



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: STRATEGIC PLANNING

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to weziwe@bccollege.co.za; cc: zimkhitha@bccollege.co.za

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)

N. B. Non-compulsory briefing session will be held virtually on Wednesday 23 March 2022 @14h00.

Closing Date: 28 March 2022 at 11:00 Am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241



REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE STRATEGIC PLANNING FOR THE 2020-24 CYCLE.

1. INTRODUCTION.

Buffalo City Technical Vocational Education Training (TVET) College (The College) was established under the Further Education and Training Act No. 98 of 1998 which was later amended to the Continuing Education and Training Act (CET Act) 16 of 2006.

2. PROJECT DEFINITION

The College intends to appoint a service provider with the appropriate skills and experience to facilitate a two-day business strategic planning workshop, prepare the relevant business plans and assist with review of strategic planning for 2020-24 and development of annual report for 2021.

3. CONTRACT PERIOD

The expected duration of the project is determined by completion of each statutory submission which includes facilitation of the workshops. Additional hours are also granted to allow for 3 monitoring, evaluation and reporting to council on the progress and impact of implementation of these plans.

4. OBJECTIVES

The specific objective of this project/assignment is to facilitate the business strategic planning, review the existing strategic plan and compilation of the annual report. The workshop will be facilitated with the council, management and other stakeholders of Buffalo City TVET College. The business plans will include the following areas, amongst others:

- Academic Transformation & Remote Learning
- School of Occupation and Training Business Plan
- Third stream funding
- Partnerships and Fundraising for identified Projects

- **Monitoring, Evaluation and Reporting framework**

5. BACKGROUND

The College developed its Strategic Plan for the 2020 – 2024, which is aligned to Government's priorities as outlined in the Medium-Term Strategic Framework 2015/16 – 2019/20, the Provincial Development Plan and the Department of Higher Education and Training (DHET) Strategic Plan. The Strategic and Annual Performance Plans were tabled to DHET. A copy is available at the College. The development of the above plans is to complement the outputs of the five-year strategic plan.

6. SCOPE OF WORK

- 6.1. The services are required in 2022 starting from 15th of April 2022 and the work will be undertaken in East London. The venue for the business strategic session has not been determined; however, it will be within the Eastern Cape Province.
- 6.2. The service provider is expected to read and analyse the 2020 – 2024 Strategic Plan to ensure the alignment of the Academic Transformation Plan, 3 Stream model, Funding partnerships, M&E Framework and SoOT Business Plan.
- 6.3. The service provider is expected to review the approved Strategic Plan, Annual Performance Plan for 2020 – 2024 to ensure the reasonability, feasibility and timeliness of the targets set by the College.
- 6.4. The service provider is expected to compile the Annual Report for 2021 which should be presented to all Council subcommittees for recommendation to Council for approval and submitted to the Auditor General South Africa or Department of Higher Education and Training.
- 6.5. The service provider will facilitate the BCC Business Strategic Planning workshop where all Council members, Senior Managers, campus managers and managers/heads of departments will participate. Facilitation of BCC's Business Strategic Plan will be to finalized the:
 - Refined measures, initiatives and targets in line with principles of the Balanced Scorecard.
 - Facilitation of breakaway sessions to enhance working relationships of different teams.
 - Provide leadership and direction on key strategic areas of engagement for the various plans.

- Ensure a standardised approach and outputs from the various sessions including the completion of a template for feedback.

7. EXPECTED DELIVERABLES

The expected outputs will be as follows:

- Business Plans which are aligned to the Strategic Plan 2020 – 2024.
- Annual Report for 2021.
- Revised Strategic Plan for 2020 – 2024.
- Monitoring and evaluation framework.

8. ROLES AND RESPONSIBILITIES

(a) The responsibilities of the Service Provider:

- To provide technical support and expertise on the alignment of the business plans to the strategic plan;
- To prepare working documents for the sessions with the various programmes.
- To meet with the programme managers prior to the business strategic planning session as well as with all relevant stakeholders of BCC to adequately prepare for the planning session.
- To present the format and tables for completing the business plan documents. This must include, 5-year, 3 year and quarterly targets with estimated financial implications;
- Indicate the methodology for three M&E and reporting feedback sessions to council to measure the progress and impact of these business plans.
- To consolidate all the information obtained in order to have reference business plans for the next 5 years.
- Assists with review of the College Strategic planning, Annual Performance Planning.

(b) The College will be responsible for providing:

- Strategic Plan 2020 – 2024.
- SoOT Business Plan.

- Funding strategies.
- Any other reports and plans which will be deemed necessary for the project.
- BCC will facilitate the arrangement of meetings/engagements with the different branches in preparation for the business strategic planning session.

9. COMPETENCY AND EXPERTISE REQUIREMENTS

The service provider must:

- Implement this project in line with project management principles and practices.
- Present a project plan for implementation in respect of each anniversary period;
- Work with a Project Steering Committee which will be comprised of representatives from college management and relevant staff.

10. PROJECT STEERING COMMITTEE

The committee will be chaired by the Accounting Officer. This committee will report to the Chairperson of the Planning Committee who is a member of Council.

11. BID PRICING STRUCTURE

Bidders are required to submit a price schedule to undertake the project within the stipulated timeframes as follows:

- Provide an hourly rates-based pricing for the facilitation, monitoring, evaluation and reporting sessions to council with estimated hours for each session.
- Costing should be aligned with the project scope, activities and outputs.
- Inclusive of Value Added Tax.
- Pricing Schedule fully completed and signed.
- Rates must remain fixed for the duration of the project.

12. TERMS AND CONDITIONS

The bidder must comply with all general requirements outlined below:

- The College does not commit to accepting the lowest bid or to award the bid after its closing date if it considers awarding such bid will not be in its best interest. A decision by the College regarding the acceptance or otherwise of a bid shall be final.
- The College reserves the right to sign and conclude the contract.
- The College reserves the right to negotiate the price with the preferred bidder.
- The bidders shall furnish such additional information that the College may reasonably require.
- All costs that the bidder may incur due to the preparation of quotation, proposal and project plan for these services shall be the sole responsibility of the bidder.
- The College reserves the right to cancel this bid at any stage if the College determines that time frames and standards have been or are likely to be compromised or it determines that it is not in the best interest of the College to proceed with this bid.
- The College reserves the right to reject any bid that, in its opinion, is not suitable for the purpose of this assignment.
- Service providers may be penalized for not meeting performance levels. Where such shortfalls exist, notification and warning(s) will precede any such penalty to correct the situation promptly.
- The College reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should it be decided not to proceed with the project. Should either party due to reasons not attributable to the service provider terminate the agreement between College and the Service Provider, the service provider will be remunerated for the appropriate portion of work completed.
- Adhere to the key personnel/professional persons proposed for use in the project unless permission is granted by the College to change the staffing proposal. Such permission will only be granted in exceptional cases.
- No material or information derived from the provision of the services under the contract may be used for any purposes other than those of Buffalo City TVET College.
- The bidder will be disqualified should any attempt be made by the service provider, either directly or indirectly, to canvass the Buffalo City TVET College, or any of its employees in respect of this bid.
- The copyright of all documents and electronic aids, software, etc. prepared or developed in terms of this appointment shall be vested in the Buffalo City TVET College.
- The College reserves the right to award only part of the contract, if it deems it necessary.
- If needed, short-listed bidders could be invited to do a presentation to assess functionality as specified in the criteria listed.
- The General Condition of Contract will apply to this bid.

- The Special Condition of Contract will be drafted to address the final specific conditions of the agreement.
- The Service Provider must clearly state any deviation from the general conditions and provide the reasons for deviation.
- The service provider will sign a confidentiality agreement regarding the protection the College information that is not in the public domain.

13. PROFESSIONAL INDEMNITY INSURANCE

- Insurance: Without limiting the obligations of the service provider in terms of this contract, the service provider shall effect and maintain the following insurances:
 - Professional indemnity insurance providing cover in an amount of not less than R5 million in respect of each and every claim during the contract period.
 - Evidence that the insurance has been effected shall be either in the form of an insurance broker's letter of intent for this contract, or copies of the insurance policy.
 - The service provider shall be obliged to furnish the College with proof of such insurance at the time of quoting or, in the case of an insurance broker's letter of intent, at commencement of contract and from time to time for the duration of this contract.

14. RESPONSE TO THE BID

Bidders should submit all documents via email before the deadline date.

15. GENERAL REQUIREMENTS

Ensure all responses are complete in every respect and provide all the information requested. Failure to comply with the requirements may result in your bid being deemed null and void (eliminated).

- Late bids and unsigned bids will not be considered.
- An certified B-BBEE Status level verification certificate must be submitted in order to qualify for preference points for B-BBEE in terms of the provisions of the Preferential Procurement Policy Framework Act (PPPFA), 5 OF 2000 and its regulations 2017. Failure to provide proof will result in no equity points being awarded.

- Please note a sworn affidavit in terms of the amended B-BBEE codes, will be accepted for the exempted micro enterprise (EME) and Qualifying Small Enterprise (QSE).
- Submit a complete pricing schedule.
- Submit a valid tax clearance certificate with a valid pin.
- Submit as part of your bid document the General Conditions of Contract (GCC) with initials on each page.
- Submit signed bid documentation with initials on each page.

16. ELIGIBILITY CRITERIA

16.1. Key Personnel

In order to be declared responsive, the bidder must have the following key personnel in its permanent employment at the close of this (RFQ). Alternatively a signed sub-consultant agreement from a consulting firm having the required personnel may be submitted. Where the entity is a joint venture or sub-consultant agreement is in place this requirement will apply to the joint venture or sub-consultants entity.

Unless otherwise indicated below, different individuals must be identified for each of the key personnel listed below as a minimum:

16.1.1 Team Leader – a relevant post-grad/honours/masters qualification in Business management or similar, as well as project management, with at least five (5) years' experience in business management, business strategy development and project portfolio management consulting with emphasis on the balanced scorecard. The CV of the team leader is to be attached together with all qualifications and at least three (3) letters from past clients.

16.1.2 Team Member – a relevant degree in business management or strategic planning or similar together with a project management qualification. The team member should have at least three (3) years' experience in business management and strategy development and project management with emphasis on the balanced scorecard, for development of business plans, strategic plans and annual performance plans. The CV of the team member is to be attached together with all qualifications.

17. ELIMINATION CRITERIA

- Non-compliance to eligibility criteria
- Non completion and unsigned SBD 4, 8 and 9.

- Bids that do not comply with the specification.
- Not registered on Central Suppliers Database (CSD). Attach a full CSD report.

18. EVALUATION CRITERIA

The bid will be evaluated in accordance with the 80/20 principle as contained in the Preferential Procurement Policy Framework Act. The criteria will consist of technical aspects (specification/scope of work/terms of reference), functionality, price and preference points.

19. EVALUATION

19.1. Functionality

Bidders will be required to score the minimum of 70% in this phase (functionality) in order to be considered for the second phase evaluation. The areas that will be assessed and the weighting of each area are as follows;

Criteria	Points
Experience	
1. Experience of the service provider/company	30
Submission of a company profile demonstrating similar projects performed within the last five (5) years (TVET College or Public Sector environment), supported by contactable references for each project/engagement. No similar projects = 0 points 1-5 similar projects = 10 points 6-10 similar projects = 20 points > 10 similar projects = 30 points	
Proposal	

<p>2. Approach, Methodology, Project Plan and Infrastructure</p> <p>Submission of a proposed approach and methodology culminating in the deliverables, within the supporting project plan framework and infrastructure/equipment, must be demonstrated taking into account the specialised environment of the TVET Colleges or Public Sector. Each of these sub-criteria will be scored according to the indicators set out below:</p> <p>Proposal – 20 points (max)</p> <p>Presentation – 30 points (max)</p> <p>Project plan – 10 points (max)</p> <p>Infrastructure/equipment – 10 points (max)</p> <p>Poor = nil points Satisfactory = 5/10/15 dependent on max points Good = 10/20/30 dependent on max points</p>	<p>70</p>
Total points	100
<p>Bidders MUST obtain a minimum score of 70% (70 points out of 100) to qualify for further evaluation. Bidders that fail to score a 70% minimum will be disqualified, and will not be considered for further evaluation.</p>	

Functionality detail

Each submission will be evaluated based on the criteria contained in the functionality table. It is important that bidders proposals address all the items included in the functionality criteria as outlined below:

Experience of the service provider/company

The company/service provider must have the relevant experience in conducting strategic planning sessions in Public TVET Colleges or Public Sector. Bidders’ are to demonstrate the number of similar projects current and past projects performed during the last five (5) years indicating clients, project description, period of the projects and the total value of the project and contact number of reference, or a letter of reference from the client indicating all the information required.

Technical approach to the scope of work

Bidders should provide a proposal explaining their understanding of the objective and requirements of the assignment, highlight important issues and explain the technical approach they will adopt to address them.

Bidders should explain the methodologies which he/she proposed to adopt, demonstrate the compatibility of those methodologies with the proposed approach.

Each of the following items in the proposal will be evaluated. The table below will be applied for points scoring.

- a) **Proposal** – proposed approach and methodology to the facilitation of the business strategic planning workshop, its activities, its outcomes/deliverables taking into account the scope of work and the strategic intent of the project.
- b) **Presentation** – bidders will be required to present their proposals to the bid evaluation committee by delivering a powerpoint presentation on a date and time invited by the College.
- c) **Project Plan** - A detailed project plan with intermediate and final outputs and identified timeframes/milestones in line with the identified scope of work, objectives and outputs.
- d) **Infrastructure/equipment** - The service provider has to have a working computer (laptop), printing facilities, internet and email access. **A list of these equipment must be specified as part of the business profile.**

Points will be scored based on the following indicators.

Poor = nil points	Satisfactory = 5/10/15 points	Good = 10/20/30 points
The technical approach and methodology is poor/is unlikely to satisfy objectives or requirements.	The approach is generic and tailored to address the specific objectives and requirements in the terms of reference. The approach does not adequately deal with the critical characteristics of the scope of work.	The approach is specifically tailored to address the specific objectives and requirements, Important / critical issues are approached in an efficient manner indicating that there is good understanding and applied knowledge of the strategic and business plan framework of the terms of reference.
Poor project plan.	The project plan does not adequately address all the elements of the scope.	The project plan compliments the characteristics of the scope of work.

Poor infrastructure.	Some infrastructure/equipment is available.	All infrastructure/equipment is available.
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19.2. Stage 2

This phase will be assessed as follows:

Bidders will be awarded on the basis of the following point count: **Total points 100**

CRITERIA	WEIGHT
Project cost	80
B – BBEE Status level contributor	20

80 Points for price

20 Points for (B-BBEE STATUS LEVEL CONTRIBUTOR – A certified copy of a valid B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE as per the revised PPPFA regulations of 2017.)

B – BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non – compliant contributor	0

20. VALIDITY OF PROPOSALS

Bidders are required to hold their bids valid for 90 days from the closing date of the RFQ process.

21. CLARIFICATIONS

Requests for clarification and / or obtaining any additional information should be directed to:

- Mrs Somikazi Siwisa: For the bidding process contact Somikazi Siwisa: ssiwiswa@bccollege.co.za
/Ms Zimkhitha Jikwana zimkhitha@bccollege.co.za
- Technical enquiries will be responded to via the SCM department.
- Please note there will be a non-compulsory briefing session will be held virtually on Wednesday, 23 March 2022 at 14h00, please send an email requesting the link to join the meeting to zimkhitha@bccollege.co.za cc: ssiwiswa@bccollege.co.za