

Project title:	APPOINTMENT OF INTEGRATED REPORT ANALYSIS OF THE 2021/22 SENTECH INTEGRATED REPORT FOR A PERIOD OF EIGHT (8) MONTHS		
Quotation or Proposal no:	SENT/Integrated Report/2022		
Issue date:	01-April-2022		
Closing date:	12-April- 2022		
Closing time:	12h00pm.	Validity period:	30 days
e-mail address	quotations2@sentech.co.za		

1.1. BACKGROUND

SENTECH is a state-owned company and is the largest broadcasting signal distributor in Africa. SENTECH is a licensed Electronic Communications Network Service provider in South Africa, currently operates a number of communication networks from which Internet access is provided for customers and internal use.

1.2. SCOPE OF WORK

Scope of Work:	Deep dive analysis of the 2020/21 SENTECH Integrated Report and 21/22 report and advise on changes to be implemented The service provider I required to: Phase 1: 1. Analyse the 2020/21 2. Present and discuss recommendations on improvements required to meet IIR Framework, Sustainability and GRI standards 3. Make recommendations on the changes required in 2021/22 SENTECH Integrated report, with breakdown of each element and section. Phase 2 1. Analyse the 2021/22 and its alignment to the IIR Framework and GRI standard 2. Check and advise on the correctness of the reporting format 3. Assess information meaningfulness, clarity and conciseness, as well as, but not limited to: ▪ Global Reporting Initiative (GRI) Standard alignment check ▪ International Integrated Reporting (IIR) Framework alignment check ▪ Content and Index ▪ Adherence to legislative requirements ▪ Management Approach disclosures ▪ Materiality disclosures ▪ Value Creation content etc 4. Assess for adherence to legislative reporting requirements and guiding documents: ▪ Public Finance Management Act (PFMA) ▪ King Code ▪ IIR Framework
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	▪ Companies Act 5. Make recommendations on the changes required in SENTECH's Integrated report, with breakdown of each element and section. 6. Analysis of report before each of the 4 submission phases NB: Service provider is required to breakdown each element of their recommendation Integrated Reports 7. Approximately 100 - 120 pages (including financial statements) 8. Size: A4 Phase one, including recommendation presentation must be concluded by 10 March 2022. Phase 2 must be in alignment with the Integrated Report plan, running up to September 2022
Terms and Conditions	The service provider will: ○ Conduct the analysis over a period of 10 days ○ Make resources available for the duration of the 10 days ○ Work under tight deadlines and pressure, ○ Attend meetings with client after hours when necessary ○ Meet the deadlines that will be provided in the project plan ○ Start work immediately, upon appointment ○ Provide the CVs of the professional Integrated Report Analysis Team • SENTECH reserves the right to ○ Extend the closing date; ○ Verify any information contained in a response; ○ Request documentary proof ○ Cancel or withdraw the requirement ○ Limit communication to only those Service Providers who meets the requirements. ○ This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail. ○ The successful Service Provider may only enter into a subcontracting arrangement, if the resources working on the project meet the experience and skills requirement as set out, and only with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

	○ SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the Service Provider fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH. ○ SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider. ○ SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider. ○ SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits. ○ Key resource provided in response should be engaged in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract. ○ Service Level Agreement will be signed with the successful Service Provider.
Evaluation Criteria:	Stage 2 Functional evaluation

STAGE 2

Functional Evaluation: Must be comprehensive and supported by evidence

Integrated Report Analysis

Functional criteria	Points
Experience in Integrated Report Analysis The service provider must submit 3 reference letters from previous client for Integrated Report analysis work done. i. 3 reference letter → 10 points ii. 4 reference letters → 20 points iii. 5 reference letters → 30 points	30
Experience in Sustainability Report analysis The service provider must submit 2 reference letters from previous client for Sustainability Report analysis done i. 2 reference letter → 5 points ii. 3 reference letters → 10 points iii. 4 reference letters → 15 points	15
Allocated resource analysis experience Provide the CVs of the professional integrated report analyst who will work on the project (minimum 2 years integrated report analysis experience), with contactable references. NB: No CV, no point allocation NB: No contactable references, no point allocation i) 2-3 years professional integrated report analysis → 10 points ii) 4 years of professional integrated report analysis → 15 points iii) 5 or more years of professional integrated report analysis → 25 points	20
Total	65 Points

Minimum Score to Qualify for Further Evaluation is 55. Suppliers must score a positive score on each criteria.

PRICING DATA

Price List

Description	Rate	Total

	Sub Total	
	Total (Including vat)	

Functional criteria	Points
Track Record: Provide a minimum of 3 contactable company references where Remuneration Services and implementation of Cost to company project was performed. ▪ 1 reference → 5 points ▪ 2 reference → 10 points ▪ 3 reference → 20 points ▪ 5+ references → 30 points	30
Overall Company Experience on formulation of policy, remunerations structures, employee benefits, incentives, implementation of Cost to company remuneration structures and HR advisory services (Attach Company Profile) i) Less than 1 year → 0 points ii) 1 to 3 years → 10 points iii) 4 to 7 years → 15 points iv) 8 or more years → 20 points	20
Methodology: (As part of the methodology Vendors must outline in detail, the approach, possible timelines for project implementation and systems technology) • Approach – detailed approach of how the service provider will initiate, bench mark, propose and implement this requirement. ▪ Poor Approach → 0 points ▪ Good Approach → 5 points ▪ Excellent Approach → 10 points • Relevant technology – (systems resources) ○ Does the company have the capability and technology to secure best practice information and benchmarks? ▪ Poor Technology → 0 points ▪ Good Technology → 10 points ▪ Excellent Technology → 15 points • Provide the project phases and what will each phase entail with clear timelines. ▪ Poor Approach → 0 points ▪ Good Approach → 5 points ▪ Excellent Approach → 10 points	35
Resources Provide detailed CVs of the team of resources that will be involved in the project. <i>Points will be given to the Project Manager.</i> ▪ Less than 1 year experience → 0 points ▪ 1 to 3 years' experience → 5 points ▪ 4 to 7 years' experience → 10 points - More than 8 years' experience → 15 points	15
Total Points:	100

1.1. Minimum Score to Qualify (applicable to Functional Criteria)

If no Functional Criteria, indicate "N/A"

Minimum Score to Qualify for Further Evaluation	[Insert Minimum functional/ quality score] 70
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