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REQUEST FOR QUOTATIONS

DESCRIPTION	CONDUCT BOARD PERFORMANCE ASSESSMENT	
RFQ043-2025	CLOSING DATE: 14 MARCH 2025	CLOSING TIME:15H00
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING		
BIDDING PROCEDURE: Mr Malwande Ntongana, tenders@ecsecc.org and tenders.ecsecc@gmail.com		TECHNICAL INFO: Ms Nozuko Somniso nozuko.somniso@ecsecc.org and tenders@ecsecc.org and tenders.ecsecc@gmail.com

BIDDER'S INFORMATION

NAME OF BIDDER					
BIDDER'S ADDRESS					
NAME OF BIDDER'S REPRESENTATIVE					
POSITION HELD IN COMPANY					
TELEPHONE NUMBER		VAT REGISTRATION NUMBER			
EMAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
CSD NUMBER	MAAA	TCC COMPLIANT (TICK APPLICABLE)	YES		
			NO		

BID RESPONSE

QUOTATION AND BID DOCUMENTS MAY BE DELIVERED ELECTRONICALLY BY EMAILING ZIP FILE OR SENDING A LINK THROUGH TO TENDERS@ECSECC.ORG AND TENDERS.ECSECC@GMAIL.COM					
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1 INTRODUCTION

- 1.1 Eastern Cape Socio Economic Consultative Council (ECSECC) is a Schedule 3C public entity governed in terms of the Public Finance Management Act (PFMA).
- 1.2 It is also registered as a Section 21 company and therefore complies with all regulations applicable to Section 21 Companies like King IV Report of the Companies Act.
- 1.3 ECSECC is governed by the Board of Directors and reports to the Eastern Cape Office of the Premier (OTP).
- 1.4 It's overarching mandate is to advise the provincial government on improving service delivery and to create a common platform for debate between the various development communities of the Eastern Cape.
- 1.5 It is established as a multi-stakeholder Council to advise whose Board has a representation from Provincial Government, Local Government, Organized Business, Organized Labour, Organized Non-Government Organizations (NGOs) and Higher Education sector in the province.
- 1.6 ECSECC Board of Directors is represented by two (2) members from each stakeholder constituency and a maximum of two (2) additional independent members. The representatives are proposed and elected at an Annual General Meeting (AGM) after which they become eligible for re-election if proposed by their respective constituencies.
- 1.7 ECSECC is in Vincent, East London, Eastern Cape only.

2 BACKGROUND

- 2.1 The King IV Report on Corporate Governance requires organizations to conduct performance assessments of their Boards, assess directors individually and assess their sub-committees annually.
- 2.2 ECSECC intends to conduct an independent performance assessment of the Board to end off the 2020-2025 strategic plan cycle and in preparation for the implementation of the new ECSECC Act.
- 2.3 It is against this background that ECSECC solicits a service provider to assess the performance of the Board, its sub-committees and the individual directors for the 2024/2025 financial year.

3 OBJECTIVES

3.1 The overall objective of this project is:

- 3.1.1 To have a complete picture of how the individual directors are contributing to the organization, and
- 3.1.2 To establish areas where the Board can enhance their strengths as well as build on weaknesses.

4 SCOPE OF WORK

4.1 ECSECC seeks to appoint a prospective service provider to conduct a performance assessment, for 2024/2025 financial year, of:

- 4.1.1 The Board,
- 4.1.2 Finance and Admin Board Sub-Committee (F&A Sub-Com),
- 4.1.3 Planning and Programmes Board Sub-Committee (P&P Sub-Com),
- 4.1.4 Executive Committee (EXCO),
- 4.1.5 Audit, Risk and ICT Committee (ARICT),
- 4.1.6 Twelve (12) individual Board of Directors, and
- 4.1.7 Five (5) individual Audit, Risk and ICT Committee members.

4.2 The assessment must focus on the fiduciary duties, leadership and strategic direction of the Board of Directors and their Sub-Committee members.

4.3 The service provider is required:

- 4.3.1 To develop and administer an online board assessment questionnaire based on an agreed methodology,
- 4.3.2 Conduct virtual interviews with individual Board of Directors and follow up emails and/or telephone calls as and when required,
- 4.3.3 Analyze data and write up results,
- 4.3.4 Interpret results, indicate a rating score,
- 4.3.5 Write up recommendations and action plans.
- 4.3.6 Present the report in the virtual EXCO and Board meetings.

5 COMPETENCY REQUIREMENTS

5.1 The prospective service provider must have the following competencies and capacity:

- 5.1.1 The lead person/ team leader must have a minimum of five (5) years' experience in conducting Board performance assessments, holds at minimum a 3-year degree in the field of commerce, business administration or business management.

5.1.2 The lead person/ team leader must have working knowledge of laws, regulations, rules and standards applicable to organizations governed by King IV.

6 SPECIAL CONDITIONS OF CONTRACT

6.1 Project Management:	Within five (5) days of accepting the appointment or award, an inception meeting will be held between the service provider and ECSECC Project Leader. The meeting will be held to align the service provider project plan with the Board calendar to circumvent clashing priorities and ensure participation of the Board. The service provider shall present the report on Board performance assessment to the EXCO and Board.
6.2 Access to information:	ECSECC Project Leader will be the key contact for information regarding this project.
6.3 Decision-Making:	ECSECC will provide timely decisions on any critical aspects of the project that require our input.
6.4 Deliverables:	The expected deliverable is a final report on Board performance assessment which must include: - Results, - Recommendations, - Action plans, and - A rating score on overall Board performance
6.5 Payment of invoices:	The payment of invoices shall be made within thirty (30) days of the date on which the invoice and all supporting documentation is received. The supporting documentation includes invoices from third parties, and all other proof of liability, etc. Once-off payment will be processed on the submission and approval of deliverable by the Project Leader.
6.6 Prices:	The prices charged on the invoices shall not exceed the prices quoted and committed in the purchase order, unless prior approval by ECSECC.
6.7 Tax Compliancy:	No contract shall be concluded with any bidder whose tax matters are not in order. The bidder must ensure that their tax matters are in order throughout the contract period.
6.8 Disputes Resolution:	Should there be disagreement between the service provider and the project officials pertaining to this contract, the service provider may escalate the matter to the ECSECC CEO before engaging in the legal process. ECSECC will always attempt to address any disagreements with the service provider to avoid legal disputes.

7 SUBMISSION OF QUOTATIONS

7.1 Bid documents may be submitted on or before the closing date and time, as follows:

7.1.1 Electronically by emailing a compressed zip folder to tenders@ecsecc.org and tenders.ecsecc@gmail.com, quoting the reference **RFQ043-2025**.

OR

7.1.2 Electronically by emailing a link pointing to your cloud account for file access to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ043-2025**.

7.2 Bidding enquiries may be directed to Mr Malwande Ntongana at tenders@ecsecc.org and tenders.ecsecc@gmail.com or phone 043 701 3400.

7.3 Bidders are required to submit, **on or before 14 March 2025 at 15H00**, the following:

7.3.1 A costed proposal with sufficient detail that demonstrates comprehension and competency to deliver as per the scope of work, including:

7.3.1.1 Proposed methodology and approach to achieve the objectives of the project.

7.3.1.2 A detailed project plan outlining key activity, time frames, milestones and budget.

7.3.1.3 A schedule of resources including the lead person, showing requisite competencies, that will be committed to the project.

7.3.2 Proof of valid competency requirements.

7.4 Mandatory returnable documents as supplied.

7.4.1 SBD 3.3

7.4.2 SBD 4

7.4.3 SBD 6.1

7.4.4 Failure to submit the requirements as outlined in 7.3.1 through to 7.4.3 may render your bid non-responsive.

8 EVALUATION CRITERIA

ECSECC has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Functionality Criteria (Gate 1)	Price and Specific Goals (Gate 2)
Bidders must submit all documents as outlined in (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 80 points to proceed to Gate 2 (Price and Specific Goals).	Bidders will be evaluated out of 100 points, as per (Table 2) , below.

8.1 Gate 0: Prequalification

8.1.1 The bidders must return the documents listed in **Table 1**.

8.1.2 All documents must be completed and signed by the duly authorized representative of the prospective bidders.

8.1.3 During this phase Bidders' responses will be evaluated based on compliance with the listed administration, using the Central Supplier Database (CSD), and mandatory bid requirements.

8.1.4 The bidders' proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification.

Document that must be submitted	Non-submission may result in disqualification?
1. Tax Clearance Certificate	YES a. ECSECC transacts with service providers that have a compliant tax status. b. ECSECC makes use of the CSD report to verify tax status of suppliers. Please ensure that your tax affairs are in good order with SARS. c. ECSECC does not transact with service providers that have a non-compliant tax status.
2. SBD 3.3 -Pricing Schedule	YES Complete and sign the supplied pro forma document.
3. SBD 4 -Bidders' Disclosure	YES Complete and sign the supplied pro forma document.
4. SBD 6.1 -Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022	NO Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on Specific Goals.
5. Costed Proposal	YES Proposal showing how the scope of work will be met, as per par.7.3.1, above.

8.2 Gate 1: Functionality Criteria

The threshold is set at 80 points the accepted bids will be evaluated as follows:

Element	Weight
Board performance assessment approach a. Proposal that demonstrates comprehension and competency to deliver on what is required including: i. Methodology and approach ii. A detailed project plan outlining key activity, time frames and costing iii. A schedule of resources including the lead person that will be committed to the assignment, with their relevant competencies Proposal covering areas in a., above - Comprehensive proposal covering all requirements (20 points) - Good and innovative proposal lacking some minor requirements (15 points) - Average and theoretical proposal demonstrating substantial lack in some areas (10 points) - Unclear proposal or irresponsible to the requirements (0 points) [points based on submission of proposal for the project]	20
Relevant experience of firm in conducting Board performance assessments a. Three (3) reference letters (25 points) b. Reference letter showing three (3) or more Board assessments (25 points) c. Less than three (3) reference letters (0 points) d. Less than three (3) Board assessments (0 points) [points based on submission of recent reference letter(s) from previous or current clients of similar projects. Recent being last 5 years from 2019]	25
Capacity, experience and competency of Lead Person a. Experience in conducting Board performance assessments - Above 5 years' experience (30 points) - 5 years' experience (20 points) - Less than 5 years' experience (0 points) b. Qualification of the Lead Person: - Postgraduate qualification in the field of Commerce, Business Administration or Business Management (25 points) - 3-year Degree in the field of Commerce, Business Administration or Business Management (20 points) - Qualification below 3-year Degree (0 points) [points based on submission of Lead Person's CV and certified qualifications]	55
Total	100

8.3 Gate 2: Price and Specific Goals

8.3.1 In terms of regulation 4 of the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points) and
- Specific Goals (maximum 20 points).

8.3.2 The evaluation of price and specific goals will be evaluated as outlined in **Table 2 below**.

Table 2: Price and Specific Goals Evaluation

Element	Weight
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises with ownership of 51% or more by person(s) who are black persons	(5 points)
- Enterprises with ownership of 51% or more by person(s) who are women	(5 points)
- Enterprises with ownership of 51% or more by person(s) who are youth	(5 points)
- Enterprises with ownership of 51% or more by person(s) with disability	(2 points)
- Enterprises located and/or operating within the borders of the Eastern Cape	(3 points)
Total	100

9 TERMS AND CONDITIONS

- 9.1 The RFQ forms should **not** be retyped or redrafted, but photocopies may be prepared and used.
- 9.2 Should the RFQ forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a **blank ink**.
- 9.3 The forms documents shall be completed, signed, and submitted with the bid.
- 9.4 Failure on the part of the bidder to sign any of the forms of the RFQ documents and thus to acknowledge and accept the conditions in writing or to complete the forms of RFQ documents, questionnaires, and specifications in all respects, may invalidate the bid.
- 9.5 Where items are specified in detail, the specifications form an integral part of the RFQ document and bidders shall indicate that the items offered are compliant to the specification, by way of a global code or picture detailing the specification or any other form that enables ECSECC to validate the items offered are compliant to the specification. In cases, where items offered are not compliant to specification, bidders shall indicate the deviations from the specification.
- 9.6 In instances where the bidder is not the manufacturer of the items offered, the bidder must state the relevant manufacturer or supplier of the items offered.
- 9.7 This RFQ will be processed in accordance with the PPPFA requirements and in line with the ECSECC SCM Policy.
- 9.8 This RFQ is subject to the General Conditions of Contract (GCC) and re-issues thereof. Copies of these GCC are obtainable from ECSECC office.
- 9.9 The quotation should reach this office not later than the closing date and time above. Please indicate the estimated date of delivery, next to delivery date, above.
- 9.10 Bids received after the closing date and time (late bids) at the address indicated in the bid documents will not be accepted for consideration.
- 9.11 Prices should be in RSA currency and please indicate if VAT inclusive/exclusive. Price Offer should be valid for **90** days from the closing date of this RFQ.
- 9.12 ECSECC reserves the right to **not** award or to cancel this bid at any time and shall not be bound to accept the lowest or any bid.

- 9.13 Should the quotation be submitted with any special terms and conditions which will govern or regulate or qualify the service that you will provide to ECSECC, same should be indicated as such in your quotation.
- 9.14 ECSECC reserves the right to accept those terms and conditions as originally submitted or to amend them in order to protect the rights and interests of ECSECC or reject them.
- 9.15 Should you refuse to agree to provide the said service subject to the amendment of the special terms and conditions, ECSECC will be entitled to reject your quotation.
- 9.16 ECSECC upholds good ethical principles. Should there be any transgression of ethics, you are required to report such to the CEO of ECSECC.
- 9.17 ECSECC does not pay for goods/services **not** received.
- 9.18 Please note that ECSECC has up to 30 days to settle the account after receiving the items and invoice.

10 SERVICE LEVEL AGREEMENT

- 10.1 Upon award, ECSECC shall issue an authorized purchase order to the successful bidder to show acceptance of the price offer.
- 10.2 ECSECC shall share all necessary documentation with the successful bidder for preparation of this assignment.