provincial treasury

Department:
Provincial Treasury
North West Provincial Government
Republic of South Africa

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RFI01/2024: INFORMATION REQUEST FOR TRAINING TWENTY ONE (21) OFFICIALS ON DEVELOPMENT OF STANDARD OPERATING PROCEDURE

REQUEST FOR INFORMATION

RFI 01/2024 – INFORMATION REQUEST FOR TRAINING OFFICIALS ON DEVELOPMENT OF STANDARD OPERATING PROCEDURE
RFI Number RFI01/2024
Closing Date of the RFI / RFP - 24 May 2024
Closing Time: 11:00 pm
Response Address: Hand delivery - Provincial Treasury, 2nd Floor, Garona Building, 2745

1.1. Invitation to Service Providers

Provincial Treasury invites all interested parties to submit a written response to this Request for Information (RFI). This RFI strictly seeks to gain knowledge of services and supplies available with an estimate of their related costs. The RFI is not an intent, commitment, or promise to acquire services or solutions offered. Information submitted in response to this RFI will become the property of Provincial Treasury is not obliged to contract or pay for any requested information, nor is it liable for any costs incurred by interested parties. Interested parties should submit information on all components in Section 3 of this document.

1.2. Project Overview

The project seeks to provide the organisation with full-time Standard Operating Procedure.

2. SCOPE OF WORK

The scope of this project is to provide training on Standard Operating Procedure for 21 officials

The service provisioning should address and include the following:

- Define the expected results of implementation, regulatory or organisational.
- Understand why a SOP is needed and who will use it and how will it be used.
- Scope including functions performed
- Determine the SOP needs and assign local responsibility for management and review.
- Distinguish between SOPs, guidelines, policy statements and work instructions and learn how each may work for area of responsibility in a concerted, integrated way.
- Implement appropriate SOP training programmes.
- Implement review and control system.

3. NUMBER OF OFFICIALS TO BE TRAINED

- Training should be based on the main units indicated below: Management Accounting, Financial Accounting, Asset Management, Supply Chain Management. **Prospective bidders must therefore quote on the estimated head count of 21 officials**

4. PROCESS OF MARKET ENGAGEMENT

The engagement process is two-fold.

Stage 1: Industry Engagement to obtain Information (RFI)

This document represents the first stage which involves getting information from the market. Interested parties are requested to submit information in line with the scope of work contained in this document and the estimated prices.

Stage 2: Request for Proposals (RFP)

The second stage involves developing terms of reference/specifications with input from stage 1. The RFP would cover more detailed requirements involving solution options, pricing, BBBEE and negotiations. Provincial Treasury will only invite interested parties -who will respond to this Request for Information and are found to understand the scope of work- to submit proposals through a closed tender process.

The RFP process will ultimately lead to the appointment of a suitable service provider.

4. NO BINDING AGREEMENT

5.1. Provincial Treasury will not award any business to any interested parties out of this request for information.

5.2. Prices submitted with the request for information are for information only, and Provincial Treasury will not hold any interested parties to any submitted price.

5.3. Provincial Treasury reserves the right to contact individual interested parties to obtain further information, should this be deemed necessary. Provincial Treasury may use responses from this RFI to pre-screen interested parties for the RFP process.

6. RESERVATION OF RIGHTS

Please note that Provincial Treasury reserves the right, at its sole discretion, to:

6.1. Reject all submissions that do not respond to critical aspects of the requirements set out in this RFI.

6.2. Not to proceed with the RFP process, post the RFI process.

7. CONTACT DETAILS

7.1. All enquiries must be reduced to writing and e-mailed to the following individuals

SCM Related Issues	**Technical Issues**
Ms. P. Seetelo	Mr. M. Motlashuping
Supply Chain Management	End User: Financial Accounting
Tel: (018) 388 4060	Tel: 018 388 4985
Email: pseetelo@nwpg.gov.za	Email: mmotlashuping@nwpg.gov.za

7.2. Interested parties must refrain from contacting any of the Provincial Treasury personnel regarding this RFI unless they make use of the email provided in paragraph or such other email as Provincial Treasury may designate.

7.3. Provincial Treasury will respond to interested persons' requests for clarification and or additional information by the close of business on the date specified in the document.

9. SUBMISSION OF REQUESTS FOR INFORMATION

All submissions in response to this request for information must reach Provincial Treasury on the date and time indicated in the document.

10. LATE RESPONSES

Response to the RFI is late if Provincial Treasury receives it after the closing date and time indicated on the cover page; and will not be accepted.

11. PRICING

Interested parties must note the following regarding pricing:

• The pricing must include all costs;

• Please provide pricing Inclusive and Exclusive of VAT;

• Any other conditions

12. REQUIRED DOCUMENTATION

Interested parties must submit the following information, together with the response to the RFI:

- **Company Registration documents/Company profile**
- **Valid BBBEE Certificate**
- **CSD Registered**
- **Valid Tax Clearance PIN**

RECOMMENDED BY:

DATE: 3/5/2024

MS. P. SEETELO

ACTING DIRECTOR: SUPPLY CHAIN MANAGEMENT

APPROVED / ~~NOT APPROVED~~

DATE: 3/5/2024

MS. A. HASSIM
CHIEF FINANCIAL OFFICER