

ANNEXURE B INSTRUCTION TO BIDDERS (PLEASE RETURN)

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: 3.3

DESCRIPTION: APPOINTMENT OF AN EXPERIENCED SCM TECHNICAL EXPERT TO BE PLACED AT SELECTED PILOT MUNICIPALITIES¹ FOR THE PROCUREMENT INFRASTRUCTURE AND KNOWLEDGE MANAGEMENT CAPACITY DEVELOPMENT PROGRAMME (PINK).

TIME TABLE: (A)

ACTIVITY	DATE
1. Advertising Date	25 August 2019
2. Closing Date of the tender	16 September 2019 @ 11:00 am SOUTH AFRICAN TIME
ALL DATES BELOW ARE INDICATIVE AND SUBJECT TO CHANGE, ECORYS IS THUS UNDER NO OBLIGATION WHATSOEVER TO PROVIDE EXPLANATION TO THE BIDDERS SHOULD SUCH CHANGES OCCUR	
3. Desktop Evaluation	25 September 2019
4. Interviews	30 September 2019
5. Submission of BEC report	04 October 2019
6. Notification of award	11 October 2019
7. Signing of the contract	16 October 2019
8. Start Date and Induction	01 November 2019

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

1.2.1 Suitability Criteria.

The suitability criteria specified below must be complete and without limitation or modification with the submission of the bid. Any such criterion not completely confirmed and fulfilled by the bidder leads to exclusion from further evaluation. Only those bidders and bids that fulfil all formal requirements and suitability criteria will be evaluated. The other bidders and bids will be excluded from the further procedure.

SC	Suitability criteria	Evidence
SC2	Educational qualifications of the candidate	Certified copies of all qualifications

¹ Pilot municipalities are in Free State and Mpumalanga Provinces, the resource will be responsible for two pilot municipalities.

SC3	Professional Experience	Contactable reference/s relating to each area of expertise based on the projects otherwise tasks performed.
	Bidder is allowed to work in South Africa	Statement
	Willingness to relocate	Statement

1.3 APPLICATION DOCUMENTS

- Applicants are requested to provide an application letter for the position. (Max 1 page); AND
- Detailed CV using the CV template attached as Annexure C.

1.4 CHOICE OF PREFERRED MUNICIPALITIES

The applicant should indicate their most preferred Municipalities (Please note that Ecorys does not guarantee placement at the municipality of choice)

Province	Municipalities	Please select (X)
Free State	a. Metsimaholo and Moqhaka Municipalities	
	b. Tswelopele and Setsoto Municipalities	
Mpumalanga	a. Dipaleseng and Dr. Pixley Ka Isaka Seme Municipalities	
	b. Chief Albert Luthuli and Nkomazi Municipalities	

1.5 FINANCIAL OFFERS (to be completed using Annexure D Price Schedule)

All offers should be in ZAR and completed using the template provided as part of the tender documents and should contain:

- Daily rate; and
- Lump sum of all proposed items including VAT **if registered for VAT**.

Incidental expenditure incurred by the contractor will be reimbursed at cost and subject to the provisions and set limitations of the PINKs Operating Manual.

1.6 AWARD AND EVALUATION OF TENDERS

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

Category	Criteria	Percentage
Stage 1	Technical evaluation (Qualifications, Skills and Experience and interview)	80
Stage 2	Price evaluation (only the candidates scoring above 70 % for Technical evaluation will be considered for price evaluation)	20
TOTAL		100

1.6.1 Technical evaluation

Quality of each technical offer will be evaluated in accordance with the award criteria and weighting detailed in the evaluation grid of the tender document and no other criteria will be used.

Candidates should complete Annexure 3 “CV Template”, to demonstrate experience relating to each area of expertise, failure to do so will lead to immediate disqualification.

The record of experience will be used to evaluate the bidder’s specific experience per role using the criteria below.

The evaluation will place an emphasis on the highlighted successes, the scale and scope of the projects implemented, the extent to which the experience demonstrates a holistic view of the specialisation and context, demonstrates the candidate's ability to conceptualise, design and lead change initiatives, and demonstrates the candidate’s knowledge of relevant legislation, regulations, and prescripts.

Where candidates have been employed in the roles of CFO, Finance, SCM, he/she must elaborate on the specific hands on experience including the reforms that he/she was actively involved in. This elaboration should include the amount of time he/she dedicated to a specific area as well as his/her specific role in the area.

Category	Functionality Criteria	Weight (Maximum)
(i)	Qualifications*	15
	<i>The LTE will be in the possession of a secondary qualification obtained in the fields relevant to the project (e.g., supply chain management, financial management, economics, public administration, Law).</i>	Y/N
	<i>The LTE will be in the possession of a tertiary qualification obtained in the fields relevant to the project (e.g., supply chain management, financial management, economics, public administration, Law).</i>	10
	<i>Membership of professional organisations relevant to the project (CIPs, ACCA etc.)</i>	5
(ii)	Professional experience and skills	55
	Minimum of 7 years’ professional experience in Local Government Supply Chain Management in South Africa focusing in Financial Management and Supply Chain Management advisory and capacity building	15
	Demonstrated leadership experience and proven achievements in SCM operations, reforms, and performance improvement initiatives;	15
	Proven ability to transfer skills through practical experience on the provision of on-the-Job training and coaching and or designing and rolling out capacitation programmes;	10
	Demonstrated excellent communication and report writing skills (please attach at least one project progress report you have prepared.	10



	A minimum of 3 years Project Management experience, including developing and implementing project annual workplans, narrative progress reporting and project financial management	5
(iii)	Interview	30
TOTAL		100

*** Bidders must provide supporting documentation in the form of certified documents and international qualifications must be accompanied by SAQA accreditation. Candidates with non-relevant qualifications will be assigned a score of one (1) (i.e., equivalent to a matric certificate.**

1.6.2 Interview

Only a shortlisted candidate who score the minimum required score of 70% for functional evaluation (Qualifications plus professional experience and skills will be invited to the interview, those who do not meet the minimum requirement will be disqualified from further evaluations relating to the bid.

The scoring of the relevant respondent during the interview process will be as follows: -

- Clear understanding on how the project objective and key deliverables will be achieved;
- Concise and logical conceptualization of the relevant outcomes through work plans;
- Practical and innovative institutionalization of the project within the specific environment; and
- Presentation and interpersonal skills.

SCORE	DESCRIPTION OF EXPERIENCE
Inadequate - 2	Tenderer presented the panel of interviewers' information with limited in-depth understanding to execute the project according to the methodology submitted.
Acceptable - 3	Tenderer presented the panel of interviewers' information which demonstrate adequate understanding on how to implement the project as indicated within the methodology.
Very Good - 4	Tenderer presented the panel of interviewers information which demonstrate an in-depth understanding on how to practically implement the project within the specific environment as indicated within the methodology.
Excellent - 5	Tenderer presented the panel of interviewers information which demonstrate an in-depth understanding of the Local Government Supply Chain Management and also how it will be implemented through innovative thinking principles as explained in the methodology.

1.6.3 Price evaluation

Financial Offers will only be considered for evaluations for those candidates who were invited to the interviews as part of calculating final evaluation scores. Final Evaluation scores will be calculated based 80/20 (80 Points for overall technical evaluation and 20 points for the price)

$$Ps = 20 \left(1 - \frac{pt - P \min}{P \min} \right)$$

1.7 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.

1.8 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.

DOCUMENT CHECKLIST

The following documents should be submitted in response to the tender in order for the submission to be responsive.

1. Annexure A, Invitation to Bid (completed);
2. Annexure B, Instruction to bidders (select a choice of municipality);
3. Application letter;
4. Certified copies of educational qualifications;
5. Annexure C, CV template (completed);
6. Annexure D, Financial Offer (completed); and
7. VAT Registration Certificate if VAT Registered.