

SCOPE OF WORK FOR SECRETARIAL SERVICES/MINUTE TAKER

1. OBJECTIVE

The objective of this project is to procure services of a minute taker who will be responsible for recording the proceedings of meetings and compilation of minutes for the merSETA Accounting Authority and its Committees meetings which comprise of the following Committees:

- Accounting Authority
- Executive Committee
- Audit and Risk Committee
- Human Resources and Remuneration Committee
- Finance and Grants Committee
- Governance and Strategy Committee

2. PROJECT/ CONTRACT PERIOD

The contract for this project will be for a period of 24 Months.

3. SCOPE OF PROJECT

To record the proceedings of meetings and compile, edit and proofread minutes for the merSETA Accounting Authority and its Committees in line with the merSETA's annual meeting plan or as and when required.

4. OUTCOMES AND DELIVERABLES

- Attend and record proceedings of the Accounting Authority and its Committees meetings by using electronic recording equipment.
- Provide and compile minutes of the Accounting Authority and its Committees meetings in a format prescribed by merSETA within 72 hours after the meeting.
- Ensure that minutes are proof-read and edited before submission to the Company Secretary.
- Provide recording of the proceedings of the meeting electronically in Microsoft word and in a USB format.
- To provide a separate set of proceedings of the meeting in a verbatim format for future reference as and when required by the Accounting Authority and its Committees members.

5. REQUIREMENTS

- 5.1 Respondent must have a minimum five (5) years' experience in the business. This information must be included in the company profile.
- 5.2 Respondent must prove capacity to undertake a project of this nature and capacity to provide service in accordance with the stated outcomes and deliverables.
- 5.3 Respondent must provide the profile of their company.
- 5.4 Respondent must provide five (5) reference letters.
- 5.5 Respondent must provide a quotation as per the attached pricing annexure B:

6. EVALUATION OF PROPOSAL P

The RFQ will be evaluated in terms of the PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

Evaluation Stage 1: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed below. In this evaluation stage, all bidders that fail to provide the required information and documentation may be disqualified from further evaluation.

Failure to comply with the requirements assessed in stage 1 (compliance), may lead to disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity. Consolidated B-BBEE certificate
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4

Evaluation Stage 2: Functional Criteria

Firstly, the bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. **Any bid that fails to meet the overall minimum threshold of 70% or has not received the minimum score for any individual component thresholds will be disqualified for further evaluation on stage 3.**

Each proposal that passed functional evaluation of 70% and more, will be on equal footing to proceed to the final round of evaluation on price and specific goals.

No	Criteria	Description	Points
1.	The bidder demonstrates years of experience in similar to the scope of work. This information must be included in the company profile. Experience working with or rendering services to SETAs or public entities is important.	Five (5) years or more of minute taking experience in similar to the scope of work	40
		Less than five (5) years up to four (4) years of experience in similar to the scope of work	30
		Less than four (4) years up to three (3) years of minute taker experience in similar to the scope of work	20
		Less than three (3) years of experience in similar to the scope of work	0
2.	The bidder must provide contactable references where similar service was rendered within the past five (5) years. The merSETA reserves the right to contact the referee. Experience working with or rendering services to SETAs or public entities. Appointment letters will not be regarded as reference letter.	5 or more relevant reference letters attached	25
		4 relevant reference letters attached	15
		3 relevant reference letters attached	10
		No or unsatisfactory reference letter(s) attached	0
3.	Curriculum Vitae (Cvs) and Qualification of the team members who will be responsible for minute taking. CVs which must indicate the experience, professional background and qualifications	Summarized CVs and relevant qualification(s): a) CV and relevant Master's Degree (NQF 9) = 20 b) CV and relevant Post Graduate Degree (NQF 8) = 18 c) CV and relevant Qualification (NQF 7) = 15 d) No CV and no relevant Qualification = 0	35
TOTAL			100
MINIMUM WEIGHTING SCORE			70

Evaluation Stage 3: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the specific goals. Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

7. ENQUIRIES SUPPLY CHAIN

SUPPLY CHAIN ENQUIRIES	
Full Names	Karabo Phalo
Contact Number	010 219 3031
Email Address	kphalo@merseta.org.za
RFQ Email Address	quotations@merseta.org.za



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that :

- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PWD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

merSETA Head Office

95 7th Avenue Corner Rustenburg Road, Melville, Johannesburg, 2109

P O Box 61826, Marshalltown 2107

Telephone No: 010 219 3000 Website: www.merseta.org.za



8. SPECIAL INSTRUCTIONS / ITEMS TO BE SPECIFICALLY INCLUDED IN THE PROPOSAL

It will be an added advantage should the service provider have a national footprint and be prepared to travel/attend to meeting venues outside of the merSETA Head Office.

9. PAYMENT TERMS

The merSETA undertakes to pay valid invoices in full within 30 (thirty) days from statement date for work done to its satisfaction upon presentation of a substantiated claim. The merSETA shall not pay for any unproductive or duplicated time spent by the service provider on any assignment as a result of staff changes, inefficiencies or rework.

Completed By: _____

Name: Pinki Moloto

Annexure B: Pricing Schedule

Description of Service(s)	Rate(s)
Daily Rate (Based on a Day)	
Hourly Rate	
Travel Cost per Kilometer	
Average Rate(s) (Total)	R xx