



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196 TELEPHONE +27(0) 11 328 4200 WEBSITE:
WWW.NEDLAC.ORG.ZA

REQUEST FOR QUOTATIONS	
YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS TO SUPPORT AND FACILITATE THE STRATEGIC PLANNING SESSION OF PRESIDENTIAL CLIMATE COMMISSION	
RFQ NUMBER:	RFQ
RFQ ISSUE DATE:	06 January 2023
CLOSING DATE AND TIME:	13 January 2023 @ 16h00
RFQ VALIDITY PERIOD	
DESCRIPTION OF SERVICES	<p>Appointment of a suitably qualified, experienced service provider to support and facilitate the strategic planning session of Presidential Climate Commission</p> <p>NB: Terms of Reference attached</p>
SUBMISSION ADDRESS	Submissions to be sent electronically
PROCUREMENT ENQUIRIES	<p>Name: Patricia Phogole 060771 0870 Email: patricia@nedlac.org.za</p>
TECHNICAL ENQUIRIES	<p>Name : Tumelo Langa Email : tumelo@climatecommission.org.za</p>

REQUEST FOR QUOTATION

BIDDER NAME:

.....
.....

COMPANY REGISTRATION

NUMBER:.....

CSD NUMBER

:.....
.....

ADDRESS:

.....
.....
.....
.....

.....
.....

CONTACT PERSON :

.....
.....

TEL:

FAX:

E-Mail :

Mobile:

.....

TOTAL RFQ PRICE R(VAT Incl.)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, **YES/NO**

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

1. SBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

- a. abused the institution's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
------	----------	-----	----

4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Name of Bidder

.....
Position

.....
Date

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

—
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder

Js914w 2

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/quotation:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid/quotation is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid/quotation shall be awarded for:

- (a) Price; and
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

1.5

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....
....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

.....
.....
8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELLCOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

REQUESTS FOR QUOTATIONS

APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO SUPPORT AND FACILITATE THE STRATEGIC PLANNING SESSION OF PRESIDENTIAL CLIMATE COMMISSION

1. BACKGROUND & INTRODUCTION

The Presidential Climate Commission (PCC) was established by the President in December 2020 to support the delivery of a just transition in South Africa (SA). It emanates from the Presidential Jobs Summit held in October 2018, when social partners agreed that a statutory entity should be formed to coordinate and oversee the just transition towards a low-carbon, inclusive, climate-resilient economy and society.

Developed by the trade union movement, the notion of just transition incorporates a range of social interventions needed to secure workers' jobs and livelihoods when economies are shifting to sustainable production and consumption, including addressing climate mitigation and adaptation imperatives. In SA, the concept of a just transition was introduced into policymaking in 2012 in the National Development Plan (NDP) which sets out a master plan for eliminating poverty and reducing inequality by 2030. Since then, the implementation of a just transition has been confirmed as a national sustainable development priority in both the National Climate Change Priority Response White Paper and SA's Nationally Determined Contribution (NDC) under the Paris Agreement. The Climate Change Bill, passed by Cabinet in September 2021, formalises the role of the PCC in national efforts aimed at achieving a just transition.

The overall objective of the PCC is to provide independent expert advice on South Africa's climate change response. The PCC must facilitate a common vision for a net-zero, climate resilient economy and society by 2050, engaging in detailed planning which responds to the needs for both climate change mitigation and adaptation. The PCC focuses specific attention on ensuring that transition planning and implementation are socially just and that the needs of vulnerable groups are addressed. To ensure the achievement of this vision, the PCC facilitates implementation of plans through supporting mobilisation of the required resources, while monitoring progress towards environmental, social, and economic transition objectives.

The proximity of the PCC to the President's Office, and the designation of the President as Chair of the PCC, reflect the centrality of the successful delivery of a just transition to SA's sustainable development pathway. The PCC is a multi-stakeholder body, which aims to build a social compact around a just climate transition. It is comprised of government Ministers and Commissioners drawn from civil society, the science community, business, and organized labour. A full time Secretariat was appointed to support the work of the Commission. Government departments, social partners, and donors have seconded staff and provided logistical support for the Secretariat. The Secretariat provides logistical support for Commission meetings, and commissions research and policy work to support the main functional areas of the Commissions work relating to a just transition, climate mitigation and adaptation, and means of implementation (in particular climate finance). The PCC is committed to conducting its work in an open and transparent manner and facilitating the complex and challenging decisions required to successfully navigate the climate transition.

The PCC established a business plan last year, which sets out the organisational purpose and strategic positioning of the PCC as an enabler of change in SA, and outlines a theory of change that underpins its operation. Focused specifically on the next two years, it set out the workplan to 2025, providing an overview of organisational design and partnerships for delivery. The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway. Nedlac requires a suitably qualified, experienced service provider to facilitate the update of the PCC Business and Annual Plans from 2022/23 to 2025/26 financial years

The National Economic Development and Labour Council (Nedlac) is a schedule 3A public entity that falls within the Department of Employment and Labour. Nedlac is the vehicle by which Government, labour, business, and community organizations seek to cooperate, through problem-solving and negotiation, on economic, labour and development issues and related challenges facing the country. The Presidential Climate Commission (PCC) is a programme hosted at Nedlac.

2. OBJECTIVES

In delivering on the workshop, the following objectives must be achieved:

- Facilitate a two-day Strategic Planning session for the PCC Secretariat;
- Facilitate a one-day Strategic Planning session for the PCC Commissioners;
- Support the PCC in the revision and improvement of the PCC's Strategic Business Plan and Annual Plan; and
- To consult with relevant line manager for finalisations of outcomes.

3. SCOPE OF WORK

The successful service provider will be required to deliver on the following scope of work:

3.1. Inception Phase

Inception meeting

The appointed service provider will engage in a PCC organised inception meeting, with a view to discuss the facilitation plan for both the PCC Secretariat and PCC Commissioner Strategic Planning sessions. This meeting will also establish a draft agenda for the two planning sessions and a range of facilitation tools, strategic analysis tools and techniques to be considered for better delivery of the outcome(s) of the two (2) sessions..

Inception report

Following the engagement with the PCC, the appointed service provider will provide the draft agenda and facilitation plan for the sessions which will serve as an inception report for the project.

3.2. PCC Secretariat Strategic Planning Session

The appointed service provider will support the PCC in following areas as part of the two day PCC Secretariat planning session:

During the session:

- (i) Facilitate the sessions as per the proposed agenda;
- (ii) Ensure team building and team coordination as part of the planning and implementation of the Strategic and Annual plan, including ensuring the participation from all team members of Secretariat;
- (iii) Support the high-level costing of the strategic and annual plan costing;
- (iv) Support the development of the resourcing (financial and human resources) plan with timelines for both the Strategic and Annual plan,

Post the Session:

The service provider will:

- (i) Submit a draft business plan with costing for the PCC Secretariat's Strategic and Annual Plan; and
- (ii) Recommendation for team building and coordination measures

3.3. PCC Commissioners Strategic Planning Session

The appointed service provider will further support the PCC Commissioners in following areas as part of the one (1) day session:

During the session:

- (i) Facilitate the sessions as per the proposed agenda;
- (ii) Ensure team building and team coordination as part of the planning and implementation of the Strategic and Annual plan of the Commission, including ensuring the participation from all members of Commission;
- (iii) Support the integration and alignment of both the PCC Secretariat and Commissioners planning outcomes;
- (iv) Support the development of the resourcing and implementation (financial and human resources) plan with timelines for both the Strategic and Annual plan,

Post the Session:

The service provider will submit a draft consolidated PCC Strategic and Annual plan.

4. PROJECT GOVERNANCE

The PCC will indicate upon appointment the project manager for this work, who will be the primary liaison with the service provider.

The appointed service provider will be required to participate in scheduled engagements with the PCC Secretariat to ensure the smooth delivery and finalisation of the PCC Strategic and Annual Plan. These will include but not limited to:

- (i) Inception meeting;
- (ii) Project interim meeting; and
- (iii) project closure meeting.

Given the time sensitivity related to this project, the service provider will be required to keep an open line with the PCC project manager to ensure timeous delivery of the project scope.

5. DELIVERABLES

In fulfilling the scope of work as detailed above, the appointed service provider will be expected to deliver on the following as per indicated timelines:

- 5.1. Inception report (draft agenda and facilitation plan) – within three (3) days after inception meeting;
- 5.2. Facilitation at the PCC Secretariat Strategic Planning Session and an outcomes report – within two (2) weeks after inception meeting;
- 5.3. Facilitation at the PCC Commissioner's Strategic Planning Session and an outcomes report – within two (2) weeks after inception meeting;
- 5.4. Draft Business plan with costing for the PCC Secretariat's Strategic and Annual Plan – within three (3) weeks after inception meeting; and
- 5.5. Recommendation for team building and coordination measures – within three (3) weeks after inception meeting.

6. PROJECT TIMELINES

All project deliverables and activities should be implemented and completed within a duration of four (4) weeks.

- Facilitate a two-day Strategic Planning session for the PCC Secretariat – January 2023; and
- Facilitate a one-day Strategic Planning session for the PCC Commissioners – February 2023.

7. REQUIREMENTS OF PCC

The PCC, through its Secretariat and Commissioners will actively participate and provide inputs and information to the process. Furthermore, secure meeting venue for the two (2) PCC sessions.

8. REQUIREMENTS OF THE SERVICE PROVIDER

The successful service provider must demonstrate the following skill sets and experience:

- 8.1. Detailed C.V(s) demonstrating experience in areas of facilitating Strategic Planning Sessions and coaching for high-level sessions;
- 8.2. The team must have minimum of ten (10) years' experience in the facilitating Strategic Planning session and business plan development;
- 8.3. Experience working with teams and implementing team building initiatives/measures; and
- 8.4. At least three (3) short descriptions of previously completed similar assignments, including:
 - Assignment name
 - Signed reference letters from contactable references linked to these assignments.

9. SUBMISSION OF DOCUMENTS

In addition to the requirements of eight (8) above, service providers must submit the following documents:

- Valid BBBEE certificate or sworn affidavit;
- Completed SBD forms; and
- Proof of CSD registration;

10. SELECTION AND EVALUATION CRITERIA

10.1. Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the submissions:

What is required	Application of evaluation criteria	% Allocation
A. Competence and expertise of bidder measured in years of experience		
What is required	Application of evaluation criteria	% Allocation

<p>Detailed company profile indicating experience in facilitation of Strategic Planning or Strategic Management.</p> <p>Program services and CVs for key personnel.</p> <p>The number of years must be for the company and key personnel.</p>	<p>5= 6 or more years of experience</p> <p>4= 4-5 years of experience</p> <p>3= 3 years of experience</p> <p>2= 1-2 years of experience</p> <p>1= less than 1 year of experience</p>	30%
B. Similar projects completed		
What is required	Application of evaluation criteria	% Allocation
Client reference letters bearing the letterheads from former clients on similar/related completed assignments as set out above.	<p>5= 5 or more reference letters</p> <p>4= 4 reference letters</p> <p>3= 3 reference letters</p> <p>2= 2 reference letters</p> <p>1= 1 reference letter</p>	20%
C. Methodology and approach		
Provide a detailed methodology and approach for the delivery of the facilitation.	<p>5= excellent and innovative coverage of the full brief,</p> <p>4= Good understanding and coverage of the brief in a good quality proposal,</p> <p>3= Adequate understanding and coverage of the brief in a competent proposal,</p> <p>2= Inadequate understanding and coverage of the brief in a poor proposal</p>	50%

10.2. To note

- The minimum functionality points of seventy (70%) is required to qualify to be evaluated for pricing and BEE in phase two.

- The final decision and successful appointment will be made by Nedlac and the PCC and no correspondence will be entered into thereafter.
- Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

11. SUBMISSION AND ENQUIRIES

11.1. Service providers should send their quotation and accompanying relevant documentation to SCM at Patricia@nedlac.org.za and copy procurement@nedlac.org.za unit by **13 January 2023 at 16H00**

11.2. Technical enquiries regarding this RFQ should be emailed to tumelo@climatecommission.org.za

11.3. Procurement enquiries regarding this RFQ should be emailed to Patricia@nedlac.org.za and copy procurement@nedlac.org.za

12. PAYMENT TERMS

Payments will be made within thirty (30) days from receipt of invoice and against presentation of satisfactory deliverables, including payment structure as will be agreed upon on appointment of the successful bidder/service provider