
REQUEST FOR PRICE QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE STRATEGIC PLANNING SESSION FOR THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY FOR A PERIOD OF TWENTY (20) DAYS

1. BACKGROUND

1. Chapters 5 and 30 of the Treasury Regulations read together with Public Service Regulations and the Framework For Strategic Plans and Annual Performance Plans requires the accounting officer of an institution to prepare a five (5) year Strategic Plan and Annual Performance Plan following an election, linked to the Priorities of the Government for the forthcoming MTSF period for approval by the executive authority.
2. The Department of Mineral Resources and Energy is expected to table the 2020/25 Strategic Plan and the 2020/21 Annual Performance Plan in Parliament in March 2020.
3. In order to select and set out the department's policy priorities responding to the President's outcomes, the NDP and the MTSF, Branches are required to convene strategic planning sessions with a view of discussing and choosing the best strategic alternatives that are aligned to mandate of the department and responding to the priorities of the government.
4. The Department of Mineral Resources and Energy has identified the sitting of the Departmental –Wide Strategic Planning Session for the production of the 2020/25 Strategic Plan and the 2020/21 Annual Performance Plan from 22 – 24 November 2019.
 - 1.1. The purpose of the Strategic Planning Session is to review the Vision, Mission, Values, Programmes, Performance Indicators, Annual Targets and Quarterly Targets as well as to develop Goals and Objectives which will serve as a guide to programme implementation for the next MTSF period.
 - 1.2. The Strategic Planning Session participants will comprise of the Minister, Management of the Department of Mineral Resources and Energy and Executive Members from State Owned Entities.

- 1.3. In order to solicit maximum participation and to assist participants to define the future direction and priorities of the Department, there is a need for the appointment of an external service provider to facilitate the Strategic Planning Session of the Department of Mineral Resources and Energy.

2. INVITATION FOR PROPOSALS/ PRICE QUOTATIONS

- 2.1. Proposals/Price Quotations are hereby requested from suitably qualified Strategic planning practitioners, Strategic Planning Companies and individuals to facilitate the Departmental Strategic Planning Session.

3. SCOPE OF WORK

- 3.1. The service provider with necessary expertise, experience and capacity will be required to undertake the following activities with regard to the above:
 - 3.1.1. Conduct internal and external environmental analysis with a view to understand and know what the department can and cannot do and what assets/resources it has and does not have.
 - 3.1.2. Develop Strategic Planning Session methodologies and materials in conjunction with the Department.
 - 3.1.3. Design and prepare innovative participatory methodologies, including mind maps and matrix maps activities emphasising on robust discussion focusing on building the department strengths.
 - 3.1.4. The Strategic Planning Session must be participatory and must be designed to provoke critical thinking and review among participants.
 - 3.1.5. Scenario Planning in the Strategic Planning process.
 - 3.1.6. Facilitate the review of vision and mission statement.
 - 3.1.7. Compilation of Strategic Planning Session Report.

4. PROJECT OUTPUT /KEY DELIVERABLES

- 4.1. The service provider will be expected to produce the following outputs:
 - 4.1.1. Project Plan and Activities.
 - 4.1.2. First draft Strategic Planning Session Report.
 - 4.1.3. Final Report of Strategic Planning Session.

PROJECT MANAGEMENT

4.2. The successful service provider in terms of project management will be expected to adhere to the following expectations:

4.2.1. Hold a meetings with the Project Manager representing the Department to discuss the draft Project Plan and Activities prior to finalisation.

4.2.2. Assign suitable, experienced and qualified personnel to assist and produce records of the proceedings coming out of the strategic planning session.

4.2.3. Manage the overall project in consultation with the Project Manager.

5. REPORTING REQUIREMENT AND PROGRESS MEETINGS

5.1. Meetings for plenary and feedback on progress shall be held, as and when necessary. The venue for these meetings will be at the Department of Energy's Head Offices, Matimba House in Pretoria. The service provider's Project Manager will be obliged to attend and will report to the Chief Director: Strategy and Risk Management. Any patents or copyright developed from this project will belong to the Department of Mineral Resources and Energy.

6. COMPLETION DATE

6.1. The duration of the contract will be determined by the agreed detail project plan compiled after signing of the contract with the successful service provider. The entire project needs to be completed by 9 December 2019.

6.2. The Department reserves the right to terminate the contract after work has commenced should the appointed service provider have misrepresented themselves and/or their product and will 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.

7. PAYMENT

- 7.1. The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance to the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

8. TAX CLEARANCE CERTIFICATE

- 8.1. The potential service provider must ensure compliance with their tax obligations.
- 8.2. The potential service provider is required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 8.3. Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 8.4. The potential service provider may also submit a printed TCS together with the proposal.
- 8.5. In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 8.6. Where no TCS is available but the potential service provider is registered on the central supplier database (CSD), a CSD number must be provided.

9. EVALUATION METHODOLOGY

9.1. Cost

- 9.1.1. The service provider will be requested to provide a quote regarding the work to be undertaken for this project per report/deliverable. The costing for each deliverable should be aligned with the expected sub-deliverables required to accomplish the final deliverable.
- 9.1.2. The total cost must be VAT inclusive and should be quoted in South African currency (i.e. rands).

9.1.3. The total cost must reflect –

- a. Fee rate of each team member;
- b. Estimated number of hours to be spent on the assignment by each member (estimated number of hours will be deemed the maximum number of hours to do the work);
- c. Any other costs (to be specified)
- d. Costing should be aligned with the project activities / project phases; and
- e. Ceiling price (all-inclusive capped total)

9.2. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT**

9.2.1. Provisions of the preferential Procurement Policy Framework Act (PPPFA) and its regulation will apply in terms of awarding points

9.2.2. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims

9.2.3. Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

9.2.4. In the case of Exempted Micro Enterprises, the following documents **MUST** be submitted:

- (a) Verification agencies accredited by SANAS;
- (b) Registered auditors approved by IRBA

9.2.5 Bidders who qualify as EME'S **MUST** submit the following documents:

- (a) Sworn affidavit signed by the EME representative; and attested by a commissioner of oaths.

The table below depicts the B-BBEE status level of contribution

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9.3. COMPANY EXPERIENCE

9.3.1. Service providers should at least have three (3) years' experience in the facilitation of Strategic Planning Workshops. This should be supported by proof from three (3) contactable referees indicating that similar project/s was/were executed.

9.3.2. Failure to submit the above correspondence will invalidate your proposal.

9.4. TEAM LEADER AND TEAM MEMBERS EXPERIENCE

9.4.1. The team leader must have at least five (5) years and team members (at least two members) with three (3) years' experience in the execution of facilitation of Strategic Planning Workshops. Detailed CV's with three (3) contactable references must be attached as proof.

9.5. Qualifications

9.5.1. Team leader and team members must have recognized qualification(s) in Strategic Planning/Management. Business Management will be an added advantage.

9.5.2. Certified copies of certificates must be attached to the proposal. Failure to attach, will invalidate your proposal.

9.6. Project Plan

9.6.1. A project plan with intermediate and final outputs and identified timeframes/milestones.

9.6.2. Proposed Methodology.

9.6.3. Management of the project.

10. EVALUATION CRITERIA

10.1. Bids will be evaluated on 80/20 point system as outlined in the **PPPFA** of 2017.

The proposals will be evaluated in one phases:

Phase 2:

Price	80
B-BBEE compliance	20

12. FORMAT AND CONTENT OF PROPOSAL

12.1. All the official standard bidding documents (SBD) must be completed in all respects by bidders' submission of original copy of the proposal and bid documents and **failure to comply with the bidding requirements will disqualify any bidders.**

12.2.

13. CLOSING DATE

Proposals must be submitted on or before **15 November** 2019, at **11H00am**, at the Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy. **No late RFQ's will be accepted.**

14. ENQUIRIES For Technical Enquiries

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