

**ANNEXURE A – INSTRUCTIONS TO BIDDERS: CONSULTANCY FOR STRATEGIC DEVELOPMENT AND PLANNING FOR SOUL CITY INSTITUTE**

In submitting their tenders, Bidders must respect all instructions, formats, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

**1. SERVICES TO BE PROVIDED**

The services required by the Bidder are described in the terms of reference, attached as Annexure B of this tender dossier.

**2. TIMETABLE**

<b>Activity</b>	<b>Deadline date</b>
Advertisement of tender	10 July 2024
Virtual Non-Compulsory Tender Briefing. Kindly follow link on website	15 July 2024 @ 12:00-13:00
Bidders to submit written questions on or before:	17 July 2024 @ 16:00
Soul City Institute to respond to bidders' written questions on or before:	22 July 2024 @ 14:00
Tender Submission	24 July 2024 @ 16:00
Tender Evaluation	25-31 July 2024
Interviews/Presentation with selected Bidders	01 August 2024
Project Initiation and contracting process	15 August 2024

**3. PROPOSAL OFFER TO SOUL CITY**

The Bidder must provide one proposal, covering the followings sections:

- Technical Offer - The technical offer must include a response to the terms of reference.
- Financial Offer- The financial offer must include a response to the terms of reference.

#### 4. **EVALUATION PROCESS**

After the closing date and time, Soul City will evaluate the proposals with reference to the evaluation criteria.

##### 4.1 **Pre-Qualification Process (Gate 0)**

The pre-qualification criteria include submission of the following administrative documents:

- Valid (not expired) B-BBEE Certificate.
- A valid (not expired) tax clearance certificate from SARS.
- Company bank confirmation letter not older than 3 months.
- A copy of the Certificate of incorporation and relevant up to date COR39 issued by CIPC.
- Proof of company residence.

Bidders who fail to submit the **ALL** of the required abovementioned documents will be automatically disqualified and will not proceed to technical evaluation.

##### 4.2 **Technical Evaluation (Gate 1) – [70 Points]**

Only Bidders who have met the pre-qualification criteria in Gate 0 will be evaluated in Gate 1 for mandatory evaluation. The table below contains the mandatory evaluation criteria.

		<b>MAXIMUM SCORE</b>
<b>TECHNICAL CRITERIA</b>	<b>EVALUATION AREA &amp; SCORING</b>	<b>70</b>
5-10 years of relevant company experience in consulting focused on strategic development within an NGO environment.	*5-10 years' experience at NGO level: <b>5 points</b> *5-10 years' experience outside NGO – <b>3 points</b> *0-4 years' experience in any environment- <b>0 points</b>	<b>5</b>
Comprehensive proposal covering key elements including: 1. Methodology Development 2. Needs Assessment 3. Stakeholder Engagement	*Excellent, logically structured proposal covering all key elements - <b>20 points</b> *Good, well-structured proposal covering all key elements - <b>10-15 points</b> *Incomplete & inadequate proposal covering key elements - <b>0-5 points</b>	<b>20</b>
Comprehensive proposal detailing development of 5-year strategic plan, presentation & validation process as per Scope of work (SOW) requirements.	*Excellent, logically structured proposal with clear 5-year strategic plan, presentation & validation process - <b>20-30 points</b> *Good, well-structured proposal with clear 5-year strategic plan, presentation & validation process - <b>10-15 points</b> *Inadequate proposal with unclear 5-year strategic plan, presentation & validation process – <b>0-5 points</b>	<b>30</b>
Provide a clear 3 months' implementation work schedule.	*3-months' work schedule: <b>10 points</b> *3-5-months' work schedule: <b>5 points</b> *>5-months' work schedule: <b>3 points</b>	<b>10</b>
At least 3 references demonstrating previous strategic development consultancy work.	*Provision of 3 references: <b>5 points</b> *Provision of 2 references: <b>3 points</b> *One or no references: <b>0 points</b>	<b>5</b>

Technical evaluation will be scored out of **70 points**. Bidders must score a minimum threshold of **50 points** out of **70 points** to proceed to the next stage of evaluation. If a Bidder does not meet the technical-evaluation minimum threshold, it will be disqualified, and its proposal will not be evaluated further.

**4.3 Financial Offer – Price Evaluation (Gate 2, Stage1) [20 Points]**

Only Bidders who have met or exceeded the minimum threshold for functionality in the technical evaluation will be evaluated further.

- Soul City seeks a breakdown of all costs, to be capture on the pricing template (Annexure C).
- Points for the price evaluation will be calculated in accordance with the formula stated below.
- Failure to price as per the provided pricing template will result in automatic disqualification from pricing evaluation.

Price evaluation formula	Points
$Ps = 20 \left( \frac{Pt - Pmin}{Pmin} \right)$	<b>20</b>
<b>Where</b>	
Ps = Points scored for price of proposal under consideration	
Pt = Rand value of proposal under consideration	
Pmin = Rand value of lowest acceptable proposal	

**4.4 B-BBEE Evaluation (Gate 2, Stage 2) [10 Points]**

The below 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
Level 1-2	8
Level 3-4	6
Level 5-8	2
Non-Compliant	0

An entity with at least 30% Black women ownership will be awarded a further 2 points

**5. Submission of tenders**

Proposals are to be electronically submitted to [procurement@soulcity.org.za](mailto:procurement@soulcity.org.za) not later than the closing date which is the 24 July 2024 at 16:00.

No late proposals will be accepted and considered for evaluation. Soul City reserves the right to award the contract to one or more service providers.

**6. Period during which tenders are binding**

Bidders are bound by their tenders for 45 days after the deadline for the submission of tenders.

**7. Alteration or withdrawal of tenders**

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Paragraph 5.

**8. Costs for preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender as well as attending the interview shall be reimbursable. All such costs shall be borne by the tenderer.

**9. Ownership of tenders**

The contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, Bidders have no right to have their tenders returned to them.

**10. Confidentiality**

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Tender Committee's decisions are collective, and its deliberations are held in closed session.

The evaluation reports and written records are for official use only and may not be communicated to either the Bidders or to any other party.