

TERMS OF REFERENCE

THREE DAYS FACILITATION OF THE BOARD STRATEGIC PLANNING SESSION

1. PROPOSAL

Enterprise iLembe invites quotations from suitably qualified service providers to facilitate the strategic planning of its Board of Directors which will take place on 04-06 October 2024 in Ballito.

2. SPECIFICATIONS:

Purpose of the session: **To prepare the annual (2024/25) Strategic Business Plan for Enterprise iLembe.**

The following strategic documents will form the basis for the Board strategic planning session:

1. **IDP and SDBIP-** The iLembe District Municipality's Integrated Development Plan is the principal strategic informant for the Entity which outlines the development mandate for the period 2021 to 2026. The Service Delivery and Budget Implementation Plan is the instrument used by the Shareholder to monitor the implementation of its IDP on a Monthly basis. The strategic planning session should allow the Board to devise realistic performance targets for inclusion in the IDP and SDBIP.
2. **Institutionalize the 5-year strategic plan-** The 5 year strategy plan and change management framework were adopted by the Board and Shareholder in October 2019. The 2024/25 financial year will effectively be the 5th year of the 5 year plan trajectory. The strategic planning session should review progress that has been made to date in light of changing micro and macro-economic conditions.
3. **2024/25 Budget preparation:** The Entity's financial year commences on 1 July and ends on 30 June. The 2024/25 Budget & Performance Plan will therefore need to be approved by the Board and subsequently the Shareholder by the end of May 2024 – in line with priority interventions identified above.

The facilitation of the Board strategic planning session will include the following activities:

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

2. Facilitation and overseeing deliberations during the three day session, time management to ensure streamlining of discussion and completion of agenda, relevant stationery etc. required for activities
3. Preparation of the strategic planning report and 2024/2025 implementation plan with the following key focus areas:
 - 3.1 Review of Current Business Model
 - 3.2 SWOT Analysis including Past Achievements and Disappointments
 - 3.3 Review of Current Performance Matrix
 - 3.4 Lessons for Strategy Plan
 - 3.5 Enterprise iLembe Critical Risk Factors
 - 3.6 Enterprise iLembe Critical Success Factors
 - 3.7 Understanding the Importance of Strategy to achieve Sustainability by Enterprise iLembe and achieving Enterprise iLembe 's Vision, Mission, Values, Goals and Objectives
 - 3.8 Shareholder Compact and interface with Strategic Planning
 - 3.9 Consideration of the Integrated Development Plan and the Service Delivery Agreement with iLembe District Municipality
4. Facilitate the planning for the next 5 Years - formulation of a new Strategy Plan, setting goals, objectives as well as the action plans for the strategy.
5. Design and supply a comprehensive Enterprise iLembe Strategy Planning Workshop Manual for the workshop

Submission and presentation of the above report to the Enterprise iLembe Board of Directors. **(No later than 15 days from the date of the session)**

Please note that interprovincial travel, accommodation and other related disbursements will not be considered for this request for quotations.

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

4.1 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
Experience in the facilitating strategic planning sessions	0 years	0	30
	1 – 5 years	10	
	5 – 10 years	20	
	Above 10 years	30	
Similar projects concluded (signed reference letters to be submitted on the referees letterhead)	0	0	30
	1 -3	10	
	3- 5	20	
	Above 5	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 22nd August 2024 at 10h00.