



ENHANCING MUNICIPAL PROCUREMENT,
INFRASTRUCTURE MANAGEMENT AND
INNOVATIVE KNOWLEDGE MANAGEMENT



ANNEXURE B: INSTRUCTION TO BIDDERS

When submitting their offers, applicants must follow all instructions, forms, terms of reference, contract provisions and specifications contained in the tender document. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

PROJECT NUMBER: 4.2 (1)

DESCRIPTION: APPOINTMENT OF AN EXPERT TO DEVELOP A HUMAN RESOURCE FRAMEWORK FOR THE EFFECTIVE IMPLEMENTATION OF THE LOCAL GOVERNMENT INFRASTRUCTURE DELIVERY MANAGEMENT SYSTEM TOOLKIT

TABLE 1: TIME TABLE

ACTIVITY	DATE	TIME (SA TIME)
Date of tender invitation	16 April 2023	4:00 PM
Last date for the service providers to send enquiries	21 April 2023	4:00 PM (any enquiries received after this date and time will not be addressed)
Last date for the PMU to respond to enquiries	26 April 2023	4:00 PM
Closing date to submit tenders	09 May 2023	11:00 AM (SA Standard Time)

1.1 CONTENT OF THE TENDERS

All applications, correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority should be written in English.

1.2 ELIGIBILITY AND SUITABILITY CRITERIA – SUBMISSION REQUIREMENTS

The Service Provider must submit a technical proposal that responds to the terms of reference. The submission must contain a methodology proposal with a comprehensive project plan and curriculum vitae of the expert. Details in terms of possible work packages must be submitted as an annexure to the curriculum vitae. Each component of work being completed must be clearly described and clearly referenced to the overall process or the objective of the project.

Technical capacity of service provider/company

- The Service provider must propose and submit a detailed methodology and approach toward implementing this Terms of Reference. Such a methodology should contain a comprehensive project plan.

- The service provider should be keen to conduct /demonstrate practical exercises in pointing out tangible solutions from elsewhere rather than a theoretical exercise
- The methodology should contain a clear allocation of days allocated for each deliverable and the associated activities.

1.2.1 Submission of CVs

- Bidders must submit Curriculum Vitae of the project lead on the template (Annexure E) attached herein with certified copies of qualifications.
- Only the individual CVs will be considered for this project. If a company or a Joint venture is submitting a proposal, a company or a joint venture may put forward an individual's name and submit only the CV of that individual. In the event where a company or a joint venture is proposing a team, only the team leader's CV will be evaluated; HOWEVER, the other team members' CVs, together with their roles and responsibilities, must be clearly reflected on the proposal.
- Any other supporting documents must be submitted as annexures where applicable.

1.2.2 Educational Qualifications of the Project Lead

- Minimum NQF 6 tertiary qualifications in Public Management, Public Administration, Human Resource Management, Industrial physiology and any relevant qualifications.

1.2.3 Record of previous projects and experience of the resource

- The information should be completed using Annexure D Template.

1.4 FINANCIAL OFFERS (ANNEXURE C TEMPLATE)

Financial offers must be provided in a separately Annexure C costing template. All offers should be in ZAR.

- The Bidder must ensure that it provides a determinable costing of the services that is linked to the deliverables in the project plan.
- Incidental expenditure (Travel and related) incurred by the contractor will be reimbursed at cost and subject to the provisions and set limitations of the PINKs Operating Manual.

1.5 AWARD AND EVALUATION OF TENDERS

Tenders will be evaluated and awarded based on the following manner:

Table 2

Category	Criteria
Stage 1	Responsiveness based on the eligibility and suitability criteria Pre-Qualifier (based on Paragraph 1.2 (and corresponding sub-paragraphs))
Stage 2	Functionality (Qualifications, Experience, and methodology)

Stage 3 - Optional	Short listed candidates from Stage 2 may be invited for presentation however this will be discretionary based on the decision of the BEC
Stage 4	Price - Refer to Paragraph 1.5.2

STAGE 2: 1.5.1 Functionality

INDIVIDUAL RESOURCE QUALIFICATIONS (10 POINTS)		
Points	Scoring Criteria	QUALIFICATION
10	10 = PhD 8 = Masters 6 = Honours Degree 4 = Bachelor's degree 2 = Diploma 0 = Non relevant qualification	Minimum NQF 6 tertiary qualifications in Public Management, Public Administration, Human Resource Management, Industrial physiology, and any relevant qualifications.
SERVICE PROVIDER ORGANISATIONAL AND INDIVIDUAL EXPERIENCE (60 POINTS)		
A score of zero (0) will be allocated where no record of experience could be identified in any of the areas listed below		
Points	Scoring Criteria	EXPERIENCE
10	10 = 5 years and more 8 = 4 to 5 years 6 = 3 to 4 years 4 = 2 to 3 years 2 = < 2 years	Knowledge and practical experience based on the legislation in the Human Resources Management. Exposure on infrastructure delivery management environment will be an added advantage.
15	15 = 5 years and more 12 = 4 to 5 years plus 9 = 3 to 4 years 6 = 2 to 3 years 3 = < 2 years	Working experience in the development of competency framework statement.
10	15 = 5 years and more 12 = 4 to 5 years plus 9 = 3 to 4 years 6 = 2 to 3 years 3 = < 2 years	Practical experience with competency and skills assessment and/or Training Needs Assessments;
10	10 = 5 years and more 8 = 4 to 5 years 6 = 3 to 4 years	Applied knowledge of both Change and Knowledge Management methodologies, principles, and practices.

	4 = 2 to 3 years 2 = < 2 years	
15	10 = 5 years and more 8 = 4 to 5 years 6 = 3 to 4 years 4 = 2 to 3 years 2 = < 2 years	Practical/working knowledge and proven track record with reviewing and designing organisation structures and job descriptions in both the public and private sector and job evaluation.
<p>APPROACH AND UNDERSTANDING OF BRIEF BY SERVICE PROVIDER / ORGANISATION</p> <p>PROPOSED METHODOLOGY AND APPROACH/PROJECT MANAGEMENT (30)</p> <p><i>The proposed methodology and approach paper must respond to the scope of work and outline the proposed approach / methodology and the project team. The bidder must submit a detailed project plan that has deliverables linked to timelines on the Project delivery methodology.</i></p> <p><i>The paper should incorporate the following key aspects:</i></p> <ul style="list-style-type: none"> • Clear understanding of the project objective and key deliverables. • Concise and logical conceptualization of the relevant outcomes; and • Practical and innovative institutionalization of the project plan 		
Points	DESCRIPTION	
Nonresponsive (0)	• Bidder has submitted no information or inadequate information to determine scoring level.	
Poor (10)	• Bidder has submitted information with limited understanding of the project objectives and its scope of work.	
Adequate (15)	• Bidder has submitted information, which demonstrate adequate understanding of the project objectives and its scope of work (concise and logical).	
Good (20)	<ul style="list-style-type: none"> • Bidder has submitted information, which demonstrate in-depth understanding of the project objectives, and its scope of work (clear, concise, and logical); and • Proposal addressed certain areas of the requirements. 	
Very good (25)	<ul style="list-style-type: none"> • Bidder has submitted information which demonstrate in-depth understanding of the project objectives and its scope of work (clear, concise, and logical). • Proposal addressed all areas of the requirements and proposed value-add items such as interesting approaches are suggested for undertaking the project. 	

Excellent (30)	<ul style="list-style-type: none"> • Proposal addressed all areas of the requirements and proposed value-add items such as interesting approaches are suggested for undertaking the project. • Proposal reflects a sample of risks and possible mitigation measures. • Proposal draws practical learnings and experiences from similar projects
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Table 3

* Bidders must provide supporting documentation in the form of certified documents and international qualifications must be accompanied by SAQA accreditation

1.5.2 Price evaluation (Stage 2)

Financial offers will be evaluated and calculated based 80/20 (80 Points for overall technical evaluation and 20 points for the price)

$$P_s = 20 \left(1 - \frac{pt - P_{min}}{P_{min}} \right)$$

1.6 COST OF PREPARING TENDERS

No cost incurred by the tenderer in preparing and submitting the tender are reimbursable and such include the cost to attend interviews where applicable.

1.7 OWNERSHIP OF TENDERS

The contracting authority retains ownership of all tenders received under this procedure. Consequently, tendered do not have the right to have their tenders returned to them.

1.8 FEEDBACK ON THE OUTCOME OF THE PROCESS

Service providers who have not been contacted within 90 days from the closing date of the bid should consider their submissions to be unsuccessful however they are more than welcome to enquire directly with the PMU office on the contact details provided Annexure A.