

TENDER BRIEFING FOR ENTERPRISE AND SUPPLIER DEVELOPMENT PROGRAMME AT THE NATIONAL ENERGY REGULATOR FOR A PERIOD OF 3 YEARS

DATE- 12 OCTOBER 2020, 10h00-11H00



RULES FOR VIRTUAL MEETING

- ❑ Keep your video camera off at all times during the meeting;
- ❑ Please use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the participant is allowed to speak. This is to ensure that there is no audio feedback, which makes it difficult for the other meeting participants to hear the person who is speaking;
- ❑ Participants are discouraged from connecting into two devices as this also gives bad audio feedback;
- ❑ To get the attention of the presiding officer (Chairperson), you must raise your hand and once permitted to speak unmute your mic and mute at the end of your input;
- ❑ Immediately after you have made your input, always ensure that your hand is lowered to avoid a lingering hand thus confusing the presiding officer (Chairperson);
- ❑ During the time that you are speaking avoid making irrelevant comments, be precise and to the point in order to save time;
- ❑ Ensure that you have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable;

The use of the chat room

- ❑ The chat room should be used to communicate a message to the Chairperson or the meeting about any matter pertaining to the meeting;
- ❑ Private chats should be kept private in the chat room and not be visible to other participants; and any comment/statement made in the chat room may constitute the official record of the meeting.

1. Opening and Welcome

2. Attendees

- 2.1 Nthupheni Ragimana(HOD: SCM/ Facilities) -Chairperson
- 2.2 Zodwa. Nkosi(Supply Chain Manager)
- 2.3 Vhonani Singo(HOD: Financial Management & Governance)
- 2.4 Xolani Mdluli(Supply Chain Officer)
- 2.5 David Mashiane(Legal Advisor)
- 2.6 Bidders as per the attendance register

3. Tender Procedure

- 3.1 Bid Information
- 3.2 Evaluation Criteria
- 3.3 Enterprise and Supplier Development

4. Bid Technical/Functionality Information

- 4.1 Terms of Reference
- 4.2 Evaluation Criteria








5. Questions and Answers

TENDER PROCEDURES

DESCRIPTION	BID FOR THE ENTERPRISE AND SUPPLIER DEVELOPMENT PROGRAMME AT NATIONAL ENERGY REGULATOR FOR A PERIOD OF 3 YEARS
BID AVAILABILITY	<ul style="list-style-type: none"> ✓ Bid may be downloaded directly from Government Bulletin, NERSA website ✓ OR e-Tender Publication Portal at www.etenders.gov.za free of charge.
COMPULSORY BRIEFING SESSION	<ul style="list-style-type: none"> ✓ A Virtual Non - compulsory briefing ✓ Closing date for enquiries: 13 October 2020 @12:00 ✓ Only emails are allowed ✓ Minutes will be email on : 14 October 2020
BID SUBMISSION	<ul style="list-style-type: none"> ✓ 11:00 am (Telkom Time) on Thursday 22 October 2020- to be extended till 5 November 2020 Strict Rule ✓ Bidders must ensure that bids are delivered timeously to the correct address. ✓ As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration. ✓ NERSA offices are opened 24 hours (Monday to Friday) ✓ Observe strict rules on NERSA COVID 19 Protocols- No Mask , No Entry & 1.5 meter Social Distancing
VALIDITY PERIOD	90 Business Days from Closing Date.
CLARIFICATION POST BRIEFING SESSION	<ul style="list-style-type: none"> ✓ Queries relating to the Bid should be submitted to SCM@nersa.org.za in writing. ✓ In the interest of fairness and transparency Nersa's, response are shared to all attended the compulsory briefing.

<p>DISCLAIMER</p>	<p>Suppliers shall not share, transfer or pass-on any information of this bid document with any third party without prior written consent from NERSA. A supplier who violate this provision will be automatically disqualified. Consequently, NERSA will not consider the proposal of such third party.</p>
<p>LIST OF RETURNABLE DOCUMENTS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All SCM forms completed and signed (e.g. declaration of interest, declaration of local content, past supply chain practices,) ✓ BBB-EE Certificate, Sworn Affidavit for EMEs ✓ CSD registration summary report ✓ SARS Tax Compliance unique PIN ✓ Technical proposal/financial proposal
<p>SUBMISSION OF BID REQUIREMENTS</p>	<ul style="list-style-type: none"> ✓ One (1) original of the bid document plus one (1) CD or memory stick that contains the duplicate of the original submission . ✓ The original bid document must be fully completed and/or signed in ink and thereafter duplicate the original in the Memory stick with all its attachments. ✓ NB: Bidder(s) will be disqualified for failing to submit the original plus one (1) CD/memory stick. Failure to include all attachments in the CD/memory stick will result in automatic disqualification. Bidder(s) will also be disqualified for submitting a blank CD/memory stick. ✓ In addition, Bidders must submit a CD/memory stick sealed in a closed envelope for submission. ✓ The financial proposal should be submitted separately in a sealed envelope

EVALUATION CRITERIA

Stage 1 Prequalification	Stage 2 Compliance Check	Stage 3 Technical/ Functionality	Stage 4 Price and BBB-EE	Stage 5 Negotiation & Award
 <ul style="list-style-type: none"> • BBB-EE Level 2 OR • Improvement Plan 	  <ul style="list-style-type: none"> • Completed SCM forms 	   <ul style="list-style-type: none"> • 60% Minimum threshold required 	<ul style="list-style-type: none"> • Price 80 • BBBEE 20 • Final Score Out of 100 	 <p>Final Recommendation/award</p>

CRITERIA	WEIGHTINGS
Proposed ESD Programme	40
The prospective bidders should submit documentary proof of similar projects undertaken with contactable references	20
Qualification and competency of overall project team members in terms of par 5.2 and; 5.3	20
Project Plan/Work Plan	20
Total weightings	100
MINIMUM QUALIFYING SCORE	60%

- ❑ **Bidders must ensure that they submit the following information.**
- ✓ Submit the signed standard bid documents.
- ✓ Provide a detailed proposal to deliver the ESD programme, execution strategy, identification and selection of beneficiaries to graduation process.
- ✓ Provide a Qualifications of team members and collective experience in terms of par 5.2 and 5.3.
- ✓ Provide a detailed work plan with milestones and deliverables project plan.
- ✓ Provide a track record of similar projects undertaken with contactable references Table 1.
- ✓ Provide complete and submit the pricing schedule in the prescribed format of Table 3.

Bid Technical /Functionality Information

- ❑ 2017/18 Financial year – 1st B-BBEE accreditation
- ❑ Obtain level 7 B-BBEE status however because of zero score on ESD, discounted to Level 8 B-BBEE contribution status
- ❑ Developed a BBEE strategy and was approved
- ❑ NERSA strategy requires suppliers to be Level 3 B-BBEE status or B-BBEE improvement plan
- ❑ B-BBEE improvement plan will be monitored during the contract period
- ❑ 2nd BBEE accreditation is in progress
- ❑ In line with B-BBEE strategy -Target over a financial year:
 - ❑ 2020/21 Financial year- Level 2 Or Improvement Plan

- ❑ Provide a turnkey solution in the development and implementation of the programme which should include identification of beneficiaries, mentoring and coaching of beneficiaries.
- ❑ Develop and manage a programme that will enable existing beneficiaries to develop through various stages to graduation in line with the requirements of the revised Broad Based Black Economic Empowerment.
- ❑ The envisaged programme is expected to run for three (03) years from start up to graduation stage
- ❑ The expected start date is within a month from date of signing the contract.
- ❑ The appointed service provider will be required to develop a methodology that addresses the following areas but not limited to:
 - ESD development programme execution strategy i.e. the process flow from identification and selection of beneficiaries to graduation.
 - Beneficiaries identification and selection process
 - Diagnostic process to identify EMEs challenges and align with training methodology required to develop ESD
 - Business development/ Training phase of EMEs
 - Quarterly progress reporting on the implementation of the ESD programme to NERSA Project team.
 - road map for ESD programme in accessing markets and funding for black to ensure sustainability upon graduation.

- ❑ The envisaged training programme is expected to ensure the following outcomes of development are achieved:
 - Management and labour skills transfer
 - Establishment of an administrative system
 - Business development skills transfer
 - Business skills transfer with an emphasis on negotiation skills
 - Technical skills transfer
 - Legal and Compliance
 - Procurement Skills Transfer
 - Financial Management skills
 - Marketing and Branding
 - Access to or implementation of business systems
- ❑ Monthly progress reporting on the on the implementation of the ESD programme
- ❑ Final report of the programme to be presented to Nersa Management and Graduates.

QUESTIONS AND ANSWERS