



Department of Energy

**BRIEFING SESSION FOR
APPOINTMENT OF PANEL TO PROVIDE
FINANCIAL MANAGEMENT SERVICES
FOR A PERIOD OF THREE (3) YEARS**

Presented by: Justin Daniel



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BACKGROUND

- In terms of section 38 (1) of the Public Finance Management Act, Act 1 of 1999; the accounting officer for a Department, Trading Entity, or Constitutional Institution should ensure maintenance of an effective, efficient and transparent systems of financial and risk management and internal control; and
- This bid is a pro-active measure to deal with un-foreseen capacity challenges within the Financial Management Services Branch that will impact on the effective implementation and delivery of financial management services to the Department.



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BACKGROUND

- In order for the Financial Management Services to adequately and promptly assist the Accounting Officer and management on matters of financial management, resources should be readily available to assist the Department with such services immediately when the need arises.
- The appointment of consulting firms will ensure availability of resource and will minimise any delays that are caused by sourcing of quotations and evaluating the proposals for each time that the service is required.



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SCOPE OF WORK

Service providers will be required to provide the Department with Financial Management service for the following areas:

1. Financial Planning and Management Accounting

Provide budget analyst and financial management services.

2. Financial Administration and Accounting

Provide expenditure management services;
Provide revenue management services; and
Provide asset management services.



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SCOPE OF WORK

3. Supply Chain Management

Demand and acquisition services;

Logistic services;

Supplier Performance management services; and

Bid Committee administration services.

4. Internal Control

Compilation of Interim and Annual Financial Statements;

Co-ordination of the integrated internal control system;

Co-ordination of the implementation of the audit recommendations; and

Facilitate the assurance services.



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RATES

- Bidders are to provide minimum hourly rates for the levels of Assistant Director, Deputy Director and Director and Chief Director, **consistent with the DPSA salary levels.**
- Bidders are to provide the rate for each of the posts reflected above, as follows; **PLEASE INSERT ACTUAL FIGURES (NOT %AGES)**

Post	Rate p/a Yr1	Rate p/a Yr2	Rate p/a Yr3	Total (Y1-Y3)
1 x Assistant Director Level 9 and 10				
1 x Deputy Director Level 11 and 12				
1 x Director Level 13				
1 x Chief Director Level 14				
TOTALS				

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COMPLETION DATES/ TIMEFRAMES

- The consulting firms/service providers will serve on the panel for a period of three (3) years and will be utilized as and when required.
- Where firms are contracted on specific services, they will be contracted for a period not exceeding twelve (12) months and the contract may be renewable based on performance.
- The Department reserves the right to terminate the contract should the appointed service provider not be in a position to fulfil the requirements as contained in the contract (which might result in the Department failing to deliver on its mandate).



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IMPORTANT MATTERS FOR NOTING

TAX CLEARANCE CERTIFICATE

- The bidder is required to submit an original and valid Tax Clearance Certificate issued by the South African Revenue Services, together with the bid documents before the closing date and time of the bid. **Failure to comply with this condition will invalidate the bid.**

CONFIDENTIALITY OF INFORMATION

- The names of all the members of the team must be disclosed for the prior approval of the Department of Energy. Any changes, replacements and/or additions should be submitted for prior approval of Department of Energy.
- A declaration of interest will be required if a bidder or a member of its staff is affiliated with an employee of the Department.



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OBLIGATIONS OF SERVICE PROVIDERS

- The service providers are expected to provide own laptop when requested to provide services in Senior Management Services (SMS) level.
- Service providers providing Supply Chain Management related services must submit confidential and/or top secret clearance issued by Social Security Agency (SSA). Failure to submit proof, the proposal will not be considered by the Department. **(THIS IS NO LONGER REQUIRED AT TIME OF BID SUBMISSION BUT WILL BE REQUIRED AT TIME OF APPOINTING A RESOURCE TO PERFORM THE SCM FUNCTION)**



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EVALUATION METHODOLOGY

COST

- The service provider will be required to provide a quote regarding the work to be undertaken for this project.
- The service provider should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA).

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- Bidders are required to submit original and valid B-BBEE status level verification to substantiate their B-BBEE rating claims. Bidders who do not submit will not qualify for preference points for B-BBEE.



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EVALUATION METHODOLOGY

COMPANY EXPERIENCE

- Service providers should have at least have three (3) years' experience in the financial management and accounting consultancy services.
- Supported by proof from three (3) contactable referees indicating that similar project/s was/were executed.

EXPERIENCE AND KNOWLEDGE OF TEAM MEMBERS AND TEAM LEADERS

- Team leader must have at least five (5) years in the financial management and financial accounting environment.
- Team members must have three (3) years' experience in the financial management and financial accounting environment.
- CV's of the team leaders with three (3) contactable references must be attached as proof.



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EVALUATION METHODOLOGY

PROJECT PLAN

- A detailed project plan with intermediate and final outputs and identified Timeframes/ milestones.
- Proposed Methodology.
- Management of the project.

TEAM LEADERS QUALIFICATIONS

- Team leaders and team members must have a recognisable qualification National Diploma or Degree in Public or in Accounting or equivalent qualifications.
- Copies of certified certificates must be attached as proof. Failure to attach, bidders will forfeit functionality points.



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EVALUATION METHODOLOGY

TEAM MEMBERS QUALIFICATIONS

- Specific requirements for individual assignments will be submitted to the appointed service provider and at least 3 CV's for team members will be requested in order to verify and ensure the appropriate skills match for the individual assignment.

REGISTRATION WITH PROFESSIONAL BODIES

- Service providers must be registered with professional bodies South African Institute of Chartered Accountants (SAICA).
- Original or certified copies must be attached to the proposal. Failure to attach, bidders will forfeit functionality points.



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EVALUATION CRITERIA

- Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2011.

- The proposals will be evaluated in two phases:

Phase 1:

Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BBEE points.

Phase 2:

Price (80) / B-BBEE Compliance (20)



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BID FORMAT AND SUBMISSION DATE

FORMAT

- All the official standard bidding documents (SBD) must be completed in all respects by bidders. **Failure to comply will invalidate a bid.**

CLOSING DATE

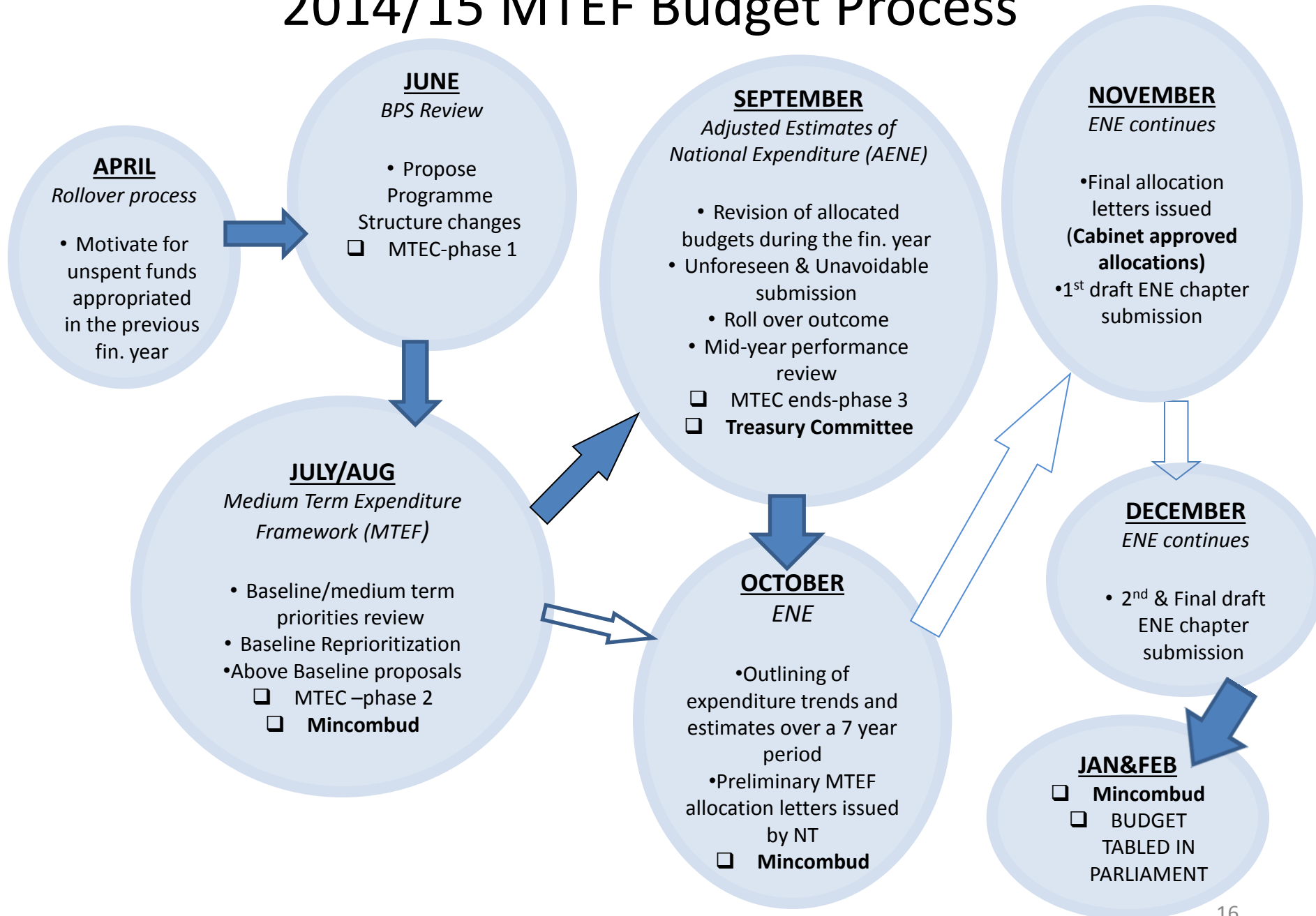
- Proposals must be submitted on **13 December 2013 at 11H00** at the Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy. **No late bids will be accepted.**



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2014/15 MTEF Budget Process



ENQUIRIES

BID ENQUIRIES:

Ms Rachel Moerane/ Ms Daisy Maraba

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TECHNICAL ENQUIRIES:

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Thank You!



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