



NORTHERN CAPE PROVINCE OFFICE OF THE PREMIER

REQUEST FOR QUOTATION – REVIEW AND ALIGNMENT OF THE OFFICE OF THE PREMIER ANNUAL PERFORMANCE PLANNING PROCESSES AND DOCUMENTS

PURPOSE:

The purpose is to appoint a consultant with experience in strategic planning and the alignment of planning documents with the budget and organisational structures of an organisation/ department to analyse and draft/ compile documents, facilitate strategic and review sessions, conduct meetings with relevant stakeholders and make recommendations to the Accounting Officer(s) in respect of the following documents/ processes of the Office of the Premier:

- Strategic and Annual Performance Plans
- Service Delivery Model
- Budget structure
- Human Resource Plan and Organisation structure

INTRODUCTION & BACKGROUND:

The Office of the Premier approved its organisational structure in 2017, which structure could not be implemented due to allegations of inadequate consultation before approval as well as the fact that the department experienced various budget cuts. As a result of these budget cuts, the Strategic and Annual Performance Plans are required to be updated/ reviewed and these affect the departmental long term plans such as the organisational structure, business continuity (information technology) plans, etc. Covid-19 also had a severe impact on the operations of the public sector as a whole and the Office of the Premier is required to analyse how these effects translate into changes in the operations of the department.

SOLUTION REQUIRED:

The consultant is required to work with a core management team in the Office of the Premier with the objective of providing the following solutions, to be recommended to the Accounting Officer (Director-General):

- Detailed analyses of the current provincial and departmental planning documents, including but not limited to the PGDP, Strategic Plan, current Annual Performance Plan, Budget Structure, Human Resource Plan, Business Continuity Plan Risk Register, Audit Findings and such other documents relevant to the achievement of the Purpose;
- Investigate the current Strategic Plan, Apps and Operational plans against OTP constitutional mandates, legislative environment, provincial mandates as set out in the PGDP and PSDF's
- Provide an action plan/ methodology with timelines for the approval of the Accounting Officer(s) on the review of the Strategic and/or Annual Performance Plan, Budget (structure) alignment, Service Delivery Model, Human Resource Plan, functional structure design and organisational structure design

- Facilitate and attend stakeholder engagement sessions on with Organised Labour, Department of Public Service and Administration, Northern Cape Provincial Treasury, departmental employees and management, the Executive Authority and Internal Audit;
- Drafting/ compilation of planning documents (Strategic and/or Annual Performance Plans, Service Delivery Model, Human Resource Plan and Organisational Structure) and alignment to DPME, DPSA and National Treasury planning, budgeting and organisational development frameworks and guidelines.
- Determine challenges to implementation together with potential solutions for the core management team;
- Make recommendations to the Accounting Officer(s) towards final implementation of the project;

EVALUATION CRITERIA:

Three-staged evaluation will be followed. The stages are outlined as follows:

Stage 1 – Compliance with minimum requirements

- Proof of Central Supplier Database (CSD) registration. (Unique MAAA-number)
- Bidder's CSD must reflect tax compliant status at closing date. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
- All relevant forms (attached)

Stage 2 – Evaluation of technical competence(functionality)

This stage will be an evaluation of technical competence (Functionality). Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to the next stage.

The bidder's information will be scored according to the following functionality criteria weights:

EVALUATION CRITERIA	WEIGHT
Relevant qualifications and experience in business/ human resources (organisational design)/ planning	30
Relevant qualifications and experience in public sector and in drafting and facilitating strategic plans	30
Relevant experience/ knowledge in Project Management/ Implementation	20
Relevant experience in the alignment of plans with budgets w.r.t. public sector	20

Detailed CV's of the consultant(s), who will work on this assignment, including certified copies of their qualifications must be included in the proposal. The successful bidder must demonstrate relevant experience of having performed a similar kind of assignment. References regarding the experience must be provided in the proposal, which will be independently verified.

GUIDANCE REGARDING SCORING

The rating of the criteria will broadly be done within the following framework:

EVALUATION CRITERIA	RATING CATEGORY
Relevant qualifications and experience in Organisational Review and Design, Various Change Management models, Business Transformation and Organisational Behaviour. Knowledge of related Public Sector legislation / frameworks: <ul style="list-style-type: none"> Undergraduate degree / MBA 5 to 10 years experience 	20
Relevant qualifications and experience in Strategic Planning /alignment of mandates to functions (functional structure). Knowledge of related Public Sector legislation / frameworks: <ul style="list-style-type: none"> Post Grad in Strategic Management 3 to 5 years experience 	30
Relevant qualifications and experience in Project Management/Implementation <ul style="list-style-type: none"> PMBOK related qualifications with Agile methodology 5 to 10 years experience 	20
Relevant experience in the alignment of plans with budgets <ul style="list-style-type: none"> Years of experience (alignments) Number of public sector matter handled/ facilitated (budget structure alignment) 	30

Stage 3 - Price and BBBEE evaluation

Price and BBBEE on the 80/20 principle as guided by the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017.

Price	80
BBBEE	20

- Valid BBBEE certificate from agencies accredited by SANAS should be submitted. BBBEE certificates must be valid, original or originally certified at the closing date.
- Sworn Affidavits must be valid and original at the closing date.

Bidders who do not comply with the above, will not qualify to claim preference points for BBBEE.

COST BREAK DOWN:

Grand total pricing should be VAT inclusive. VAT may only be charged by service providers registered for VAT by means of a unique registration number issued by South African Revenue Services (SARS). The VAT registration number must be indicated on the original invoice submitted for payment.

CLOSING DATE:

Completed proposal documents must be submitted in a sealed envelope.
Closing of bid details are as follows:

Date: Monday, 19 September 2022
Time: 11h00
Venue: Office of the Premier

**JW Sauer building
Cnr Quinn and Roper Streets, 1st Floor, Room 126
Kimberley**

Enquiries may be directed to Ms. E Appies at 053 838 2927 or at eappies@ncpg.gov.za or Ms M Vice at 053 838 2054 or mvice@ncpg.gov.za.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE F

OFFICE OF THE PREMIER



JW Sauer Building Private Bag X5016 KIMBERLEY 8300	JW Sauer Gebou Privaatsak X5016 KIMBERLEY 8300
JW Sauer Building Cnr Roper and Quinn Street KIMBERLEY 8300	JW Sauer Gebou H/V Roper en Quinn Straat KIMBERLEY 8300

Tel: (053) 838 2760 Fax: (053) 838 2767
E-mail: bkock@ncpg.gov.za

PRICE QUOTATION FORM

NB: Use ink, preferably black, to fill in the information applicable to the specific required price quotation

CLOSING TIME: _____ **ON:** _____ (Date) **PRICE QUOTATION NO.**

VALIDITY: **DAYS**

ITEM	QTY	DESCRIPTION	PRICE IN RAND CURRENCY INCLUSIVE OF VAT
1	1		R

Conditions for delivery:

Delivery basis:

- (i) Is the delivery period firm? *YES / NO
 - (ii) Period required for delivery after receipt of order
 - Is the price (inclusive of VAT) firm? *YES / NO
 - Discount offered (conditional/unconditional):
 - Is offer strictly to specification/terms of reference. *YES / NO
- If not to specification/terms of reference, state deviation(s)

Trade mark and model

Country of origin:

Points claimed:

B-BBEE status level verification certificate appended?

YES	OR	NO
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***NB: TICK APPLICABLE BLOCK**

ISSUING AGENCY

(1) Name of taxpayer/quote:

(2) Identification Document number:

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(3) Trade name:

(4) Company/Close Corporation registration number:

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(5) Income tax reference number:

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(Original Income Tax Clearance Certificate to be attached for amounts more than R30 000)

(6) VAT registration number (if applicable):

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(7) PAYE employer's registration number (if applicable)

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Bank Details (if applicable):

Bank Name:

Bank Branch Code:

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Account Holder:

Bank Account number:

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Bank account type:

Contact person:

Signature: Name in print:

Telephone No.: Code: No.

Fax No.: Code: No.

E-mail address:

Address:

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Postal code:

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The Office of the Premier reserves the right to cancel the order in the event of the service provider not being able to adhere to the terms and conditions of delivery, i.e.:

- *Date of delivery;*
- *Delivery of order in full;*
- *Delivery of goods/services strictly as per specifications.*

Signature: On behalf of bidder

Date: _____

Signature: On behalf of OTP

Date: _____

Supplier stamp / details

**The Assistant Manager: SCM
Office of the Premier: Northern Cape
JW Sauer building
Ground floor, room 119
C/O Roper & Quinn streets
Kimberley
8301**

Dear Sir/Madam

SUBJECT: REASON FOR INABILITY TO QUOTE

I _____ (of the above company), am unable to provide a quotation for the provision of short term car rental service due to the following reason (tick below) :-

____ I cannot provide the required goods and or services.

____ I cannot quote before the closing date/time of the RFQ (Request for Quotation).

____ I cannot quote due to other reason not stated above. (Please state the reason):

Yours Sincerely,

Signature of the supplier

Date: _____

Please forward the signed copy of this letter to any of the following contact details

Fax: 086 547 6459.

Email: Meyersa@ncpg.gov.za or mvice@ncpg.gov.za



Province of the

Northern Cape
office of the premier
finance

Critical information for prospective service providers:

- **Central Supplier Database:**

Prospective service providers must be registered on the Central Supplier Database and proof must be submitted (Unique CSD number)

Please provide CSD supplier number MAAA _____

- **Administrative criteria:**

NCP 4 Declaration for interest (Please find attached)

Please note that failure to declare truthfully will result in supplier being registered on the Restricted Supplier Database.

- **Quotations from R 30 000-00 and above:**

Annexure F (Please find attached)

Please submit a valid, original or an originally certified copy of BBBEE certificate or original Sworn Affidavit. BBBEE certificates must be SANAS accredited. Prospective service providers, who do not comply, will not qualify to claim for preference points for BBBEE.

Evaluation criteria:

- 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R 30 000-00 up to R 50 000 000-00
- 90/10 preference point system for acquisition of goods or services for Rand value above R 50 000 000-00

Name of bidder

Signature of Bidder
