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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF EXPERIENCED SERVICE PROVIDER TO FACILITATE THE STRATEGIC PLANNING SESSION FOR THE EXECUTIVE MANAGERS AND BOARD MEMBERS AND THE REVIEW OF THE STRATEGIC PLAN, AS WELL AS THE DEVELOPMENT OF THE ANNUAL PERFORMANCE PLAN

RFQ	RFQ/2022/23-48
RFQ ISSUE DATE	04 OCTOBER 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF EXPERIENCED SERVICE PROVIDER TO FACILITATE THE STRATEGIC PLANNING SESSION FOR THE EXECUTIVE MANAGERS AND BOARD MEMBERS AND THE REVIEW OF THE CURRENT STRATEGIC PLAN, AS WELL AS THE DEVELOPMENT OF THE 2023/24 – 2027/28 STRATEGIC PLAN AND 2023/24 ANNUAL PERFORMANCE PLAN
CLOSING DATE & TIME	06 OCTOBER 2022 @ 12H00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF EXPERIENCED SERVICE PROVIDER TO REVIEW OF THE 2020/21 STRATEGIC PLAN; FACILITATE THE 2023 STRATEGIC PLANNING SESSION FOR THE PRSA SECRETARIAT AND MEMBERS OF THE REGULATOR TO DEVELOP THE 2023/24 – 2027/28 STRATEGIC PLAN AND THE 2023/24 ANNUAL PERFORMANCE PLAN.

1. BACKGROUND AND INTRODUCTION

The Ports Regulator of South Africa (“the PRSA” /”the Regulator”) is established as an independent economic Regulator of South Africa’s commercial ports governed by the National Ports Act, 2005 (Act No. 12 of 2005) (“the Act”). The PRSA’s functions as defined in section 30 (1) of the National Ports Act are to:

- a) Exercise economic regulation for the ports system in line with government’s strategic objectives;
- b) Promote equity of access to ports, facilities and services provided by the National Ports Authority; and
- c) Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the Act.

The Regulator must also hear appeals and complaints from port users (perform tribunal function); consider and approve tariffs proposed by the National Ports Authority (“the NPA” /” the Authority”); promote regulated competition and regulate the provision of adequate, affordable and efficient port services and facilities.

The Regulator is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA) as amended and must therefore comply with defined National Treasury and the Department of Performance Monitoring and Evaluation’s (DPME) requirements and guidelines and Framework for Strategic Plans and Annual Performance Plans. In line with the DPME’s Revised Framework for Strategic Plans and Annual Performance Plans, the Regulator is required to review its Strategic Plan and/or prepare the Annual Performance Plan (APP) for the financial year 2023/24.

The Regulator focuses on five (5) strategic objectives namely:

- 1) Running an efficient and effective administrative system;
- 2) Improving economic regulation in ports;
- 3) Industry development, infrastructure planning and efficiency;
- 4) Monitoring the Ports Authority’s compliance with the Ports Act, Port Policy and Regulatory Instruments; and
- 5) Operating effective and efficient tribunal to hear appeals and complaints.

The organisation’s Strategic Plan which covered period until 2024/25 was adopted 2020/2021 with minor adjustments made as annexed to respective APPs and is thus still applicable. With developments in the global and domestic environment (including government’s announcement to corporatise the NPA in line with section 3(2) of the National Ports Act) it is important that a mid-term review and/or confirmation of strategic and operational imperatives be conducted and, changes effected where applicable. The review must ensure alignment with developments in economic regulation (pricing, access, and efficiency) and imperatives in the country’s economic

recovery, growth path and strategic direction that must be supported by the regulated entity, the National Ports Authority. The expected outputs of the review will be a proposed revised Strategic plan for the 2023/24 to 2027/28 period and an Annual Performance Plan for 2023/2024.

2. PURPOSE

The purpose of this invitation is to request suitably qualified and experienced service providers to submit their proposals to facilitate the strategic planning session for the PRSA Staff (optional), Executive Managers and Regulator (Board) members and the review and/or revision of the current Strategic Plan for the 2023/24 – 2027/28 period and development of the 2023/24 Annual Performance Plan.

3. MOTIVATION

It is required that the Executive Managers and the Regulator (Board) members hold strategic planning session once a year in order to reflect on the past and plan ahead. The planning session must review developments in internal and external including the political, economic, social, global, legal, environment and technological environments and map out new strategic direction taking into account changes in policy, legislation, developments with the corporatization of the National Ports Authority within Transnet and the establishment of the Single Transport Economic Regulator (STER) into which on establishment, the Ports Regulator will be subsumed.

4. SCOPE OF WORK

- 4.1. Conduct interviews with and planning session with the CEO and Executive team;
- 4.2. Review, analyse and synthesise strategic and operational imperatives affecting the Ports Regulator and to which the organisation must respond to including the National Ports Act (Act 12 of 2005), Current Port Regulatory Frameworks and developments (Tariff Methodology, Tariff Strategy, Records of Decision on Appeals and Complaints; Submissions/comments by port users, interested and affected parties on tariff methodology, strategy and the National Ports Authority's tariff applications); the National Development Plan 2030, Medium Term Strategic Framework 2019 – 2024; the South African Economic Reconstruction and Recovery Plan; Operation Vulindlela, the Department of Transport and Minister's priorities and delivery agreement commitments relevant to the PRSA including developments with the Single Transport Economic Regulator (STER); and current and previous Annual Performance Plans, etc.
- 4.3. Facilitate two (2) days strategic planning session for the PRSA Staff and compile a comprehensive strategic planning report for Board with clear proposals of changes in the Strategic Plan and 2023/24 Annual Performance Plan (optional).
- 4.4. Facilitate a two (2) days strategic planning session for the PRSA Executive Managers and Regulator (Board) members.
- 4.5. Compile preliminary and final Strategic Planning and Annual Performance Plan as a reflection of the proceedings including action plan and recommendations. The documents and content must respond to regulatory imperatives and be in compliance with the Revised Framework for Strategic Plans and Annual Performance Plans published by the National Treasury and the Department of Performance Monitoring and Evaluation (DPME).

4.5.1. Draft and final 2023/24 – 2027/28 Strategic Plan

4.5.2. Draft and Annual Performance Plan for 2023/2024 financial year.

Critical Dates

Bidders must take into account the following critical dates when they bid for these services:

No	Activity	Due Date
1.	Briefing session with the Executive Management (1 day)	Second week of October 2022
2.	Strategic Planning session with all staff (optional)	Week of 18 th October 2022 (exact dates to be confirmed)
3.	Executive Management and Board strategic session (2 days)	Week of the 25 th October 2022 (exact dates to be confirmed)
4.	Draft, develop and submit the strategic plan and the annual performance plan. Make provision for a minimum of 5 drafts prior to finalisation and approval by the PRSA	Week of the 24 th October 2022
5.	Submission of updated strategic plan and the 2023/24 annual performance plan for consideration by management	Week of the 27 th October 2022
6.	PRSA submits draft strategic plan and annual performance plan to Department of Transport (DoT) and Department of Performance Monitoring and Evaluation (DPME)	31 th October 2022
7.	Review the strategic plan and annual performance plan based on inputs from DoT and DPME	Week of the 5 th December 2022
8.	Finalise the strategic plan and annual performance plan based on Estimates of National Expenditure	Week of the 16 th January 2023
9.	Submission of final strategic plan and annual performance plan to Department of Transport (DoT) and Department of Performance & Monitoring (DPME)	Week of the 27 th January 2023
10.	Consolidated and close out report meeting (1 day)	Week one of February 2023

5. EVALUATION CRITERIA

5.1 Mandatory Requirements (Phase 1)

5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.

5.1.2 The SBD 4 form must be completed, signed by the authorised company representative.

Failure to provide this mandatory information may lead to bidder's proposal not being considered further.

5.2 Evaluation on Functionality (Phase 2)

5.2.1 The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

CRITERIA	GUIDELINE FOR CRITERIA APPLICATION	SCORING
Company experience	<p>The service providers must provide with reference letters indicating experience in facilitating strategic planning sessions and or the development of the strategic plan and the annual performance plan in the context of a Schedule 3A entity and/or government department. The letters must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the service provider.</p> <ul style="list-style-type: none"> ❖ 5 or more reference letters: scores 20 points ❖ 3- 4 reference letters: scores 10 points ❖ 1-2 reference letters: scores 5 points ❖ No reference letters submitted: scores 0 points 	20
Experience and understanding of the Department of Planning Monitoring and Evaluation (DPME) Framework and guidelines for planning	<p>The service provider must demonstrate experience and understanding of the Department of Planning Monitoring and Evaluation (DPME) Framework and guidelines for planning, including evidence of assisting a public entity with developing their strategic planning documents (Strategic Plan and Annual Performance Plan).</p> <ul style="list-style-type: none"> ❖ 5 or more years' experience: scores 10 points ❖ 3- 4 years' experience: scores 6 points ❖ 1-2 years' experience : scores 4 points ❖ No experience: 0 points 	10
Experience of the lead personnel (resource)	<p>The service provider must provide with the curriculum vitae and the qualifications of the proposed lead personnel (resource) who will be facilitating the strategic planning session with experience in facilitating strategic planning sessions</p> <ul style="list-style-type: none"> ❖ The proposed lead personnel (resource) who will be facilitating the strategic planning session with at least ten (10) years' experience in facilitating strategic planning sessions: Scores 20 points ❖ The proposed lead personnel (resource) who will be facilitating the strategic planning session with nine (9) to seven (7) years' experience in facilitating strategic planning sessions. Scores 10 points ❖ The proposed lead personnel (resource) who will be facilitating the strategic planning session with six (6) to three (3) years' experience in facilitating strategic planning sessions. Scores 5 points 	20

	❖ The proposed lead personnel (resource) who will be facilitating the strategic planning session with less than three (3) years' experience in facilitating strategic planning sessions. Scores 0 points	
TOTAL		50

N.B: Service providers that fail to score a minimum of 35/50 points (equivalent to seventy percent (70)) on functionality will not be considered and evaluated further on phase 3- price and BBEE.

5.3 Pricing Considerations (Phase 3):

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution by submitting original and valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency or certified copies thereof; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids, to substantiate their B-BBEE rating claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in B-BBEE preference points being forfeited.

Phase 3: The following table must be used to calculate the B-BBEE scores (80/20)	
PRICE	
B-BBEE Status Level Contributor	Number of points (80/20)
1	
2	
3	
4	
5	
6	
7	
8	
Non –compliant contributor	

5.3.1 The service providers will be evaluated on price and BBEE (80/20).

5.3.2 Service Providers' price quotations must be inclusive of all applicable taxes **(including VAT)**.

See list of items in Section 4 of this RFQ.

NB: Tax matter for the recommended service provider will be verified on the Central Supplier Database (CSD) or SARS efilling prior to awarding. If the service providers' tax matters are non-compliant in terms of clause 5.1.1 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead;
- Completed and signed Declaration of Interest (SBD 4);
- Copy of CSD Report or MAAA Number (National Treasury);
- Completed and signed SBD 6.1 together with the valid BBBEE Certificate or Sworn Affidavit and failing to submit both will result in a bidder scoring 0 points on BBBEE; and
- Information requested as per the functionality criteria.