

BOARD ASSESSMENT 2023

REQUEST FOR PROPOSAL

1 INTRODUCTION

- 1.1 Eastern Cape Gambling Board (ECGB) is a statutory body established by the Eastern Gambling and Betting Act, 1997 (Act No.5 of 1997) (as amended) (the Act).
- 1.2 The mandate of the Board is to regulate or control all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licenses, exclusion of problem gamblers, and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.
- 1.3 The establishment of the ECGB Board and delegation of powers is provided for in sections 3 and 4 of the Act respectively.

2 OBJECTIVE

The objective of this bid is to appoint a service provider to conduct the assessment of the Board of the Eastern Cape Gambling Board.

3 SCOPE OF WORKS

The Board Assessment must achieve the following:

- Benchmark board performance against established best practice
- Reflect on the role of the board, its objectives and efficacy
- Create the opportunity to enhance board effectiveness
- Inform best practice for the recruitment and appointment of directors
- Identify future development needs

Scope and approach will include:

- Meet with the Chairperson to agree on the terms of the process, reporting timelines and outcomes.

- Design a self-assessment questionnaire for completion by all Board members which takes into account requirements of the Act, PFMA, King IV and the Board Charter.
- Discuss and agree on the questionnaire with the Board Chairperson prior to finalisation and distribution.
- Distribute the questionnaire for completion by Board members.
- Collate and analyse the results of the completed questionnaires.
- Draft a report for discussion with the Board Chairperson.
- Compile a final report for distribution to the ECGB Board of Directors and the Executive Authority.
- Compile an action plan for areas identified as needing further development.
- Compile a tracking tool for the action plan.

4 DURATION OF THE ASSIGNMENT

The Service Provider appointed will be expected to complete this assignment or within a period of **30 days (01 month only)** immediately after signing a performance service level agreement with the ECGB.

5 EVALUATION CRITERIA

The following are key criteria that will be used in appointing the successful service provider:

- **THRESHOLD:** Bids will be evaluated on the 80/20 principle as prescribed in the Preferential Procurement Policy Framework Act, 2000 read together with Preferential Procurement Regulations, 2022.
- Bids will be considered and evaluated in a two staged approach.
- During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for specific goals.
- Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.
- Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price.
- Only bidders who meet the minimum of 75 points on functionality during the evaluation of Stage 1 will proceed to score in Stage 2.

Table 1: STAGE ONE: Functionality

FUNCTIONALITY CRITERIA	MAXIMUM POINTS
A. Company's experience on Board assessments • 5 Projects/Contracts = 35 points • 4 Projects/Contracts = 30 points	35

FUNCTIONALITY CRITERIA	MAXIMUM POINTS
3 Projects/Contracts = 20 points 2 Projects/Contracts = 10 points Bidders are required to submit signed reference letters with contactable details from previous Board assessment projects/assignments.	
B. Project lead experience 5 Projects/Contracts = 15 points 4 Projects/Contracts = 10 points 3 Projects/Contracts = 5 points	15
C. Methodology The more likely the bidder is to be able to execute the contract successfully, the more points will be allocated.	50
TOTAL POINTS	100

STAGE TWO: Preferential points system

PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY: Preferential Procurement Regulations of 2022. Price and points for specific goals will be calculated as described in the Preferential Procurement Regulation 2022.

NB: Tenderers are to submit proof of the specific goals claimed.

Table 2: Points available per criteria in Stage 2

CRITERIA	POINT SYSTEM												
Price	80												
Specific goals:	20												
<table> <tr> <th>Specific goal</th><th>Max points</th></tr> <tr> <td>50% or >50% Black Ownership</td><td>5</td></tr> <tr> <td>50% or >50% Black female ownership = 5 points 25%-49% Black female ownership = 3 points</td><td>5</td></tr> <tr> <td>SMME (i.e., EME or QSE)</td><td>5</td></tr> <tr> <td>Eastern Cape based bidder</td><td>5</td></tr> <tr> <td></td><td><u>20</u></td></tr> </table>	Specific goal	Max points	50% or >50% Black Ownership	5	50% or >50% Black female ownership = 5 points 25%-49% Black female ownership = 3 points	5	SMME (i.e., EME or QSE)	5	Eastern Cape based bidder	5		<u>20</u>	
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6 IMPORTANT SUBMISSION GUIDELINES

All proposals will be adjudicated in terms of the Supply Chain Management Policy of the ECGB and in accordance with the Public Finance Management Act. In addition to those (the conditions) stipulated in any other section of the request for proposals, the service providers should be especially aware of the following terms and conditions:

- The Eastern Cape Gambling Board reserves the right not to make any appointment from the submitted proposals.
- The Eastern Cape Gambling Board does not bind itself to accept the proposal with highest score.
- The Eastern Cape Gambling Board reserves the right to cancel this request for proposal (RFP) and pursue an alternative course of action at any time without incurring any liability towards any service provider.
- The Bidders are advised that the submission of proposals gives rise to no contractual obligations on the part of ECGB.
- Proposals submitted by electronic transmission or faxed will not be accepted.

- All proposals submitted shall become the property of ECGB and shall not be returned.
- CSD reports will be used to verify all company/organization's details and tax status pin codes must be provided.
- Bidders are required to complete, sign, and submit all SBD forms/bid documents. **If the bidder does not meet this requirement, it will be automatically disqualified**
- Proposals received after the specified time and date i.e., _____ **at 11h00 am** will **NOT** be considered and accepted.
- No services shall be rendered, or goods delivered before an official ECGB Purchase Order has been issued.
- The ECGB may request written clarification or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their proposal may be disqualified.
- Service providers shall not qualify their proposals with their own conditions.
- The name(s) and contact details of the person or persons(s) in your organisation responsible for this proposal.
- A service level agreement shall be signed with the successful service provider.
- The ECGB will not be held responsible for any cost incurred by the service provider in the preparation and submission of this proposal.
- The ECGB reserves the right to terminate the contract if not satisfied with the work or the deliverables as stated above are not going to be met. Only bidders that meet the requirements of the request for proposal specification shall be considered during the adjudication process.
- Bidders that bid as joint venture must have a signed business agreement by both parties. If the service provider does not meet this requirement, it will be automatically disqualified.

7 PRICING

Price must be in South African currency and must be inclusive of VAT. Bidders are further required to include any travelling costs and disbursements in their pricing. Price will be evaluated based on 80 points and applicable formula of calculating points.

8 WHERE TO SEND THE PROPOSAL

Please send your original proposal and a copy saved on USB/flash disk to:
 Eastern Cape Gambling Board
 Quenera Park, Quenera Drive
 Beacon Bay
 East London
 5206

9. Contact Details

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