

REQUEST FOR PROPOSAL

RFP NO: 2015/04/002 TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER FOR THE DRAFTING OF AN ANNUAL REPORT FOR 2014/15 AND A 3 YEAR BUSINESS PLAN THAT IS IN LINE WITH THE ANNUAL PERFORMANCE PLAN 2015/16

1. BACKGROUND

The guidelines for the development of a strategic plan and annual performance plan are written by the National Treasury. The Framework for Strategic Plan and Annual Performance Plan requires that a public entity should submit their Annual Report and develop a business plan that is aligned to the APP.

2. REQUEST FOR PROPOSAL

The Lejwe Le Putswa Development Agency intends to appoint a competent service provider (Management consultant) who will be able to facilitate the development of the Annual Report 2014/15 and development of LDA Business Plan that is in line with the APP in accordance with the specifications outlined in this Terms of Reference.

2.1 STEPS AND METHODOLOGY OF THE PROJECT

Provide description of the steps and methodology to be applied during the execution of the project.

2.2 COSTING OF THE PROJECT

Provide fully costed project implementation plan.

3. SCOPE OF SERVICE

The Process will be structured into two phases which are the agency Annual Report development and an Annual Performance Plan translated into a business plan. This will provide progress on the implementation of the institution's APP. The outcome of this project will be:

- Annual Report 2014/15, and
- LDA Business Plan

The service provider will be required to provide the following services:

- Collate information for the Annual Report preparation in consultation with management,
- Facilitate the process of authorization by the Auditor General,
- Develop the Annual Report,

- Assist the Agency with project plans linked to the performance plan'
- Assist the Agency develop a business plan that is in line with the Annual Performance Plan.

4. DELIVERABLES/OUTPUTS

The service provider is required to produce the following deliverables:

- Facilitate the development of the Annual Report 2014/15, and
- Development of the agencies Business Plan.

The appointed service provider will ensure that the deliverables/ outputs of the project are achieved within the set timeframes.

5. DESIRED BACKGROUND AND EXPERIENCE

The service provider must have a solid understanding of the public sector National and proven track record of conducting Strategic Plans and Annual Performance Plans in a professional manner.

- Experience on the aspects of strategic and performance planning,
- Well-developed facilitation and analytical skills,
- Experience in planning and outcome based monitoring and evaluation process,
- Provide details of similar projects previously undertaken, including client list and contact details, and
- Excellent writing skills and language proficiency: English (Mandatory)

6. AGENCY IMPLICATIONS

The Agency will be able to produce good governance documentation that will improve service delivery and mitigate challenge and risks identified in the Agency.

7. EVALUATION CRITERIA

- 7.1 The quotations will be evaluated on the 80/20 point system as outlined in the MFMA of 2003
- 7.2 The evaluation of the proposal will be carried out in two phases namely functionality and 80/20 point scoring system.

8. FUNCTIONALITY

- 8.1 In the 1st phase- functionality, bidders must score the minimum of 60 out of 100 points to qualify to the next phase. Bidders who fail to meet minimum threshold of 60 points will be disqualified and will not be evaluated on price and preference point.
- 8.2 The following table illustrate the criteria for functionality and points allocated to each criterion:

ITEM	EVALUATION CRITERIA	WEIGHT
1	Experience and compulsory presentation- Experience on the aspects of strategic and performance planning, Excellent writing skills and language proficiency: English(Mandatory)	50

2	Compliance -Compliance with terms of reference	20
3	References -Provide details of similar projects previously undertaken, including client list and contact details	20
4	Knowledge -Experience in planning and outcome based monitoring and evaluation process	10
	TOTAL	100%

8.3 The minimum scoring required for the service provider to move to the next stage is **60%**

8.4 The evaluation committee will score the service providers based on the proposals submitted and the presentation conducted.

8.5 The service providers qualifying on functionality criteria will be taken to second stage which is price and BBEE level of contributor.

9. 80/20 POINT SCORING SYSTEM

9.1 In the 80/20 point scoring system, 80 points is allocated for price and 20 points is allocated for B-BBEE level of contributors in terms of the PPPFA.

CRITERIA	POINTS
BID PRICE	80
B-BBEE STATUS LEVEL	20
TOTAL POINTS	100

9.2 The following table indicates how points are allocated on B-BBEE levels of contributors considering the levels allocated on the B-BBEE certificate as verified by accredited service providers:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

10. CLOSING DATE

10.1 Proposal must be submitted on or before **12 May 2015 @ 12:00**

10.2 The closing date is fixed as and will not be extended

11. In order for the proposal to be considered it must be submitted together with the following completed forms:

- MBD 4- Declaration of Interest Form
- MBD 8
- MBD 3.1
- MBD3.2
- MBD3.3
- Valid Tax clearance certificate
- The proposal must be accompanied by the bidders qualifications
- This terms of reference – initialised every page
- Original or certified copy of valid BBBEE certificate

FURTHER INFORMATION IS AVAILABLE FROM:

Ms Katleho Pitso
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MR EDWARD LESENYELO
ACTING CHIEF EXECUTIVE OFFICER