

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE 2026/27 ANNUAL PERFORMANCE PLAN AND FY26/27 ANNUAL OPERATIONAL PLAN FOR THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES FOR A PERIOD OF SIX (6) MONTHS

1. BACKGROUND

- 1.1 Chapters 5 and 30 of the Treasury Regulations read together with Public Service Regulations and the Framework for Strategic Plans and Annual Performance Plans requires the accounting officer of an institution to prepare and review its five (5) year Strategic Plan and develop yearly Annual Performance Plan following an election, linked to the Priorities of the Government for approval by the executive authority.
- 1.2 In setting out the department's strategic objective and the priority areas responding to the NDP and the Medium-Term Development Plan 2024-2029 (MTDP), the Department of Mineral & Petroleum Resources developed its 2025/30 Strategic Plan (SP) and the 2025/26 Annual Performance Plan (APP) which was tabled in Parliament on 13 June 2025.
- 1.3 The implementation of the strategy requires a review of the branches operating environment, capacity and financial resources including alignment to SOE's mandates, strategies and plans.

Therefore, the Department seeks services of suitable qualified and experienced consultants to review the current Department's Strategy, engage the Departmental branches and its State-owned entities to ensure that there is alignment in the Strategy and these plans. This will culminate into the development of the Department's FY 26/27 Annual Performance and FY 26/27 Annual Operational Plan.

2. CONTRACT PERIOD

- 2.1 The service provider will be appointed for the period of six (6) months after signing the service level agreement.

3. OBJECTIVES

- 3.1 Through consultation with branches and aligning the Departmental strategic Plan, the Department requires the service provider to facilitate the development of the FY26/27 Annual Performance plan and the FY26/27 Annual Operational Plan.
- 3.2 Proposals are hereby requested from suitably qualified Strategic planning practitioners, Strategic Planning Companies and individuals to facilitate the development of the Department's FY26/27 Annual Performance Plan and FY26/27 Annual Operational Plan, ensuring alignment between the Department's 2025-2030 Strategic Plan and the SOE's Plans.

4. SCOPE OF WORK

The service provider with necessary expertise, experience and capacity will be required to undertake the following activities regarding the above:

4.1 Review Current Year Strategic Plans

- 4.1.1 Review the current Strategic Plan to identify gaps/misalignment to the Department's mandate.
- 4.1.2 Review the SOEs' Strategic Plans/ APP to identify misalignment to the Department's Mandate and priorities

4.2 Consultation with branches and SOEs

- 4.2.1 Facilitate Branches planning session to respond to the Department's Strategic Plans
- 4.2.2 Facilitate engagement with SOEs to address gaps identified in the review of current plans
- 4.2.3 Facilitate Strategic Planning Session that is participatory and designed to provoke critical thinking and review among participants.

4.3 Compile Reports

- 4.3.1 Compile a report of the consultations conducted
- 4.3.2 Develop a draft and final FY26/27 APP –
- 4.3.3 Develop a draft and final FY 26/27 AOP

5. DELIVERABLES OR PROJECT OUTPUT AND OR OUTCOME

5.1 The service provider will be required to produce the following:

5.1.1 Inception Report with detailed methodology and work plan.

5.1.2 Branch, SOEs sessions and departmental sessions outcome Report

5.1.3 FY26/27 APP

5.1.4 FY26/27 AOP

6. EVALUATION CRITERIA

This bid will be evaluated in three stages, i.e., functionality, s, administrative compliance and point scoring system.

6.1 Gate 01 – Mandatory requirements

The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

- i. Not applicable

6.2 Gate 02 - Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** and more will be considered further.

No.	<i>Evaluation criteria</i>	<i>Points</i>	<i>Weight</i>
1.	Company Experience Bidders should have demonstrated experience in strategy development	6 or more projects = 5 points	20

No.	<i>Evaluation criteria</i>	<i>Points</i>	<i>Weight</i>
	process and planning, facilitation and strategic alignment process (Attach list of reference projects and testimonials from contactable references)	5 projects = 4 points 4 projects = 3 points 3 projects = 2 points 2 or less projects = 1 point No proof = 0 points	
2.	<p><i>Experience of Team Leader and Team Members</i></p> <p>Experience: Team Leader</p> <p>(i) The team leader must have relevant experience of having been involved in strategy development and planning, facilitation and strategy alignment process</p> <p>(Attach detailed CV highlighting relevant projects, with contactable references)</p> <p>Team members</p> <p>(ii) Team member/s must have experience of having been involved have relevant experience and qualifications of having been involved in in strategy development and planning, facilitation and strategy alignment process</p>	<p>6 or more projects = 5 points</p> <p>5 projects = 4 points</p> <p>4 projects = 3 points</p> <p>3 projects = 2 points</p> <p>2 or less projects = 1 point</p> <p>No indication = 0 points</p> <p>6 or more projects = 5 points</p> <p>5 projects = 4 points</p> <p>4 projects = 3 points</p> <p>3 projects = 2 points</p> <p>2 or less projects = 1 point</p> <p>No indication = 0 points</p>	<p>20</p> <p>10</p> <p>10</p>

No.	Evaluation criteria	Points	Weight
3.	<p>Qualifications of Team Leader and Team Members:</p> <p>Team Leader qualifications</p> <p>i) Team leader must have a formal relevant tertiary qualification recognised by SAQA in business administration, economics, public administration and or equivalent qualifications.</p> <p>ii) A Masters and or Doctoral degree will be an added advantage.</p> <p>(Attach certified copies of relevant qualification/s)</p> <p>Team member qualifications</p> <p>Team member(s) must possess formal relevant tertiary qualification recognised by SAQA in business administration, Economics/ BCom/ public administration/management. A Masters and or Doctoral degree will be an added advantage. (Attach certified copies of relevant qualification/s)</p>	<p>NQF level 10 = 5 points</p> <p>NQF level 9 = 4 points</p> <p>NQF level 8 = 3 points</p> <p>NQF level 7 = 2 points</p> <p>NQF level 6 or below = 1 point</p> <p>No qualification = 0 points</p> <p>NQF level 9 or higher = 5 points</p> <p>NQF level 8 = 4 points</p> <p>NQF level 7 = 3 points</p> <p>NQF level 6 = 2 points</p> <p>NQF level 5 or below = 1 point</p>	<p>20</p> <p>10</p> <p>10</p>
4. 4	Detailed Technical Proposal	Detailed technical Proposal that has clearly addresses (i)	40

No.	Evaluation criteria	Points	Weight
	<p><i>(description of the proposed methodology to be used, a schedule of planned activities)</i></p> <p>A detailed technical proposal including:</p> <p>(i) Detailed technical approach with methodology explaining the consultant's understanding of requirements in the TOR</p> <p>(ii) Clear methodology to achieve deliverables</p> <p>(iii) Clear workplan including allocation of resources</p> <p>(iv) Clear approach on management of the project</p> <p>(Attach methodology proposal)</p>	<p>to (iv) elements of the technical proposal = 5 points</p> <p>Proposal addresses adequately three elements of the technical proposal = 3 points</p> <p>No indication = 0 points</p>	

Formula; $\frac{A}{B} \times 100 = C\%$

Where:

A = Total score for the bid under consideration

B = Maximum possible score

C = Percentage score for the bid under consideration

6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder
 - SBD 1
 - SBD 4
 - SBD 6.1

- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 Gate 04 – Point Scoring System

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.

6.4.2 Should more than one bidder score the same number of points, the award will be made to the bidder who scores more points on specific goals.

6.4.3 Should there be more than one bidder who score the same number of points overall and same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.

6.4.4 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.

6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document

Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

NB: “Ownership = 51% of the company share. Designated group/person that are part of the entity directorship but have less than 51% share = points will be calculated on a pro-rata basis in relations to the share/s held by the designated group/persons.

Eg. Number of women directors = 01
 Shares owned by women = 20%
 Specific goal for women = 4 points
 Points claimable for women ownership = $\frac{20}{100} \times 4 = \mathbf{0.8 \text{ points}}$

7. REPORTING REQUIREMENTS

7.1 The successful service provider will report to the CD: Office of the Director General and will work closely with the Department’s Corporate Services Branch and Human Resources.

8. WORK PLAN AND METHODOLOGY

8.1 The service provider must provide:

8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work.

8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.

9. ROLE AND RESPONSIBILITY

- 9.1 Service Level Agreement will be entered into with the successful service provider which will include, *inter alia*, obligations of the DMPR and the successful service provider.
- 9.2 The DMPR reserves the right to appoint more than one service provider for the project.
- 9.3 The successful service provider must develop detailed project schedule/ plan.
- 9.4 The successful service provider will be required to submit payment schedule providing projections for the period of 6 months on work performed.
- 9.5 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

10. CONFIDENTIALITY OF INFORMATION

- 10.1 The names of all the members of the service provider team must be disclosed for the prior approval of DMPR. Any changes, replacements and additions should be submitted for prior approval of DMPR.
- 10.2 All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as the DMPR deems necessary.
- 10.3 Information/ data to be provided to the service provider will remain the property of DMPR and the service provider should treat all the data with the required confidentiality and return all the data to the DMPR after the completion of the project.

11 PAYMENT

- 11.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.
- 11.2 The payment will be made at the completion of milestones in line with the SLA.

12 TAX CLEARANCE CERTIFICATE

- 12.1 Bidders must ensure compliance with their tax obligations.
- 12.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 12.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 12.4 A bidder may also submit a printed TCS together with the proposal.
- 12.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 12.6 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided

13 DOCUMENTATION

N/A

14 COST / PRICING

- 14.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 14.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).
- 14.3 Bidders should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 14.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
 - i) Hotel Accommodation – R1700 per night per person, including breakfast, dinner and parking.

- ii) Air travel must be restricted to economy class.
- iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

15 CONDITIONS OF THE CONTRACT

- 15.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 15.2 The successful service provider will sign a confidentiality agreement regarding the protection of DMPR information that is not in the public domain.
- 15.3 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 15.4 The successful service provider shall ensure that the contract is executed in line with the scope of work.
- 15.5 The successful service provider may be subjected to security screening by the State Security Agency.
- 15.6 The DMPR reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.

16 FORMAT OF SUBMISSION OF PROPOSAL

- 16.1 Bidders are requested to submit two (2) copies of technical proposals plus the original.
- 16.2 Bidders are requested to index their proposals for easy reference.

17 PRE-BID MEETING / BRIEFING SESSION DETAILS

Not applicable.

18 CLOSING DATE

- 18.1 Proposals must be submitted on or before **27 August 2025 at 12:00** at Department of Minerals and Petroleum Resources, at 71 Trevena Campus,

Corner Meintjies and Francis Baard Street, Pretoria in the bid box marked in the bid box marked Department of Minerals and Petroleum Resources. **No late bids will be accepted.**

19 ENQUIRIES

19.1 All general enquiries relating to bid documents should be directed to:

Ms. Lucia NKhethoa

Tel No: (012) 444 3778

E-mail: Lucia.Nkhethoa@dmp.gov.za

19.2 Technical enquiries can be directed to:

Ms Nokuthula Mbeje

Tel No: 012 444 3602

E-mail: Nokuthula.mbeje@dmre.gov.za