



RFP03/2022

**BID FOR THE FACILITATION, REVIEW AND DRAFTING OF
THE CENTLEC (SOC) LTD FIVE (5) YEAR BUSINESS
STRATEGY AND DEVELOP THE ORGANISATIONAL
STRUCTURE THAT WILL SUPPORT THE IMPLEMENTATION
OF THE BUSINESS STRATEGY.**

Table of Contents

1.	STATEMENT OF INVITATION	3
2.	MINIMUM REQUIREMENTS	3
3.	SCOPE OF WORK.....	3
4.	TECHNICAL SPECIFICATION	3
5.	EVALUATION CRITERIA	5
6.	PRICING	8
7.	CONTACT DETAILS.....	8

1. STATEMENT OF INVITATION

CENTLEC (SOC) Ltd (hereafter referred to as CENTLEC) a Municipal Entity distributing electricity in Mangaung and other Municipalities invites suitable registered bidder(s) with their professional team, to bid for the facilitation of the review and drafting of the CENTLEC five (5) year business strategy and develop the organizational structure that will support the implementation of the business strategy. The appointment will be for a period of twelve (12) months.

2. MINIMUM REQUIREMENTS

- 2.1 Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2 Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3 The bidder must be registered on the National Treasury Centralized Suppliers Database.
- 2.4 Valid letter of good standing with the Compensation Commissioner.

3. SCOPE OF WORK

The successful bidder will be responsible for facilitating, reviewing and drafting of the CENTLEC five (5) year business strategy and develop the organisational structure that will support the implementation of the business strategy.

4. TECHNICAL SPECIFICATION

The following services and processes will form part of this bid that shall be in accordance with CENTLEC and the relevant Local, Provincial and National standards, requirements, and processes.

FACILITATE THE RE-ESTABLISHMENT OF THE COMPANY VISION AND MISSION STATEMENT.

- a) shareholders mandate and expectations
- b) stakeholder relationship management
- c) national and local laws applicable to municipality and entity environment
- d) current and future Integrated Resource Plan (2010-2030).
- e) inter-governmental requirements.
- f) employee up-liftment and skills development.
- g) customer needs and service delivery.

FACILITATE THE REVIEW OF A BUSINESS STRATEGY TO EXECUTE THE VISION OF THE COMPANY:

- a) Political environment.
- b) Economic environment.
- c) Social environment.
- d) Technological environment.
- e) Environmental environment.
- f) Legal environment.
- g) Others – Free State 2030 vision, Mangaung IDP (2022 -2027), N8 Development Node, Gauteng-Free State-Durban Economic Development Corridor, Xhariep Green Economy Solar Zone, Botshabelo and Thaba Nchu Development Nodes, VUCA 2027 strategy.
- h) Establish the organizational structure that will execute the strategy.
- i) Align business policies in line with the strategy of the company.
- j) Re-engineer business processes to be in line with the policies.
- k) Redesign the operating procedure in line with the business processes.
- l) Design performance management system in line with the strategy.
- m) Establish performance monitoring and governance procedures.
- n) Provide electronic copies of all the above.

5. EVALUATION CRITERIA

5.1 Technical Evaluation

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity.

The most suitable candidate will then be selected. Please take note that CENTLEC is not bound to select any of the bidder's submitting proposals. CENTLEC furthermore reserves the right to select more than one bidder.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the firm offering the lowest price.

The relative technical weighting of the criteria is as follows:

NO.	REQUIREMENTS	DESCRIPTION	POINTS
5.1.1	Track Record	Bidders are required to prove that their company and staff involved, have sufficient experience and expertise to ensure that they would be able to achieve the outcome of this bid objectives in the scope of work. a) Submit a company profile, highlighting their expertise, special skills and achievements. = 30 Points	30
5.1.2	Previous Experience	a) Submit at least two (2) referral letters signed by the duly authorized official with contact details to confirm the successful completion of similar project in the past three (3) years. = 25 points b) Submit three (3) or more referral letters signed by the duly authorized official with contact details to confirm the successful completion of similar project in the past three (3) years. = 40 points	40
5.1.3	Locality	Does the bidder have a local office with operational capability? (a) Existing and established local office = 30 points (b) If not, but within RSA= 10 points	30
	TOTAL		100

Table 1 – Evaluation criteria

A bidder who gets a minimum of 65 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

Item 5.1.1 – 30 points
Item 5.1.2 – 25 points
Item 5.1.3 – 10 points

All Bidders that have passed the technical evaluation threshold of 65 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

5.2 Price and referential points scoring – (Stage 2)

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

Where
$$Ps = 80 \left[1 - \frac{Pt - P_{\min}}{P_{\min}} \right] \text{bid}$$

Ps = Points Scored for comparative price of under consideration

Pt = Comparative Price of bid under bid

P min = Comparative Price of lowest acceptable

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

Table 2 - BBEE level status

6. PRICING

6.1 Bidders must provide a fully completed pricing schedule.

Proposed Price schedule: (all prices should be VAT exclusive)

Item No.	Description	Price in Rand (exclusive of VAT)
6.1	Review, drafting of Business Strategy, organisational structure and all related policies and procedures in line with the review.	R
6.2	Arrangement of a two (2) day breakaway session to draft the strategy. Price should be inclusive of the following (accommodation, required session material and equipment, refreshments, breakfast, lunch, and supper) for 50 delegates.	R

Table 3: Pricing Schedule

7. CONTACT DETAILS

- 7.1 For any further technical information regarding the document contents please contact Mr Brian Leserwane, e-mail brian.leserwane@centlec.co.za. Such queries must be done in writing, the email address provided serves for this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 7.2 For Supply Chain Related questions, Please contact Ms Palesa Makhele at 051 412 2753 or at palesa.makhele@centlec.co.za.