



DITSOBOTLA LOCAL MUNICIPALITY

BID NO : DLM/SCM/15/2018/19

REQUEST FOR PROPOSALS: FACILITATION OF COUNCIL STRATEGIC PLANNING SESSION

Prospective bidders are invited to submit quotations for the facilitation of a council strategic planning session as per terms of reference outlined below.

DATE PUBLISHED : 11 JANUARY 2019
CLOSING DATE : 18 JANUARY 2019
CLOSING TIME : 12H00

The following documents should be submitted with your quotation

- Business Registration Certificate
- Bank Confirmation Letter
- Valid original tax clearance certificate
- Copy of CSD Registration Summary Report
- Certified copy of BBB-EE Certificate or Original
- Municipal Account
- Proof of residence of all directors as they appear on the company registration certificate obtainable from local municipality or tribal authority
- Certified copies of identity documents(IDs)of directors/members
- NB copies of certified copies will not be accepted.
- All certified copies should not be more than three months from the date of the advertisement
- Company (Business) profile

SUBMISSION ADDRESS:

Tenders should be sealed in an envelope addressed to: The Municipal Manager, Ditsobotla Local Municipality, P.O. Box 7 Lichtenburg 2740 and marked with the applicable Bid number ,and deposited in the tender box placed at First Floor,OfficeNo.12 before**12H00,18 JANUARY 2019**. Telegraphic, telephonic, facsimile, e-mail and late bids will not be accepted.

TERMS OF REFERENCE: FACILITATION OF STRATEGIC PLANNING SESSION

1. OBJECTIVE

Ditsobotla Local Municipality intends to appoint a competent service provider to facilitate an intense strategic planning process for council aimed at enhancing good governance, service delivery and financial viability. The process is also intended at providing the basis for the review of the IDP/Budget process and is expected to result in the development of a diagnostic report; an assessment and analysis of the current vision and mission; review of the IDP objectives; strategies and key performance indicators to ensure that they conform to the SMART principle. Ultimately the planning process must culminate in the compilation of a consolidated strategic planning session with clear deliverables as per the Terms of Reference contained in this specification document.

2. BACKGROUND

The Ditsobotla Local Municipality is under section 139(1)(b) of the Constitution since 01 September 2018. The Administrator was appointed on the 01 October 2018. The terms of reference amongst others include: -

- Facilitate the improvement of governance within the Municipal Council (Council oversight role, relations between Council and Administrator);
- Manage the overall administration of the municipality;
- Stabilize and improve governance and administration within the municipality (Council and administration);
- Facilitate recruitment of senior managers including Municipal Manager where applicable;
- Improving the financial controls in the municipality, expenditure management, procurement processes, revenue enhancement and debt collection as well as addressing Auditor General's reports (MFMA compliance) and take corrective action on irregular expenditure;
- Improve service delivery through facilitation of new projects, unblocking of old projects, maintenance of infrastructure, cleansing etc.;
- Attend to labour and legal matters, including to investigate and take corrective action on irregular appointment of staff and restore labour stability, outstanding disciplinary cases, if any, labour disputes, functionality of Local Labour Forum, instill culture of work and discipline of municipal workers;
- Improve service delivery prioritization on water and sanitation services; and
- Improving the financial controls, expenditure management, procurement processes and AGSA reports in these municipalities.

Pursuant to the above, the administrator has in his report identified several challenges related but not limited to:

- Lack of service delivery in some of the wards;
- Unapproved organisational structure;
- Unaligned Integrated Development Plan with Service Delivery and Budget Implementation Plan and Budget;
- Lack of implementation of the Municipal Standard Chart of Accounts (MSCOA)
- Systems collapse (Revenue, financial management systems, Performance Management Systems, Project Monitoring and Reporting etc.).

3. TARGET GROUP

The strategic planning session will be held with council (40 councillors) inclusive of members of the Executive Committee; senior managers, and representatives of trade unions.

4. GOALS AND CONTENTS OF STRATEGIC PLAN

Aligned to the objective and terms of reference of the Administrator as indicated in paragraphs 1 & 2 above, the strategic plan is intended at achieving the following goals:

- Develop a comprehensive diagnostic report on the current issues and challenges facing the municipality;
- To establish service delivery levels and identify needs of the community;
- To map out the strategic interventions and options available to adequately address identified challenges and to develop clear key performance indicators; and
- To review the current municipal vision and mission.

SPECIFICATION AND METHODOLOGY

- The strategic planning session is intended to be a (5) five-day intensive and interactive programme. Successful bidder(s) will be expected to develop a strategic planning session programme in consultation with the Administrator.
- The Strategic Planning Session will be held at a venue determined by the municipality which may not necessarily be within its area of jurisdiction.

- The successful bidder(s) are required to submit a consolidated report which will be incorporated in the revised Integrated Development Plan within 14 days after the strategic planning session.

5. DURATION

The project (strategic planning session) is scheduled to run for a maximum of five (5) days. The consolidated strategic planning report must be submitted to the municipality within fourteen (14) days after the planning session. The combined maximum project duration is therefore **19 days**.

6. PROPOSALS OR SUBMISSIONS REQUIREMENTS

Prospective bidders must submit the following documents as part of their proposals:

6.1 List of Contents

6.1.1 **A detailed company profile:** including brief history, field of expertise, staff resources, a proven track-record of conducting strategic planning sessions and facilitation, where the main office is based as well as other offices, and a list of recently completed projects. The profile must cover all other aspects detailed under the paragraph dealing with “Functionality Evaluation” including an attachment of a list of contactable references.

6.1.2 Proposed Methodology:

Bidder(s) are required to develop a sound and workable methodology for meeting the project requirements.

6.1.3 Proposed Cost Structure:

The proposed cost structure must be clearly indicated and whether its VAT inclusive or not.

6.1.4 Expertise required:

Service providers shall strictly provide persons knowledgeable on facilitation of strategic planning sessions in order to supply sound professional services.

6.2 Compulsory Terms and Conditions:

6.2.1 A proposal will not be considered unless a bidder(s) furnishes Ditsobotla Local Municipality with documents mentioned in this tender document. In the event that a proposal is submitted by a consortium or joint venture, each party, consultant and or subcontractor of such consortium or joint venture must complete each of the documents mentioned below:

- a) Proof of ownership;
- b) Declaration of Interest;
- c) Tax Certificate.

6.2.2 The consortium submitting the proposal must declare any conflict of interest that it may have.

6.2.3 Ditsobotla Local Municipality reserves the rights not to accept any proposal in part or in whole.

6.2.4 Successful bidders will need to be prepared to commence work within 7 working days of being informed of the awarding of the tender.

7. EVALUATION OF BIDS

A two-stages bid evaluation process will be followed. In the first stage, bidders will be assessed through functionality, while qualifying bidders, will proceed to the second stage of evaluation using the 80/20 bid evaluation criteria.

Only bidders who score above 70 points in the first stage (Functionality) will be considered for the second stage of Evaluation Criteria (80/20).

7.1 Functionality Evaluation

Bidders will be evaluated according to the criteria in the table below.

| Evaluation Criteria | Description | | Maximum number of points |
|--|---|----|--------------------------|
| Methodology | A clear responsive methodology that shows that the bidder understands the terms of reference, including reference to strategic planning tools and programme | 20 | 20 |
| | A partial responsive methodology that demonstrate limited understanding of the terms of reference | 10 | |
| | A non-responsive bid, indicating that the bidder does not understand the terms of reference | 0 | |
| Experience in facilitating Strategic Planning Session | 8 or more strategic planning sessions | 30 | 30 |
| | 6-7 strategic planning sessions | 20 | |
| | 4-5 strategic planning sessions | 10 | |

| Evaluation Criteria | Description | Maximum number of points |
|---|---|--------------------------|
| Experience in compiling municipal IDPs | 1-3 strategic planning sessions | 5 |
| | 0 | 0 |
| | 5 Or more IDPs | 8 |
| | 3-4 IDPs | 4 |
| | 1-2 IDPs | 3 |
| Experience and understanding of municipal governance and financial issues | 0 | 0 |
| | 5 Or more Governance and Finances | 8 |
| | 3-4 Governance and Finances | 4 |
| | 1-2 Governance and Finances | 3 |
| | 0 | 0 |
| Qualification of facilitators (at least two facilitators) | Masters Degree in Development Planning, Public Administration, Commerce or relevant field | 20 |
| | Honors Degree in Development Planning or Public Administration. Commerce or related field | 15 |
| | Bachelors Degree in Development Planning or Public Administration, commerce or related field | 10 |
| | Diploma in Development studies or Public Administration in Development Planning or Public Administration, commerce or related field | 5 |
| | No Qualification | 0 |

Kindly note that in order to receive points for experience, bidders must submit proof in the form of reference letter/testimonial from institutions where they were previously contracted. All letters submitted must have contact details of the contact persons at that institutions.

Bidders, who score less than 70 points in the criteria above, will be automatically disqualified, and those scoring more than 70 points will be further assessed through the 80/20 criteria.

7.2 Price and Preferential Points

The 80/20 procurement system will be used to assess bidders who have scored more than 70% in the above functionality assessment, where 80% will be for price while 20% will be for preferential points. Preferential points will be allocated as per the table below:

| B-BBEEE | Procurement points |
|---------|--------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |

| | |
|---|---|
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| 0 | 0 |

Only bidders who do not submit certified BBBEE certificate issued by SANAS or BBBEE Affidavits will not receive preference points.

7.3 MBD Forms

Bidders must ensure that the relevant MBD Forms,(1,2,4,6.1,7.2, 8 and 9) which are obtainable from the municipality's website or from the SCM office are duly completed.

Bids received after the closing date and time will not be considered. Ditsobotla Local Municipality does not bind itself to accept the lowest or any other bid in whole or in part.

Mr. E MATLAWE
ADMINISTRATOR

Enquiries: Mr. RI Motlhabane (for technical enquiries) –
Tel : 072 497 7017
Mrs. Aobakwe Sekese (for procurement-related enquiries)
Tel : 060 9823634