



K W A Z U L U - N A T A L
SHARKS BOARD
Maritime Centre of Excellence

SUPPLY CHAIN MANAGEMENT

Telephone 031 566 0496 Fax 086 457 6061 email:

REQUEST FOR QUOTATION (RFQ)

ENQUIRIES: Nkosingiphile Mathebula

To:

Tel:

Email:

Attention:

You are hereby invited to submit quotation for the supply and delivery of the following **item/ service** to the KZN Sharks Board (KZNSB).

ITEM	DESCRIPTION	QTY
01.	Please quote, complete and sign the attached standard bidding documents	See attached Specification
02.	Submit Original and valid Tax Clearance Certificate	
03.	Submit Original or copy BEE Certificate	
04.	Proof of Treasury Central Supplier Database registration and Supplier number	
05.	Bank letter not older than 3 months	
06.	SBD6.2 100% for Local Production and Content	

CLOSING DATE: 24/07/2020

CLOSING TIME: 11:00

Please submit your quotation on the Organisation's quotation form attached hereunder, and clearly indicate the delivery period and validity period of your quotation. Please also clearly indicate whether your price includes or excludes VAT. (**You may claim VAT only if you are a VAT vendor, please provide VAT NUMBER.**)

This service is required at 1a Herrwood Drive, Umhlanga Rocks (DELIVERY ADDRESS) on the _____ DELIVERY DATE

TERMS AND CONDITIONS:

If a Supplier fails to deliver any or all goods, or a service provider fails to perform the required services within the period specified in the Order/Contract, the KZNSB may as a penalty deduct from the Order/Contract price a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.

The Organisation's quotation form must be completed in detail, signed by the bidder and bear the signature of witnesses, and be forwarded to the KwaZulu Natal Sharks Board CFO Division. Failure to comply with these requirements may result in the quotation being disregarded.

Yours faithfully

NAME: N Mathebula _____ SIGNATURE: _____

DATE: 17/07/2020

1. ITEM REQUIRED:

QUOTATION ENQUIRY NO: 3664-ZNQ-CEO-20

DESCRIPTION	UNIT PRICE	TOTAL PRICE
<p>FACILITATION OF THE REVIEW OF THE EXISTING FIVE- YEAR (2020/21 TO 2024/25) STRATEGIC PLAN, THE ANNUAL PERFORMANCE PLAN AND OPERATIONAL PLAN FOR KWAZULU- NATAL SHARKS BOARD OVER A PERIOD OF THREE YEARS</p> <p><u>NB: PLEASE SEE THE BELOW SPECIFICATION.</u></p>		
<p><u>ADMINISTRATIVE ENQUIRIES</u></p> <p>Contact Person: Nkosingiphile Mathebula Email: nkosi@shark.co.za Telephone: 031 5660 490</p>		
<p><u>SPECIFICATION ENQUIRIES</u></p> <p>Contact person: Mpho Lekoba Email: mpho@shark.co.za Telephone: 031 5660 439</p>		
Total:		

1. The bidder must be registered with **Treasury Central Supplier Database. (CSD)**
2. The guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annexure C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time in order to substantiate the declaration made in paragraph (c) of the Local content declaration (REFER TO ANNEXB OF SATS 1286:2011).** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D, and E with the actual values for the duration of the contract.
3. The bidder must provide original Tax Clearance Certificate, unless the KwaZulu – Natal Sharks Board is in possession of a valid one.
 - 3.1 Bidders / service providers are required to submit together with their bids / quotations an original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. B-BBEE Verification certificates are valid only if issued by a verification agency accredited by either SANNAS and / or IRBA
 - 3.2 In terms of the Generic Code of Good Practice, an enterprise with annual total revenue of R5 million or less qualifies as an Emerging Micro Enterprise. EMEs are deemed to have a B-BBEE status of "level four (4) contributor". Evidence of such qualification must be a certificate issued by a **registered Auditor, Accounting Officer as defined in Section 60(4) of the Close Corporation Act No 69 of 1984** or an accredited verification agency.
 - 3.3 A verification certificate is only valid for 12 months.
4. The bidder quotation should clearly indicate the validity period.
5. Quotations must be fully completed in all respect and it is strictly essential.

6. Please confirm that your banking details are still the same. If these have changed, please submit a new application form with a bank stamp.
7. Practice note for Financial Management No. 3 of 2006 (Amendment 4 of 2010) Paragraph 3.2 (b) & (c)
 - The Accounting Officer/ Authority must settle all payments due to creditors within 30 days from receipts of an invoice unless determined otherwise in a contract or other agreement.
 - The Accounting Officer/ Authority must make no payments no earlier than necessary, avoid prepayments for goods and services unless required by contractual arrangements and accept discounts to effect early payments.
8. Quotations are to be evaluated in accordance with new Preferential Procurement Policy frame works that are promulgated by National Treasury and KwaZulu – Natal Provincial Treasury.
9. The **80/20** preference point system to be used for all procurement **up to a R 50 000 000.00 (VAT included)**

NB: Please provide the CSD supplier number which is on the Treasury letter head. Failure to comply you will be automatically be disqualified.

NB: Please confirm the availability of stock and the delivery date when submitting the quotation.

SUB TOTAL:.....
 VAT:.....
 TOTAL:.....

Name of Company.....

Authorized Signature.....

Name of Representative.....

Designation.....

Date.....

KZNSB NO.....

COMPANY STAMP



K W A Z U L U - N A T A L
SHARKS BOARD
Maritime Centre of Excellence

Request for Proposals for:	FACILITATION OF THE REVIEW OF THE EXISTING FIVE-YEAR (2020/21 to 2024/25) STRATEGIC PLAN, THE ANNUAL PERFORMANCE PLAN AND OPERATIONAL PLAN FOR KWAZULU-NATAL SHARKS BOARD OVER A PERIOD OF THREE YEARS
SCM Reference Number:	3664-ZNQ-CEO-20
Closing Date and Time:	24/07/2020

1. INTRODUCTION

The KwaZulu-Natal Sharks Board is established in terms of Section 3C of the PFMA and is governed by its legislation, the KwaZulu-Natal Sharks Board Act No. 5 of 2008 as amended ("the Act").

The KwaZulu-Natal Sharks Board has developed its Strategic Outcomes as part of its strategic planning process.

These Outcomes were further translated into Annual Performance Plan by agreement with the Shareholder, Department of Economic Development, Tourism and Environmental Affairs ("the Department").

As such they are included in the Memorandum of Understanding between the KZN Sharks Board and the Department. Performance against these action plans is reported upon, on a quarterly and/or annual basis, as the case may be.

In terms of the PFMA, Treasury Regulations and Budget Process timetable for Public Entities, an Organisational Strategic Plan document must be submitted to the Shareholder for approval by the Executive Authority. The session for reviewing the existing Five Year (2020/21 to 2024/25) Strategic Plan would require a facilitator who would facilitate, compile and produce a concise document for submission to the Department of Economic Development, Tourism & Environmental Affairs. It is for this reason that the service of a facilitator is being procured for the period of Three (3) years commencing in the financial year 2020/21 to 2022/23.

The review of the Five-Year Strategic Plan, Annual Performance Plan and Annual Operational Plan must be in accordance with the National Department of Planning, Monitoring and Evaluation's new Revised Framework for Strategic Plans and Annual Performance Plans and the Guidelines for Implementation of the Revised Framework for Strategic Plans and Annual Performance Plans.

2. INVITATION

The KwaZulu-Natal Sharks Board invites proposals from suitably qualified and experienced Corporate Strategic Management Specialists to facilitate the review session of the existing Five-Year Corporate Strategic Plan 2020/2021 to 2024/2025 over a period of three years commencing in the financial year 2020/21 to 2022/23. The Facilitator would make recommendations on the way forward, then compile and produce the entity's reviewed Strategic Plan, an aligned Annual Performance Plan and the Annual Operational Plan documents for each year over three-year period. Institutional knowledge and previous experience developing Corporate Strategic Planning within government departments will be an added advantage.

3. EVALUATION CRITERIA

3.1 Bids will be evaluated on 80/20-point system as outlined in the PPPFA of 2017.

3.2 The proposals will be evaluated in three (3) phases:

4. PHASE 1: MANDATORY REQUIREMENTS

4.1 Valid Tax Clearance certificate

4.2 Certified copy of BEE certificate

4.3 Proof of registration with CSD (central supplier Database): NB Proof to be printed from the National Treasury website.

- 4.4 Three (3) Reference letters from serviced companies: must indicate period of Strategic planning facilitation and development of Strategic plan, annual performance plan and annual operational plan.
- 4.5 Each of the Three (3) Reference Letters must be accompanied by a copy of the said developed Strategic Plan, Annual Performance Plan and Annual Operational Plan
- 4.6 CV of the Strategic Plan Facilitator(s) with minimum of 7 years' experience and certified copies of qualifications
- 4.7 The company profile
- 4.8 Payment proposal / structure / schedule for each year.

NB: Complete the table below to indicate the experience you have in Strategic Planning Management and facilitation of the workshop

Company Serviced	Start Date	End Date	Value of Contract	Reference & Contact Details

5. EVALUATION FOR FUNCTIONALITY

Phase 2: Bidders will be evaluated based on functionality. The minimum threshold for functionality is 50 out of 80 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

Criteria				Total Weights
Three (3) Reference letters from serviced companies				30
0 Points No Reference Letter	5 Points 1 Reference Letters	15 Points 2 Reference Letters	30 Points 3 Reference Letters	
Experience of the Facilitator(s)				30
0 Points Less than 7 years of experience	5 Points 7 years of experience	15 Points 8-9 years of experience	30 Points 10 years' experience and above	
Samples of documents				20
0 Points No sample of documents	5 Points One sample of each documents	15 Points Two samples of each documents	20 Points Three samples of documents	
Total				80

Phase 3: EVALUATION FOR PRICE AND BBBEE

Price	80
BBBEE compliance	20

6. ASSIGNMENT MANAGEMENT

The service provider appointed by the KZNSB is expected to work closely with the Manager Office of the CEO:- Monitoring & Evaluation, or such other delegated as may be applicable from time to time.

7. PROVISION OF THE REVIEW OF THE CORPORATE STRATEGIC PLAN, ANNUAL PERFORMANCE PLAN & ANNUAL OPERATIONAL PLAN

The service provider is expected to assist the KZNSB by performing the following services annually for 3 years:

- 7.1 Pre-planning, research and literature review of the existing Corporate Strategic Plan and all other documents thereof in preparation for the strategic plan workshop;
- 7.2 The service provider must be able to facilitate a minimum of 2-day workshop and post workshop analysis. The venue would be the KZNSB Head Quarters in Umhlanga, or such other alternative venue as may be applicable from time to time.
- 7.3 Formulation of a strategic report (Strategic Plan, APP and AOP) in compliance with PFMA, Treasury Regulations, PGDP and National Treasury Framework for Managing Programme Performance Information and the DPME new Revised Framework for Strategic Plans and Annual Performance Plans documents;
- 7.4 Align individual annual performance agreements of all Heads of Divisions to the Strategic Planning and Annual Performance Plan documents;
- 7.5 The service provider must be able to present a full report which would be submitted to the Shareholder Department for approval, on the way forward and complete the development of the Corporate Strategic Plan and all necessary documentation.
- 7.6 The report should clearly define the findings & recommendations.

8. SCOPE OF WORK AND DELIVERABLES

The work should be undertaken in several phases each year as follows:

Phase 1: Project Initiation:

The service provider will prepare an agreed scope of work for approval by the client.

Phase 2: Strategic Plan Workshop Preparation:

The facilitator will review information provided (Strategic Plan and APP 2020/21, PGDP, DPME new Revised Framework for Strategic Plans and APPs, National Treasury Framework for managing programme Performance Information, PFMA and Treasury Regulations. The

facilitator will then prepare facilitation templates for strategic plan workshop and distribute them after a 1-day pre-workshop discussion with KZNSB management before the strategic plan workshop. The First Draft of the 2021/22 documents should be produced latest by end July 2020.

Phase 3: Facilitation of strategic plan workshop:

The facilitator(s) will conduct a 2-3 days' workshop in July 2020 with Board members, management and such other stakeholders as may be applicable from time to time to revise the Corporate Strategic Plan 2020/2021 to 2024/2025 for the purposes of performance management and improved service delivery.

Phase 4: Formulation of the Strategy Report:

The facilitator(s) is expected to produce the Strategic Plan reports and approval will be obtained from KZN Sharks Board management. The draft documents should be drafted based on the inputs from the Board members and management.

Phase 5: Review of reports:

The facilitator(s) will submit a second draft report to the Client and the recommended changes will be collated and inserted into the report latest by October 2020.

A third draft report will be produced, and re-submitted and allowance for changes will be given. This report will be submitted by the KZNSB to DEDTEA and Provincial Treasury for review.

Project close out:

The final project deliverables (six hard copies of each and electronic version of the final reports, in colour) will be handed out to the KZNSB Chief Executive Officer at a close out meeting on 05 March 2021.

Key deliverables are:

- Reviewed Five Year Strategic Plan 2020/2021 to 2024/2025
- Annual Performance Plan 2021/2022
- Annual Operational Plan 2021/2022

This process is to be repeated each year for a total of three years from inception.

9. ANTICIPATED TIME FRAMES

- 9.1 The workshop is expected to be completed within Three (3) days.
- 9.2 The KZNSB expects the service provider to submit a full final report in hard copy and electronic copy by 05 March 2021.
- 9.3 There will be no extension on time frames.
- 9.4 Payment will be made within 30 days from date of invoice.

10. REPORTING

A final report will be submitted by the service provider at the end of the assignment by 05 March 2021 for consideration and acceptance by the Chief Executive Officer.

11. KZNSB have a right to cancel the Order in writing if the supplier fails to fulfil the obligation agreed on the specification.

12. KZNSB reserves the right:

- Not to appoint any service provider;
- To appoint more than one service providers.

13. The payment will only be made after the services have been satisfactorily rendered.

14. CONTACT PERSONS AND SUBMISSIONS

All Administrative enquiries can be directed to **Sbusiso Mzelemu** Supply Chain Management as per email: mzelemu@shark.co.za Telephone number: 031 566 0422

All Specification enquiries can be directed to **Mpho Lekoba** as per email: mpho@shark.co.za Telephone Number: 031 566 0400.

KwaZulu-Natal Sharks Board
Supply Chain Management
1A Herrwood Drive
uMhlanga Rocks
4320

Submissions should be hand delivered to the above address before **11:00am** on the closing

date.

Late submissions will not be accepted or considered.