

RFQ NUMBER	SAC202304-004
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE TRAINING OF SACNASP'S GOVERNING BODIES ON LEADERSHIP AND GOVERNANCE
RFQ ISSUE DATE	WEDNESDAY, 12 APRIL 2023
BRIEFING SESSION	N/A
CLOSING DATE & TIME	MONDAY, 01 MAY 2023 AT 11:00 AM
SUBMISSIONS	<p>ALL SUBMISSIONS SHOULD BE EMAILED TO: scm@sacnasp.org.za</p> <p>SUBJECT: TRAINING OF SACNASP'S GOVERNING BODIES ON LEADERSHIP AND GOVERNANCE (SAC202304-004)</p>
ENQUIRIES	<p>ALL ENQUIRIES SHOULD BE EMAILED TO THE BOARD ADMINISTRATOR: TUMISO MACHETE: tumisho.machete@sacnasp.org.za</p>

1. Purpose

The purpose of the terms of reference is to appoint a qualified service provider to provide customised in-company training services to the Council of the South African Council for Natural Scientific Professions (SACNASP) on Leadership and Governance.

2. Introduction

The South African Council for Natural Scientific Professions (SACNASP) is a statutory body, reporting to the Minister of Higher Education, Science and Innovation (Executive Authority) and aligned to the Department of Science and Technology.

- SACNASP was established as a juristic person in terms of the Natural Scientific Professions Act 27 (Act 27 of 2003) and is governed by various specific legislative requirements which prescribe the governance formations and duties of those structures specified in, the NSP Act (27 of 2003) and the Science Amendment Act, among other legislation.

- The core business of SACNASP is the professional registration of natural scientists. It also promotes the practice of natural science professions in South Africa, exercises control over the standard of professional conduct of professional natural scientists, monitors the standard of education and training of natural scientists and recognises education and training which is a prerequisite for registration in terms of the Act. SACNASP has 24 fields of practice, and it is represented by 47 voluntary associations (VAs).

3. Rationale and Objectives of the Assignment

The pandemic, technological advancements, greater focus on Environmental, Social and Governance (ESG), the rise of Nextgen boards and a range of social and other forces are changing Governance practice and behaviour in a number of ways, especially in relation to decision making. Executive training programmes are therefore important components to foster Board/Council effectiveness. The training programmes provide insights on a range of topics including significant governance developments and leading practices, key regulatory, accounting and auditing developments, emerging stakeholder issues, incorporating the following:

- King iv defines South Africa's requirements for compliance governance. The King IV Principle 13 recommends 8 practices for compliance governance that align with governance principles and governance outcomes. The recommended practices include strategic direction and policy on compliance from the governing body and the adoption of the appropriate standards and framework to give effect to the policy.
- The International Standard, ISO 37000, provides guidance for the governance of organizations also known as "corporate governance" and a common language for all sizes and types of organizations across jurisdictions. It is an international standard that requires that the governing body and top management demonstrate leadership and commitment with respect to the compliance management system by establishing and upholding the core values of the organization, ensuring that the compliance policy and compliance objectives are established and are consistent with the values, objectives and strategic direction of the organization and ensuring that policies, procedures and processes are developed and implemented to achieve compliance objectives.

4. Tasks and Scope of the Assignment

The training programme for Council should provide insights on a range of topics including:

- The specific legislative requirements which prescribe the governance formations and duties of Council Members specified in, the NSP Act (27 of 2003) and the Science Amendment Act, and the PFMA, among other legislation.

- Significant corporate governance developments (King iv), and (International Standard, ISO 37000) best practices in terms of the Companies Act.
- Risk, liability, regulations and the audit, ICT and control assurance functions of the Audit & Risk Committee
- Corporate governance training for Council Members to ensure the effective functioning of individual members and the Council as a whole
- The unique role that Council Members have as stakeholder representatives.
- The Regulatory Function and Environment of SACNASP.

The tasks and scope of the assignment will be to prepare and conduct a training needs assessment; and based on the evaluation develop a comprehensive training programme for Council and its Principal (EXCO) and Statutory (AR&ICT) Committees based on the on their specific functions:

Constituent	Governance Purpose	Number of Members	Dates
<ul style="list-style-type: none"> • Audit, Risk & ICT Committee (A&R-ICT-CO) 	<ul style="list-style-type: none"> • The Audit & Risk Committee and ICT Committee (A&R-ICT-CO) is established by Council in accordance with its statutory powers, and in line with the requirements of PFMA. The A&R-ICT-CO is mandated to produce internal control frameworks to provide reasonable assurance regarding the achievement of organisational objectives. 	5 Members and 5 Staff Members	1 st week of May 2023
<ul style="list-style-type: none"> • Council 	<ul style="list-style-type: none"> • The Council is the Accounting Authority of SACNASP. The Council is ultimately accountable for the performance, and all decisions on policy and strategic issues. It also has specific statutory obligations including the provision of advice to the Minister of Science and Innovation or any other Minister on any matters relating to the natural scientific professions. 	25 Members and 7 Staff Members	30 May 2023

5. Deliverables

- Training materials including PowerPoint Presentation, handouts, pre/post-tests, feedback/evaluation forms, etc. as well as a list of the training materials' sources.
- 1-day of training on Leadership and Governance for each of the Governing Bodies
- A high quality and comprehensive training report that includes the aggregated findings of the pre/post tests and feedback/evaluation forms.

6. Enquiries

All technical enquiries should be sent in writing, to the specified person below:

Contact Person : Mr Tumiso Machete

Designation : Board Administrator

E-mail : Tumiso.Machete@sacnasp.org.za

7. Payment Terms

SACNASP issues a PO in accordance with National Treasury Guidelines.

8. Submission of Proposals

Interested candidates who fully meet the criteria (requirements for RFQ) are invited to send their applications to scm@sacnasp.org.za along the following:

- Cover letter (indicating interest and past experiences from similar projects)
- An updated Company profile with references
- A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs for each task or element in the ToR.

All submissions should be sent to scm@sacnasp.org.za. Incomplete applications will not be considered, and only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualified.

The closing date for the submission of bids is Monday, 1 May 2023 by 11:00 am. No late bids will be considered. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address.

The information contained in this Request for Proposals is confidential and is the property of SACNASP. Similarly, SACNASP shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

REQUIREMENTS FOR RFQ

Service providers are required to include supporting documents Pre- Qualifying Criteria (Mandatory Criteria) and Evaluation Criteria.

STAGE 1: MANDATORY REQUIREMENTS

Doc No	Name of the document that must be submitted	Non-submission may result in disqualification
1.	Central Registration Report (Central Database System) from National Treasury	YES – Service Providers must register on the Central Database report
2.	An original SARS tax clearance certificate.	YES – The service provider must submit the required document
3	An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.	YES – The service provider must submit the required document
4	Bidder's Disclosure - SBD 4	YES – Complete and sign the supplied pro forma
5	Preference Point Claim Form – SBD 6.1	NO – Non-submission will lead to a zero score on B-BBEE
6	Declaration of bidder's past supply chain management practices - SBD 8	YES – Complete and sign the supplied pro forma
7	Certificate of independent bid determination - SBD 9	YES – Complete and sign the supplied pro forma

Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified.

STAGE 2: FUNCTIONALITY ASSESSMENT

An assessment of functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 75% to qualify and proceed to Stage 3 of the evaluation process.

Criteria	Details	Weight
Organizational experience The service provider should have at least 10 years operational experience in: <ul style="list-style-type: none"> • Concept development • Demonstratable prior experience in conducting trainings on Leadership and Governance for Regulatory/Statutory Bodies. 	Demonstrate with the company profile experience that indicates the number of years <ul style="list-style-type: none"> • 10 or more years' experience = 20 • 5-9 years' experience = 10 • 1-4 years' experience = 5 • No experience = 0 	20%
Reference Letters The service provider must submit reference letters to validate experience	Reference letters demonstrating experience <ul style="list-style-type: none"> • 5/More referee letters = 20 • 3 – 4 referee letters = 10 • 1 – 2 referee letters = 5 • No experience = 0 	20%
Methodology Detailed Plan that outlines the objectives, needs, strategy, and curriculum to be addressed in the training, and project quotation.	<ul style="list-style-type: none"> • The proposed methodology and project plan meet the expectations of the SACNASP and are well-articulated with clear, realistic timelines = 40 • Detailed methodology and project plan of acceptable quality have been submitted with realistic timelines = 20 • No methodology or project plan submitted = 0 	40%
Portfolio of evidence	<ul style="list-style-type: none"> • Examples to demonstrate capacity and competency 	20%

	<ul style="list-style-type: none"> • Clear evidence (with examples) of same or similar assignment conducted = 20 • Limited evidence of Capacity and competency to conduct work = 10 • No demonstrable evidence to justify capacity or competence = 0 	
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STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

Table 1. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100