

**APPOINTMENT OF A SPECIALIST SERVICE PROVIDER TO FACILITATE EXECUTIVE COMMITTEE STRATEGIC DEVELOPMENT SESSION IN OCTOBER 2023 WITH THE OPTION TO FACILITATE BOARD PLANNING SESSION IN NOVEMBER 2023**

**1.1. BACKGROUND**

SENTECH is a state-owned company and is the largest broadcasting signal distributor in Africa. SENTECH is a licensed Electronic Communications Network Service provider in South Africa, currently operates a number of communication networks from which Internet access is provided for customers and internal use.

<p><b>Scope of Work:</b></p>	<p>Appointment of a specialist service provider to facilitate a two-days Executive Committee’s Strategy Development Session in October 2023 with an option of a two-day Board Strategic Planning Session in November 2023.</p> <p>The deliverables include:</p> <ul style="list-style-type: none"> <li>• Detail preparation (pre/during and post) the two-day strategic session at a venue in JHB (maximum 50 in attendance)</li> <li>• Proposal of the two days proceedings.</li> <li>• Strategy Workshop Design setting with reference to methodologies; case studies, and pre-workshop preparation and agenda.</li> <li>• Outline ICT, broadband, towers, satellite and data centre research topics. The insights to be covered including both global and local context and how it impacts SENTECH’s business,</li> <li>• Outline methodology or a mix thereof and approach to be used during the two days.</li> <li>• Finalise Corporate Strategy document within a week.</li> <li>• Present the draft Corporate Strategy to the SENTECH Exco for sign off.</li> <li>• Dependent on the outcomes of the Exco Strategy Session, the service provider <b><u>may be requested</u></b> to facilitate the Strategy Planning Session for the Board Committee at a date to be confirmed in November 2023.</li> </ul> <p>NB: The Service Provider to submit a quotation that includes costs for both the Facilitation of EXCO and BOARD SESSIONS. EVALUATIONS WILL BE BASED ON THE COST OF BOTH SESSIONS</p>
<p><b>Terms and Conditions</b></p>	<p><b>SENTECH reserves the right to</b></p> <ul style="list-style-type: none"> <li>• Extend the closing date.</li> <li>• Verify any information contained in a response.</li> <li>• Request documentary proof</li> <li>• Cancel or withdraw the requirement</li> <li>• Communication will be limited to only those Service Providers who meets the requirements.</li> </ul>

- This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail.
- SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the Service Provider fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH.
- SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider.
- SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.
- SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits.
- Key resource provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.
- Service Level Agreement will be signed with the successful Service Provider.

Functional criteria	Proof Required	Points
<p><b>Number of years' experience as a Strategy Development Facilitator(s)</b></p> <ul style="list-style-type: none"> <li>• More than 20 years of experience.....20 points</li> <li>• Between 16 to 20 years of experience.....15 points</li> <li>• Between 8 to 15 years of experience .....10 points</li> <li>• Less than 8 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae that shows explicit experience in Strategy Facilitation</p>	<p><b>20</b></p>
<p><b>Number of years' experience as Research Analyst</b></p> <ul style="list-style-type: none"> <li>• More than 20 years of experience.....20 points</li> <li>• Between 16 to 20 years of experience.....15 points</li> <li>• Between 8 to 15 years of experience .....10 points</li> <li>• Less than 8 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae that shows explicit experience as Research Analyst</p>	<p><b>20</b></p>
<p><b>Number of years' experience of Strategy Content Development Specialist</b></p> <ul style="list-style-type: none"> <li>• More than 20 years of experience.....20 points</li> <li>• Between 16 to 20 years of experience.....15 points</li> <li>• Between 8 to 15 years of experience .....10 points</li> <li>• Less than 8 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae that shows experience as Strategy Content Development Specialist</p>	<p><b>20</b></p>
<p><b>List of customers where the service provider has facilitated strategy development/ design sessions within ICT, broadband and or broadcasting segments:</b></p> <ul style="list-style-type: none"> <li>More than 5 customers.....10 points</li> <li>4 to 5 customers.....8 points</li> <li>2 to 3 customers.....5 points</li> <li>Less than 2 customers.....3 points</li> <li>List not provided.....0 points</li> </ul>	<p>Attach a table listing customers with contactable references that you have serviced in terms of Strategy Facilitation and Strategy Content Development Specialist</p>	<p><b>10</b></p>

Functional criteria	Proof Required	Points
<p>Methodology and approach clearly describing the Service Providers approach to Facilitation and Strategy Development Session clearly showing the link of customer interface between Service Provider Team and the Sentech Strategy Teams during the project. The methodology must cover the following minimum elements:</p> <ol style="list-style-type: none"> <li>1) Methodology clearly defined and the rationale for choice or mix of methods clearly explained</li> <li>2) Schedule of activities for preparation and planning of the workshop e.g. Exco interviews, pre-reading materials for delegates, etc</li> <li>3) Highlights of research insights to be covered, current trends, future projections, impact on the sector and SENTECH</li> <li>4) Programme for the two-day strategy workshops, e.g. themes, breakaway sessions, highlighting how engagements will be weaved to cover different business units for media, broadband, towers, satellite, and data centre</li> <li>5) Feedback session post two days with the Strategy Team</li> <li>6) Schedule of activities to drive drafting of the Corporate Strategy and presentation to Exco</li> <li>7) Final presentation for recommendation by Exco to the SENTECH Board</li> </ol> <p><b>Evaluation indicators:</b></p> <ul style="list-style-type: none"> <li>• <b>Excellent methodology</b> – Comprehensive end- to-end Methodology and Proposal that fully addresses ALL aspects of the elements, criteria specified and demonstrates an excellent, innovative, dynamic approach/solution and understanding of the scope of work. <b>=40 points</b></li> <li>• <b>Good methodology</b> – An end- to-end Methodology and Proposal that covers all or the majority of the aspects, elements and criteria specified. The proposal provides a good/adequate approach or solution to the scope of work. <b>=30 points</b></li> <li>• <b>Average methodology</b> –Methodology and Proposal fails to address most of the aspects, elements and criteria specified. Methodology is classified as providing an average understanding of the requirements and an average approach or solution to the scope of work. <b>=10 points</b></li> <li>• <b>Unsatisfactory methodology-</b> Methodology and Proposal contains many deficiencies and does not address all or the majority of the aspects, elements and criteria specified. Methodology does not demonstrate an adequate approach/solution and or understanding of the scope of work. <b>= 0 points</b></li> <li>• <b>No methodology attached =0 points</b></li> </ul>	<p>Attached detailed Methodology and Proposal</p>	<p><b>40</b></p>
<p><b>Qualifying Score: 80 points out of 110</b></p>	<p><b>TOTAL SCORE</b></p>	<p><b>110</b></p>

**PRICING DATA – EXCO OCTOBER SESSION**  
**Price List**

<b>Work Component (Reference to Scope of Work)</b>	<b>Deliverables</b>	<b>Total per Work Component</b>
	<b>TOTAL AMOUNT (EXCL VAT)</b>	
	<b>VAT (15%)</b>	
	<b>TOTAL AMOUNT (INCL VAT)</b>	

**PRICING DATA – BOARD NOVEMBER SESSION**  
**Price List**

<b>Work Component (Reference to Scope of Work)</b>	<b>Deliverables</b>	<b>Total per Work Component</b>
	<b>TOTAL AMOUNT (EXCL VAT)</b>	
	<b>VAT (15%)</b>	
	<b>TOTAL AMOUNT (INCL VAT)</b>	

**Grand Total (Vat Incl)**

<b>EXCO OCTOBER SESSION</b>	<b>R</b>
<b>BOARD NOVEMBER SESSION</b>	<b>R</b>
<b>TOTAL</b>	<b>R</b>