

# MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

## REQUEST FOR QUOTATIONS (PROPOSALS)

### PROVISION OF A SERVICE PROVIDER TO PROVIDE RISK MANAGEMENT SERVICES

**DATE: 29 AUGUST 2022**

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from suitably qualified service provider/s to develop provide Risk Management Services.

Service providers must submit their offers with this official MGSLG bidding document.

Completed document must be in a sealed envelope clearly marked with the RFQ name and placed in tender box at: MGSLG Offices, Physical Address: 40 Hull Street, Vrededorp, Johannesburg by no later than **11h00 on Monday, 05 September 2022**. Bidders must sign the submission register placed at the reception before depositing their proposal in the tender box.

Telegraphic, faxed, emailed or posted proposals will not be accepted. Bidders must attach the following mandatory returnable documents in order to be considered for this RFQ:

- Original and valid tax clearance or Printed copy tax clearance certificate accompanied by a pin for further verification.
- Certified ID(s) copies of company director(s)
- Certified Proof of company registration
- Company municipal rates, electricity or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- Completed and signed Standard Bidding Document attached in the tender document.
- Proof of registration on National Treasury Central Supplier database.
- Proof of company banking details e.g. bank letter with bank stamp, Company bank statement, code rating letter from the bank or any physical proof from the bank, the evidence must not be older than three months.

**Failure to submit all of the above mentioned document will result to the disqualification of the bid.**

Evaluation will be done on the following two-stage process in terms of National Treasury implementation guide. Preferential procurement regulations, 2011 pertaining to the preferential procurement policy framework act, no 5 of 2000. Only service providers who achieve a minimum of 80% of the total available points will qualify for stage two of the Evaluation process.

#### **THIS BID WILL BE EVALUATED IN TWO STAGES**

##### **STAGE ONE: FUNCTIONALITY CRITERIA**

Functionality criteria will be used to allocate points to bidders as listed below. Bidders must obtain minimum of **80%** in order to proceed to stage 2 of the bidding process.

##### **STAGE TWO: PRICE AND BBBEE POINTS CLAIM**

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders must submit a **certified BBBEE certificate issued** by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.

All Technical enquiries relating to this quotation request must be directed to procurement emailed to: [procurement@mgsi.co.za](mailto:procurement@mgsi.co.za) during office hours (8:00 - 16:30) weekdays. The MGSLG does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.

THE FOLLOWING PARTICULARS MUST BE FURNISHED BY THE SERVICE PROVIDER  
**(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED ?

YES/NO

(IF

YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

## 1. PREAMBLE

Matthew Goniwe School of Leadership and Governance (MGSLG), is a Non Profit Company (NPC) established by the Gauteng Department of Education (GDE) to serve as a capacity building arm to provide training intervention programmes for School Governing Bodies, School Management Teams, Teachers, District Officials, Learners and Parents.

## 2. OBJECTIVE

The objective of this bid is to appoint a suitably qualified and experienced service provider to provide Risk Management services to the Matthew Goniwe School of Leadership and Governance (MGSLG).

The primary objectives of the services required are as follows:

- To analyse findings of the MGSLG risk maturity assessment conducted in 2021.
- Implement the recommendations as per the maturity assessment in line with the MGSLG risk maturity roadmap.
- Further identify areas of improvement in line with best practise and prescribed risk management frameworks.
- Provide training for executive management, risk champions and staff.
- Develop a business continuity plan.

## 3. SCOPE OF WORK

The successful service provider will provide Risk Management services to the MGSLG. The service provider will be expected to deliver amongst others the following key requirements:

Scope of work	Deliverables
Analyse finding of the MGSLG risk maturity assessment conducted in 2021	Project plan the implementation of recommendations for the improvement of risk maturity level
Assist MGSLG Executives to implement the recommendations of the risk maturity assessment report in line with the approved risk maturity roadmap.	Produce reports which are complete, accurate and valid for sign-off by relevant Branch Heads and the Audit and Risk Committee, and the Board. These will include amongst others operational risk registers, strategic risk register, key risk indicators; and risk appetite and tolerance levels.
Provide business continuity management support to MGSLG	Conduct business impact assessment for each functional area and produce business continuity plans in support of disaster recovery plan.
Train MGSLG Executive, risk champions and staff on risk management	Produce training manuals and conduct training workshops for MGSLG

The provision of risk management services will address the following risk management phases:

### 3.1 Planning

3.1.1 Understanding the MGSLG operating model and context

3.1.2 Reviewing the MGSLG risk maturity assessment plan

### 3.2 Execution

3.2.1 Develop a project plan on how to implement the improvement plans defined in the risk maturity assessment.

3.2.2 Implementation of the risk maturity assessment recommendations for the actions required up to a period of five months.

### 3.3 Reporting

3.3.1 Provide updated operational risk registers.

3.3.2 Provide a status on the ERM Maturity levels of the organisation.

3.3.3 Provide a report on the risk appetite and tolerance levels.

3.3.4 Provide a risk maturity improvement plan.

3.3.5 Provide Business Impact Assessments for each functional areas as well as the development of the business continuity plan in support of the disaster recovery plan.

### 3.4 Training

3.4.1 Produce training manuals for executives, risk champions and entire staff

3.4.2 Conduct training workshops for the entire staff.

## 4. Reporting Requirements

The service provider shall report to the Chief Financial Officer (CFO).

The following are key stakeholders for the duration of the project:

- Management Committee of MGSLG

## 5. Evaluation Criteria

Criteria	Scoring	Weight
<p><b>1. Work experience</b></p> <p>1.1 Reference letters as evidence for provision of risk management services.</p> <p><i>References must not be older than 5 years on a client letterhead and must reflect the following: client name, description of work conducted, year conducted, contact person and details; and signature of relevant authority. The letter must also indicate quality of service rendered.</i></p> <p><b>3 letters</b>  <b>2 letters</b>  <b>1 letter</b>  <b>0 letter and/or poor service rating</b></p>	<p><b>30 points</b>  <b>20 points</b>  <b>10 points</b>  <b>0 points</b></p>	<b>30</b>
<p>1.2 Technology: <u>Availability of risk management software.</u></p> <p><i>The effectiveness and ease of use of the software to be included in the reference letter.</i></p> <p><b>Availability of risk management software</b>  <b>Non-availability of risk management software</b></p>	<p><b>5</b>  <b>0</b></p>	<b>5</b>
<p><b>2. Methodology and project plan</b></p> <p><i>Bidder(s) must provide a detailed project outlining methodology, deliverables, and timeframes</i></p> <p><b>Project plan with clear timelines and deliverables</b>  <b>Demonstrate understanding of risk maturity assessment</b>  <b>Demonstrate understanding of development of risk tolerance and appetite levels</b>  <b>Facilitation skills of risk management training</b></p>	<p><b>10</b>  <b>10</b>  <b>10</b>  <b>10</b></p>	<b>40</b>
<p><b>3. Qualifications:</b></p> <p><i>Provide proof of qualifications and professional competencies in Risk Management</i></p> <p><b>Relevant tertiary qualification in ERM</b>  <b>No qualification or any other qualification</b></p>	<p><b>10</b>  <b>0</b></p>	<b>10</b>
<p><b>Experience:</b></p> <p><i>Submission of abridged CV(s) of project staff:</i></p> <p><b>Project leader:</b>  <b>More than 7 years</b>  <b>Between 5 -7 years</b>  <b>Less than 5 years</b></p> <p><b>Project Staff:</b>  <b>5 years or more</b>  <b>Between 3 -4 years</b>  <b>Less than 3 years</b></p>	<p><b>10</b>  <b>5</b>  <b>0</b></p> <p><b>5</b>  <b>3</b>  <b>0</b></p>	<b>15</b>
<b>Total</b>		<b>100</b>
<b>Minimum qualifying score</b>		<b>80 points</b>

## STAGE 2 OF THE EVALUATION PROCESS

### Price and Preferential Points

The following preference point systems are applicable to this bids:

The 80/20 system for requirements with a Rand value below R50 000 000.00

The value of this bid is estimated to be below R50 000 000.00 and therefore the 80/20 system shall be applicable.

Points for this bid shall be awarded for:

Price and Preferential Procurement Framework Act

The points allocated for price will be calculated as follows:

*80/20 Preference point system [(for acquisition of services, works or goods with a Rand value below R1million) (all applicable taxes included)].*

Where

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

$P_s$  = Points scored for comparative price of bid or offer under consideration

$P_t$  = Comparative price of bid or offer under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid or offer.

Points scored will be rounded off to the nearest 2 decimal places.

Step 2: Calculation of points for B-BBEE status level of contributor

Points will 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 (80/20 system)
1	20
2	18
3	16
4	12
5	08
6	06
7	04
8	02
Non-compliant contributor	00



7. Matthew Goniwe School of leadership and Governance

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>“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) MGSLG Employees and members of its board
- (c) Any municipality or municipal entity;
- (d) Provincial legislature;
- (e) National Assembly or the national Council of provinces; or
- (f) Parliament.

<sup>2</sup>“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, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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.....  
.....

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 Tax Reference Number	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

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Name of bidder

