

TENDER DATA

Project title:	APPOINTMENT OF A SPECIALIST SERVICE PROVIDER TO FACILITATE EXECUTIVE COMMITTEE STRATEGY DEVELOPMENT SESSION WITH THE OPTION TO FACILITATE BOARD SESSION
Bid no:	SENT-008-2022-23

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech is seeking the appointment of a specialist service provider to facilitate a two-days Executive Committee's Strategic Planning Session in October 2022 with and a two-days Board Strategic Planning Session in November 2022. Sentech requests the appointed Service Provider to have a minimum of 3 skill sets as part of this project:

- A 'Facilitator' who will be responsible for the strategy facilitation during the two-days Executive Committee's session and the two-day Board Strategic session. Facilitator will also be responsible for presenting the results of these session to EXCO and Board with word document and power point presentation.
- A 'Research Analyst' who will be responsible to provide Sentech with information and trends on markets that Sentech operates in, analyses of products and services in these markets, competition domestically and sales opportunities.
- Strategy 'Content Development' will be responsible for consolidating both the results of the research analyst and the results of the two-day facilitation sessions. The Strategy Content Development specialist will be required to include key elements of these 2 data sets (2 Day Facilitation notes & Research Material notes) into a word document for incorporation into the Sentech's 2023/24 Corporate Plan and into a power point presentation.

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One “Original Technical Proposal” and one “Copy of Technical Proposal” together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

Envelope Two “Original Financial Proposal” (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of “Financial Proposal” together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is N/A (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of N/A % of the value of the contract to N/A (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

10. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector	N/A	N/A
Specify minimum threshold applicable	N/A	N/A

*Bidders must fill in the SBD6.2 for Local Content and Production

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

Two Envelope system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Functional Evaluation Bidders that complied in full with ALL the Administrative Requirements will be scored against the functional evaluation criteria set out in section Error! Reference source not found..2 below. Bidder that scores 65 points and more out of the possible 80 points will be evaluated further. Bidders who fail to score 65 or more points and fail to present proof and evidence to their response to Functional criteria will not be evaluated further. 3. Stage 3 – Price and Preference Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.
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16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1 AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Functional / Technical Criteria

18. TECHNICAL EVALUATION CRITERIA

18.2 Functional Criteria

Functional criteria	Proof Required	Points
Number of years' experience as a Strategy Development Facilitator - More than 20 years of experience.....20 points - Between 16 to 20 years of experience.....10 points - Between 8 to 15 years of experience5 points - Less than 8 years of experience.....0 points	Curriculum Vitae that shows specific experience in Strategy Facilitation	20
Number of years' experience as Research Analyst - More than 20 years of experience.....10 points - Between 16 to 20 years of experience.....5 points - Between 8 to 15 years of experience3 points - Less than 8 years of experience.....0 points	Curriculum Vitae that shows specific experience as Research Analysts	10
Number of years' experience of Strategy Content Development Specialist - More than 20 years of experience.....10 points - Between 16 to 20 years of experience.....5 points - Between 8 to 15 years of experience3 points - Less than 8 years of experience.....0 points	Curriculum Vitae that shows specific experience as Strategy Content Development Specialist	10
Letters of testimonials in facilitating and conducting strategy development sessions within ICT, broadband and or broadcasting segments: - More than 7 Letters.....20 points 6 to 7 Letters.....15 points 3 to 5 Letters.....10 points - Less than 3 Letter.....5 points - No letter attached.....0 points	Attach letters of referral OR testimonials from previous Customer that you have serviced in terms of Strategy Facilitation and Strategy Content Development Specialist Letters must be on the official letterhead of the customer	20

Functional criteria	Proof Required	Points
Methodology and approach clearly describing the Service Providers approach to Facilitation and Strategy Development Session clearly showing the link of customer interface between Service Provider Team and the Sentech Strategy Teams during the project. The framework of methodology must cover the following minimum elements: 1) Methodology clearly defined and the rationale for choice or mix of methods clearly explained 2) Schedule of activities for preparation and planning of the workshop e.g. Exco interviews, pre-reading materials for delegates, etc 3) Highlights of research insights to be covered, current trends, future projections, impact on the sector and SENTECH 4) Programme for the two-day strategy workshops, e.g. themes, breakaway sessions etc 5) Feedback session post two days with the Strategy Team 6) Schedule of activities to drive drafting of the Corporate Strategy and presentation to Exco 7) Final presentation for recommendation by Exco to the SENTECH Board Evaluation indicators: • Excellent methodology – Comprehensive end- to-end Methodology and Proposal that fully addresses ALL aspects of the elements, criteria specified and demonstrates an excellent, innovative, dynamic approach/solution and understanding of the scope of work. =40 points • Good methodology – An end- to-end Methodology and Proposal that covers all or the majority of the aspects, elements and criteria specified BUT can only be classified as good/adequate. The proposal provides a good/adequate approach or solution to the scope of work. =30 points • Average methodology –Methodology and Proposal fails to address most of the aspects, elements and criteria specified. Methodology is classified as providing an average understanding of the requirements and an average approach or solution to the scope of work. =10 points • Unsatisfactory methodology- Methodology and Proposal contains many deficiencies and does not address all or the majority of the aspects, elements and criteria specified. Methodology does not present evidence demonstrating an adequate approach/solution and understanding of the scope of work. Methodology has many weaknesses and/or omissions exist creating an unacceptable risk. = 0 points • No methodology attached =0 points	Attached detailed Methodology and Proposal	40
Qualifying Score: 85 points out of 100	TOTAL SCORE	100

Bidders are NOT allowed to score Zero under ANY functional criteria item while obtain the minimum Qualifying Score

19. Evaluation of Price and Preference

Service provider must note that the pricing evaluation will be based on both EXCO & BOARD sessions. However, the BOARD sessions is, optional based on the appointed service provider successfully completing the EXCO session. Sentech reserves the right to exercise this option for the BOARD session by notifying the appointed service provider in writing.

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

20. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

80/20-point scoring system			
Preference: 20 Points		Price: 80 points	
Other: B-BBEE Status Level Contributor			
B-BBEE Level	Number of Points	Price:	100 % (of 80)
1	20	Quality / Functionality:	0 % (of 80)
2	18		
3	14		
4	12		
5	8		
6	6		
7	4		
8	2		
Non-Compliant contributor	0		
		Total must equal:	100% (of 80)

21. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[\frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

22. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation