

SERVICES REQUISITION FORM

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)

Date issued	07 June 2023	RFQ number	RFQ/RME/19/2023
Closing Date:	13 June 2023	Closing Time:	11H00am
DESCRIPTION:	SERVICE PROVIDER TO FACILITATE THE CATHSSETA BOARD STRATEGIC PLANNING SESSION.		

1. PURPOSE

- 1.1. The purpose of this request is to invite suitably qualified and experienced service providers to submit proposals to facilitate a CATHSSETA Board Strategic Planning Session on the **29th and 30th of June 2023 in the Magaliesburg or Johannesburg South** area.

2. SCOPE OF WORK

- 2.1. The scope of service for the appointed service provider is to facilitate the CATHSSETA's Board Strategic Planning session in line with the CATHSSETA's planning process and the Department of Planning, Monitoring and Evaluation's (DPME's) Framework for Strategic and Annual Performance Plans. Services will include:

2.1.1. Facilitating a two (2) day strategic planning session planned for the 29th and 30th of June 2023 in Gauteng.

2.1.2. Facilitating a participatory and engaged session wherein all participants gain a deeper understanding of the strategic planning process for public entities; and

2.1.3. Facilitating discussions on the SETA's internal and external performance environment and CATHSSETA's strategy, i.e., theory of change, envisioned outcomes, and impact as set out in the CATHSSETA's Strategic Plan (SP) and Annual Performance Plan (APP).

2.1.4. Preparatory work for the session will include:

Facilitator for 2023/24 Board Strategic Planning Session

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

- 2.1.4.1. CATHSSETA document review, including CATHSSETA 's approved Sector Skills Plan (SSP), SP, APP, DMPE Framework for Strategic and Annual Performance Plans, the Economic Reconstruction and Recovery Plan (ERRP), and the Economic Reconstruction and Recovery Plan Skills Strategy (ERRP SS).
- 2.1.4.2. Baseline consultation with relevant CATHSSETA Management; and
- 2.1.4.3. Development and preparation of facilitation material to be submitted to CATHSSETA Management before the session.
- 2.1.5. The facilitator should be accompanied by their own secretariat:
 - 2.1.5.1. Support the facilitator and CATHSSETA's Board during the session; and
 - 2.1.5.2. Prepare a report to be presented as a last item in the agenda - outlining key highlights, outcomes, and resolutions or decisions made.
- 2.1.6. Post-session report outlining:
 - 2.1.6.1. Discussions, key highlights, and outcomes of the strategic planning session;
 - 2.1.6.2. Organisational strategies to improve performance in line with outcomes of strategic planning session;
 - 2.1.6.3. Situational analysis;
 - 2.1.6.4. Internal and External Environmental Analysis;
 - 2.1.6.5. Explicit Theory of Change; and
 - 2.1.6.6. Recommendations

3. SERVICE PROVIDER MANDATORY REQUIREMENTS

- 3.1. The facilitator should demonstrate the following competencies:
 - 3.1.1. Expert skills in organisational strategy with a key focus on facilitating and implementing strategic sessions;
 - 3.1.2. Expert skills in monitoring and evaluation;
 - 3.1.3. Demonstrate understanding of the DPME's Framework for Strategic and Annual Performance Plans;

- 3.1.4. Demonstrate understanding of the National Development Plan (NDP) 2030 and National Skills Development Plan (NSDP), 2030 and their accompanying outcomes;
- 3.1.5. Thorough knowledge and understanding of corporate governance principles and King IV principles;
- 3.1.6. Governance knowledge and experience in a SETA context or environment including having actively been involved in the sector at a strategic level;
- 3.1.7. Strong understanding and knowledge of the post-school education and training sector;
- 3.1.8. Experience in strategy development;
- 3.1.9. A good understanding of the CATHSSETA's operating environment and the six sub-sectors; and
- 3.1.10. Experience in facilitating strategic planning sessions at the Board level.

4. EVALUATION CRITERIA

- 4.1. The quote will be evaluated in accordance with the 80/20 preference point system - Price and Specific Goals
- 4.2. The contract will be awarded to the service provider that scores the highest total number of points.
- 4.3. Responses will be evaluated in accordance with the following functionality criteria:

Evaluation Criteria for Functionality		Weight/ Points
1.	General approach and methodology	50
2.	Experience/proven track record in Facilitator Services	30
3.	Reference letters	20
	Total	100

Technical Evaluation Criteria Item	Scores
General approach and methodology	
Full responsiveness to RFQ requirements	50
Partial responsiveness to RFQ requirements	25
Not responsive to RFQ requirements	0
Experience/proven track record in Facilitator Services	
More than 8 years of experience	30
5 years' experience	20
Less than 5 years of experience	10
Reference letters	
More than 3 reference letters	20
3 reference letters	15
2 reference letters	10
1 reference letter	5
no reference letter	0
TOTAL	100
The reference letters must be on the referee's company letterhead indicating work done, and for how long and must have contactable previous client details.	
Certified copies to be valid within six (6) months of the date of this request.	
A minimum qualifying score for functionality is 70 points	

5. CONTRACT PERIOD

- 5.1. The service provider will be required to submit a report within a week after the completion strategic planning session. Should the estimated time of delivery exceed the prescribed period, this must be indicated in the proposal.

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



6. ADMINISTRATIVE REQUIREMENTS

- 6.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 6.2. Completed and signed SBD4, SBD 6.1
- 6.3. Valid Tax Compliance Pin issued by SARS.
- 6.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 6.5. All RFQ-related responses must include the RFQ number as the subject matter.
- 6.6. Central Supplier Database (CSD) Supplier Number.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.