

TERMS OF REFERENCE

FACILITATION OF A BOARD INDUCTION WORKSHOP

1. PROPOSAL

Enterprise iLembe invites quotations from suitably qualified service providers to facilitate the induction of its Board of Directors which will take place in 18-19 July 2024 in Ballito.

2. SPECIFICATIONS:

Two (02) Day Practical Workshop to cover the following, inter alia;

- Leadership Best Practices
- Corporate Governance
- Understanding the Role of Enterprise iLembe and Business Model of Enterprise iLembe
- Understanding Enabling Legislation of Enterprise iLembe
- Board Composition and Competence
- Duties and Liabilities of the Directors and Prescribed Officers
- King IV Implementation
- The Board Charter, Board Toolkit and Board Pack
- Role of the Board Committees
- Strategy Plan Implementation
- Risk Governance and Enterprise Risk Management
- Corporate Tests
- The Power of Combined Assurance
- How to Achieve a Clean Audit
- Clean Administration
- Communication Protocol
- Board Performance Evaluation
- Evaluation of the performance of the ARC, Board Sub-Committees and the CEO

The facilitation of the Board Induction Workshop will include the following activities:

1. Pre-planning for the session: Development of the training manual for and the proposed agenda in consultation with Enterprise iLembe Management

2. Facilitation and overseeing deliberations during the workshop, time management to ensure streamlining of discussion and completion of agenda, relevant stationery etc. required for activities

3. SCM POLICY

Proposals will be evaluated in terms of the SCM Policy of Enterprise iLembe and shall be applied as follows: -

- a) Mandatory Evaluation- All proposals will be evaluated in terms of the mandatory (compulsory) documents/ submissions in line with section 4.1 below. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation.
- b) Functionality Evaluation – All proposals that meet the mandatory requirements will then be evaluated in terms of functionality as specified in section 4.2, below.
- c) Price Evaluation- As specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations as per section 4.2 below.

4. CRITERIA FOR EVALUATION

2.1 Mandatory Evaluation

Proposals/ Quotations must be accompanied by the following mandatory documents/submissions:

- Valid TCS Pin issued by SARS (compulsory)
- Proof of registration on the Central Suppliers Database for Government (CSD). A CSD registration report or number must be submitted (compulsory). (The CSD report/number report will be available on the CSD Website once you have registered on the Central Suppliers Database. **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.**) The CSD will be used to verify tax compliance status of the bidder. NB: Bidders who are in service of the state as per CSD will be disqualified from further evaluation unless supporting documents proving the supplier is not a government employee is submitted as part of the proposal. (compulsory)
- CIPC Registration Documents (compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)
- MBD 6.1 – 2022 Preference Point Claim Form (compulsory)

Note:

- Failure to submit compulsory documents will result in your proposal being disqualified
- Reference checks will be performed as part of the evaluation of this request for quotations.

- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.
- The validity period of the quotation is thirty (30) days from the date of RFQ closure.

4.2 Functionality Evaluation

The functionality evaluation points will be applied as per the table below:

Competency	Points Allocation	Maximum Points								
Certified copies of the highest Qualifications of the Proposed Lead Facilitator/ Presenter	<ul style="list-style-type: none"> •No certification/ qualification submitted – 0 points •Relevant Degree/ Diploma – 10 points •Relevant Post Graduate Diploma/ Honours - 20 points •Relevant Masters/ Doctorates – 30 points 	30								
Experience in the facilitating board induction sessions (Signed reference letters on the referees letterhead, to be submitted)	<table> <tr> <td>0 Letters</td> <td>0</td> </tr> <tr> <td>1 -3 Letters</td> <td>10</td> </tr> <tr> <td>3- 5 Letters</td> <td>20</td> </tr> <tr> <td>Above 5 Letters</td> <td>30</td> </tr> </table>	0 Letters	0	1 -3 Letters	10	3- 5 Letters	20	Above 5 Letters	30	30
0 Letters	0									
1 -3 Letters	10									
3- 5 Letters	20									
Above 5 Letters	30									

Only service providers who achieve a total of 36 points (60%) for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system.

4.3 Application of the preference point scoring system:

The 80/20 preference point scoring system will be applied with points allocated as follows:

- 80 points for the price
- 20 points for specific goals

Service Providers wishing to claim a maximum of 20 preference points in terms of Specific Goals must attach the following:

- ***Proof of location of the business – Maximum 20 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months) to claim points for this). Point allocation is as follows:***
 - Within the iLembe District= 20 points
 - Within KZN=10 points
 - Within SA= 5 points

- No proof of residence = 0 points

5. PAYMENT TERMS

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

6. PERFORMANCE OF SERVICE PROVIDER

Once appointed, the performance of the service provider will be measured on a continuous basis.

The key performance indicators applicable to this are as follows:

Performance Indicator		Weighting
1	Quality of Service	30
2	Timeliness of Completion	25
3	Cost Control	25
4	Business Relations	10
5	Management of Key Personnel (i.e. management of the service providers team allocated to the project)	10
		<u>100</u>

7. NON-APPOINTMENT

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest proposal. Further, no awards will be made to suppliers in service of the state.

8. CLOSING DATE

Proposals can be emailed to siyabongasi@enterpriseilembe.co.za on or before the 11 July 2024 at 10h00.