

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



## REQUEST FOR QUOTATION (RFQ)

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

Date issued	05 July 2022	RFQ number	RFQ/BOARD STRAT/001/2022
Closing Date:	08 July 2022	Closing Time:	15h00pm
DESCRIPTION OF SERVICES:	EXPERIENCED SERVICE PROVIDER TO SUBMIT PROPOSALS FOR THE FACILITATION OF THE CATHSSETA BOARD STRATEGIC PLANNING SESSION.		

### PURPOSE

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 **14<sup>th</sup> and 15<sup>th</sup> of July 2022**.

### SCOPE OF WORK

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 (DPME) Framework for Strategic and Annual Performance Plans. Services will include:

- **Facilitating a two (2) day strategic planning session planned for the 14<sup>th</sup> and 15<sup>th</sup> of July 2022 around the area of Muldersdrift, Gauteng;**
- Facilitating a participatory and engaged session wherein all participants gain a deeper understanding of the strategic planning process for public entities; and

Facilitator for the Board Strategic Planning Session

Page 1 of 4

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe  
• Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela • Ms Lesiroha Lesutu  
• Ms Maureen Nzuza

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- 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 and Annual Performance Plan.

#### **Preparing for the session:**

- CATHSSETA document review, including CATHSSETA 's approved Constitution, Sector Skills Plan, Strategic Plan, Annual Performance Plan, DMPE Framework for Strategic and Annual Performance Plans, South African Economic Reconstruction and Recovery Plan, and Economic Reconstruction and Recovery Skills Strategy;
- Baseline Consultation with relevant CATHSSETA Management; and
- Development and preparation of facilitation material to be submitted to CATHSSETA's Management prior to the session.

#### **The facilitator should be accompanied by their own secretariat:**

- Direct or guide the session; and
- Prepare a detailed report to be presented as a last item in the agenda - outlining key highlights, outcomes, and resolutions or decisions made.

#### **Post-session report outlining:**

- Discussions, key highlights, and outcomes of the strategic planning session;
- Organisational strategies to improve performance;
- Situational analysis;
- Internal and External Environmental Analysis;
- Explicit Theory of Change; and
- Recommendations

### **SERVICE PROVIDER SKILLS & COMPETENCIES REQUIREMENT**

The facilitator(s) should demonstrate the following competencies:

Facilitator for the Board Strategic Planning Session

Page 2 of 4

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- Expert skills in organisational strategy with a key focus on facilitating and implementing strategic sessions (**Submit 5 reference letters for similar project undertaken**).
- Expert skills in Monitoring and Evaluation.
- Demonstrate understanding of the DPME Framework for Strategic and Annual Performance Plans.
- Demonstrate understanding of the National Development Plan, 2030 and National Skills Development Plan, 2030 and accompanying outcomes.
- Thorough knowledge and understanding of corporate governance and Kind IV principles.
- Governance knowledge and experience in a SETA context or environment including having actively been involved in the sector at a strategic level.
- Strong understanding and knowledge of the post-school education and training sector.
- Experience in strategy development.
- A good understanding of the CATHSSETA operating environment and the six sub-sectors; and
- Experience in facilitating strategic planning sessions at Board level (**Submit CVs of personnel**).

## COSTING

Provide the total cost of the product as per the specific deliverables and milestones

Item No.	Description	Quantity	Unit	Total Price (VAT excluded)	Total Price (VAT included)
1.	CATHSSETA's Board Strategic Planning Session	1	Sum		

The price quoted by the prospective service provider must include Value Added Tax (VAT).

## EVALUATION CRITERIA

Quote will be evaluated in accordance with the **80/10** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) - Price and B-BBEE

Facilitator for the Board Strategic Planning Session

Page 3 of 4

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Evaluation. The project will be awarded to the service provider that scores the highest total number of points.

#### **CONTRACT PERIOD**

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.

**Delivery date: 14<sup>th</sup> July 2022 – 15 July 2022**

#### **ADMINISTRATIVE REQUIREMENTS**

- Quote/Pricing with clear breakdown and RFQ total inclusive of VAT
- Proposal with **5 Reference letters** within the last 5 years & CVs of the personnel (resource) for Facilitation to demonstrate experience and qualifications.
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

**Responses/Proposals must be forwarded to this email address**

**[supplychain@CATHSSETA.org.za](mailto:supplychain@CATHSSETA.org.za) on or before the closing date of the 08<sup>th</sup> of July 2022 at 15h00pm.**