functionality will be the simple average of the sum of the technical evaluation and interview scores.

*Table 5: Functionality Evaluation Criteria - Stage 2: Interviews*

Component	Criteria	Weight
Demonstrated advance knowledge of relevant legislation, regulations, accounting standards and other related prescripts	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	20
Demonstrated ability to identify and prioritise key issues and improvement areas within the function	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	30
Demonstrated ability and experience in conceptualisation, developing, and implementing solutions to the identified issues	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	30
Demonstrated advisory, and skills transfer	5 = Excellent 4 = Good 3 = Average 2 = Below Average 1 = Poor 0 = Not demonstrated	20
<b>Total</b>		<b>100</b>
Only bidders who meet the 65 percent threshold for the functionality evaluation in the interviews (stage 2) will be considered for PPR of 2022.		<b>65%</b>

**Only bidder’s that meet the 65 percent threshold for both the technical evaluation and interviews will be considered for Price and Specific Goals evaluation in terms of Preferential Procurement Regulation (PPR) 2022.**

## 5.3 Preferential Procurement Evaluation Based On 80/20 Principle

- 5.3.1 The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for price as allocated in the enclosed form SBD 6.1. that must be

completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in the table below.

Table 6: Specific Goals

<b>Number of points allocated (80/20 system)</b>	
<b>Price</b>	<b>80</b>
<b>The specific goals in terms of this tender</b>	<b>20</b>
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions.	10
Women percentage of ownership: 30% and above	10
<b>Total Points</b>	<b>100</b>

## 6. GENERAL REQUIREMENTS

### 6.1 Period and level of effort

MFIP IIIx TAs will be procured as follows:

- 6.1.1 For a period ending on 31 March 2027.
- 6.1.2 Will be required to work normal working hours on a full-time basis for the duration of the programme, unless otherwise agreed by the parties.
- 6.1.3 The maximum level of effort required per financial year (1 April to 31 March) will be 230 normal working days or 1 840 hours. This will be pro-rated for the first financial year based on the actual date of appointment.
- 6.1.4 The contract will be reviewed at least bi-annually based on performance.

### 6.2 Additional work to be performed

Across all areas of work, TAs will be expected to:

- 6.2.1 Build and maintain positive working relationships with all MFIP participants and stakeholders;
- 6.2.2 Serve as resources for technical specialist advisory on strategic priorities and projects;
- 6.2.3 Contribute to MFIP's annual, quarterly, and monthly reporting;
- 6.2.4 Promote learning and cooperation for improved service delivery and sustainability;
- 6.2.5 Support the development and refreshment of methodologies and toolkits relevant to MFIP; and
- 6.2.6 Support knowledge generation including the identification of areas for knowledge sharing the development of case studies, and participation in knowledge sharing initiatives.

### **6.3 General capabilities required**

Across all areas of work, TAs must have the following general capabilities.

- 6.3.1 Collaborative team player with excellent interpersonal skills and the ability to effectively interact with stakeholders;
- 6.3.2 Logical, creative, innovative, analytical, lateral thinking, and problem solving;
- 6.3.3 Communication skills (verbal & written) with the ability to listen and learn;
- 6.3.4 Ability to transfer skills;
- 6.3.5 Ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach;
- 6.3.6 Computer skills including detailed knowledge and use of the Microsoft Office Suite;
- 6.3.7 Sound financial planning and analytical skills;
- 6.3.8 Ability in consulting and advisory services (internal or external);
- 6.3.9 Ability to review and analyse strategic issues, current roles, functions, interface, processes and procedures, risks, and options; and
- 6.3.10 A clear understanding of the desired outcomes of the local government financial management and budget reform agenda.

### **6.4 Limitations of Assistance**

Resources provided by GTAC including the TAs appointed via this process:

- 6.4.1 Have no authority or signing powers to bind either the client or GTAC unless as provided for in the Project Charter or agreement between GTAC and the Client; and
- 6.4.2 May only provide support and execute functions as set out in the agreed Project Charter, these Terms of Reference; and as defined in the MFIP IIIx Programme Management Plan.

### **6.5 Monitoring and Reporting**

- 6.5.1 Monthly activity reports on the progress with reference to the work plan and specified key performance indicators will be compiled and submitted to the MFIP PMU.
- 6.5.2 TAs may from time to time be required to perform other functions as determined by the Head of MFIP, however, within the scope of work performed generally by the unit.
- 6.5.3 In addition, TAs may from time to time be required to perform other functions as determined by the Head of MFIP, however, within the scope of work performed generally by the unit.

## **7 CONTRACTUAL CONDITIONS**

### **7.1 Contracting Authority**

7.1.1 The service provider will contract directly with GTAC. GTAC reserves the right to terminate the Agreement/award or temporarily defer the provisioning of the Services, or any part thereof, at any phase with immediate effect on written notice to the Service Provider, should the GTAC in its sole and absolute discretion, decide not to proceed with the Services.

### **7.2 Contract Fees**

7.2.1 Remuneration of TAs has been benchmarked against public service rates taking into account reasonable adjustments for overhead costs of long-term consultants. The rate for the TAs will thus be capped at R750.00 per hour **excluding** VAT or R862.50 per hour **inclusive** of VAT.

7.2.2 Successful bidders will be required to register for VAT should the contract amount exceed the VAT threshold.

7.2.3 Fees may be adjusted in April of each year at the discretion of the Head of GTAC and the IGR taking into consideration available budget and government's fiscal stance.

7.2.4 Fees exclude direct costs relating to project execution such as travel for which GTAC will make provision.

7.2.5 GTAC does not pay for TA travel and parking costs to and from place of residence and their place work.

7.2.6 GTAC will make offers to successful bidders.

7.2.7 Bidders who meet the functionality and technical evaluation criteria and are considered as runner ups in terms of the final scoring, will be added to the list of eligible bidders for appointment should there be a need to appoint (even those whose tax status is not compliant at that time). GTAC reserves the right to confirm with individuals prior to adding their names to the list of eligible bidders and only those whose tax status is compliant shall be eligible for appointment.

7.2.8 GTAC will not pay relocation costs or additional allowance for accommodation for successful bidders placed outside of their usual place of residence (hometown).

### **7.3 Facilities to be provided by TAs**

TAs will be responsible for the provision of any computer equipment (see Annexure A: Minimum Specifications), connectivity, and all other administrative supplies that may be required over the duration of the programme.

### **7.4 TA Reporting Requirements**

7.4.1 The following reports will be submitted by TAs as proof of delivery of services:

- (a) Daily capture of effort/time and audit evidence indicating work done, deliverables submitted, and time allocated to the achievement thereof;
  - (b) Monthly progress reports;
  - (c) Performance reports, at least bi-annually in support of individual TA performance reviews; and
  - (d) A close-out report on completion or termination of the TA contract.
- 7.1.2 As part of project work, TAs will be required to deliver agreed project reports and project closure reports as determined by the Head of the MFIP PMU;
- 7.1.3 Reports shall be written in English; and
- 7.1.4 All reports, files, notes, electronic files, and documents shall be structured, formatted, and completed according to the requirements of the MFIP PMU.

## **8 BID VALIDITY PERIOD**

The bid will be valid for a period of 90 (ninety) days from the closing date of the bid.

## **9 SUBMISSION DETAILS**

Bidders to note that only electronic submission is allowed for this bid using the GTAC Vendor Portal, available on the link provided below:

<https://vendorportal.gtac.gov.za/>

Bidders are required to first register on the GTAC Vendor Portal and then login to the portal to access the tender.

The registration process involves the following steps:

- a) Register as a portal user. This is the process of creating a user account on the vendor portal. This will allow the user to view and respond to tenders.
- b) Register your supplier details. Registering your company details will allow you as the supplier to upload relevant information and documents. Supplier details must be captured in order to receive a vendor or supplier number and will then be eligible to respond to tenders.

To respond to this tender, suppliers should login to the portal and navigate to the tender menu then select "Formal" then click on "Current". This will provide a list of the available tenders.

Bidders can select this tender (reference TEN00000xxx) to start the submission process.

Detailed instructions on how to register on the e-procurement system are available at

<https://docs.corelab.co.za/Home/ViewContent?productid=1&sectionid=2&contentid=1165> )

The capturing process is in the form of a wizard with the system guiding you through each step. Once all the required information is completed, remember to submit your bid. Only submitted bids will be eligible for award.

**NB: Only electronic submission of bids on the GTAC e-procurement system is allowed. Do not submit hard copy bids to GTAC, as these will not be considered.**

**NB: Submissions received after the closing date and time will not be accepted.**

**For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za) or contact the vendor support desk at: <https://vendorportal.gtac.gov.za/Contact>.**

## **10 CLARIFICATIONS**

- a) Requests for clarification must be made in writing by e-mail to [psp@gtac.gov.za](mailto:psp@gtac.gov.za).
- b) Requests for clarification will be accepted by GTAC as specified in the bid document. The submission reference must be included in the subject line of the email.
- c) Telephonic enquiries for clarification will not be accepted. Bidders must reduce all enquiries to writing.

## **11. NON-COMPULSORY BRIEFING SESSION**

A non-compulsory briefing session will be held at a specified date and time as indicated in the cover / invitation letter of this bid.

## **12. CONTACT DETAILS**

Professional Services Procurement, 3<sup>rd</sup> Floor at GTAC  
Private Bag x 115, Pretoria, 0001  
Physical address: GTAC, 40 Madiba Street (Vermeulen), Pretoria  
for any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za)

## 13. TOOLS OF TRADE

### Base Operating System Requirements

#### Current and Supported:

To protect our network and ensure seamless compatibility, contractor devices must run operating systems that are currently supported by the manufacturer. This means they are capable of receiving regular security updates and patches.

Specifically:

**Windows Devices** (only Pro\* or Enterprise editions): Must run at least Windows 10 – version 22h2.

All versions of Window 11 are supported.

**macOS Devices:** Must run macOS 15 Sequoia or macOS 14 Sonoma.

**\*Note:** Home versions of Windows are not suitable due to their limited security features and lack of enterprise management tools, which are essential for compliance with regulatory standards like POPIA, GDPR, HIPAA, and PCI DSS.

#### Basic Security Features:

- Home versions are equipped with basic security features suitable for personal use but often lack advanced security measures needed for protecting sensitive corporate data. For example, Windows 10 Home lacks BitLocker drive encryption, a critical feature for securing data on a device.
- **No Advanced Threat Protections:** They often do not include advanced threat protection services like Microsoft Defender for Endpoint, which are crucial for defending against sophisticated cyber threats.
- **Data Compliance Risks:** Home versions may not comply with various regulatory requirements that businesses must adhere to, such as POPIA, GDPR, HIPAA, or PCI DSS, because they cannot enforce policies that control data access and sharing.
- **Lack of Audit Trails:** There is often a lack of proper auditing capabilities, which are essential for compliance and for tracking access to sensitive data.
- **Regular Updates:** Contractors should configure their laptops to receive and install updates/patches automatically. This includes any and all third-party applications, where applicable.

### Antivirus and Anti-Malware Software

Contractors are required to maintain active antivirus and anti-malware protection on their devices. The following specifications must be met:

**Default Protection:** Microsoft Defender Antivirus, which is installed by default on all Windows 10 and 11 devices, is strongly recommended due to its integration and optimization with the operating system.

**Alternative Solutions:** Contractors may opt to use another reputable antivirus package, provided it meets our security standards. Examples of acceptable alternatives include solutions from vendors like Norton, McAfee, or Sophos.

**Requirements:** All antivirus solutions must support real-time scanning and threat detection and must be configured to update automatically and perform regular scans to ensure the highest level of protection against malware and other security threats.

