



GAUTENG
LEGISLATURE
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REQUEST FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PROJECT MANAGEMENT ADOPTION, MATURITY ASSESSMENT AND PROPOSE IMPROVEMENT STRATEGY, PLAN, TOOLS FOR THE GAUTENG PROVINCIAL LEGISLATURE WITHIN A PERIOD OF THREE MONTHS

RFQ NO: PR10061065

CLOSING DATE: 8th MAY 2023

TIME: 11:00 AM

RFQ SUBMISSION: tbokgwathile@gpl.gov.za and tkhoza@gpl.gov.za



ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS

Section 1

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	Yes		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3	Did you submit copies of full Company Registration documents?	Yes		
4	Did you submit copies of South African IDs' for shareholders?	Yes		
5	Did you submit your company profile?	Yes		
7	Did you submit one (1) electronic copy of the Proposal?	Yes		
8	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....

1. INTRODUCTION

This Terms of Reference (ToR) aim to enable the Gauteng Provincial Legislature (GPL) to appoint a company to render professional services. The professional services sought are for the purposes of assessing the GPL's project management adoption, maturity, and other consequential work therein as detailed in the scope section. It is the GPL's expectation that the assignment will be concluded within three months.

2. BACKGROUND

The Gauteng Provincial Legislature project management environment has been on a gradual development track since inception, approximately 20 years ago. In that period, a project management methodology, governance, and process frameworks were introduced, including the establishment of a Project Governance Office (PGO). The scope of the PGO is limited to the provision of support to Project Managers. The support is confined to the following: methodology, governance, and process requirements. Projects are managed by officials in different business units and are accountable to their functional supervisors in this regard.

The methodology and frameworks were developed against the requirements of the Enterprise Project Information Centre (EPIC). The EPIC tool has since been decommissioned. In its place, the GPL is introducing the Microsoft projects online software, which is a preferred enterprise project management tool. The introduction of the enterprise project management tool seeks to move the GPL from the management of project on an individual basis to programme and portfolio management.

The GPL's current project management methodology is based on both the PRINCE2 and Waterfall methodologies. The successful service provider is required to implement the assignment using best practice standards as per the Project Management Institute, Project Management South Africa, International Project Management Association, and AXELOS. Where it is not possible to employ all or some, the service provider must disclose and provide reasons.

3. OBJECTIVES

The objectives of this exercise are as listed below:

- a. To enable the GPL to appreciate its current project management adoption and maturity levels.
- b. To develop a strategy, framework/s, plan/s, policy positions, and processes & workflows required for the implementation of project portfolio management approach.
- c. To acquire tools to enable the GPL to conduct project adoption, maturity, complexity, and resourcing assessments in the future.

4. SCOPE OF WORK

The GPL is a public sector organisation that has adopted the Management by Projects (MBP) approach to strategy execution. Our targeted project management maturity level is that which is commensurate to having the capacity and capability to execute projects using the portfolio management approach. The successful service provider is required to deliver on the following scope of work:

- 4.1 Assess the GPL's project management adoption and maturity levels and develop a gap analysis report with recommendations.
- 4.2 Develop a project portfolio management approach implementation strategy, phased implementation plan, resourcing plan, and change management framework.
 - 4.2.1 A feasibility study to determine the viability of the proposed strategy and plans must be conducted and reported upon. The feasibility study must be conducted using the GPL's business case templates.
- 4.3 Develop portfolio, programme, and project management methodology, and processes (including, but not limited to the selection and prioritisation framework and tools) which can be built into the Microsoft projects online software for the GPL.
 - 4.3.1 The methodology should outline the portfolio, programme, and projects stages: Initiation, planning, execution, Optimisation, and closeout.
- 4.4 Develop project maturity, complexity, and resourcing frameworks and tools and accord the GPL all the accompanying rights of use.
 - 4.4.1 Project maturity assessment framework, process, and tool to enable the GPL to perform assessments in the future.
 - 4.4.2 Portfolio, programme, and project complexity assessment and resourcing framework, processes, and tools. The tool should enable the GPL to

decide how to resource its programmes, and projects based on prerequisite skills and competencies.

- 4.4.3 Develop portfolio, programme and project selection and Prioritisation framework, process, and tool/s.
- 4.4.4 The tools should be adaptable to the Microsoft projects online software for the GPL.
- 4.5 To develop a draft project management policy for the GPL. The policy must provide for an end-to-end process including Initiation, planning, execution, Optimisation, and closeout.
- 4.6 All business processes must be developed in line with the GPL's Business Process Management Framework.
- 4.7 Workshop the deliverables with a team selected by the GPL to ensure understanding.

5. ROLES AND RESPONSIBILITIES

5.1 The role of the GPL

- 5.1.1 Provide the service provider with relevant documentation required for the fulfilment of the contract assignment.
- 5.1.2 Enable the service provider to access GPL employees when required for purposes of completing the requirements of the contract assignment.
- 5.1.3 Facilitate the necessary internal processes required for the consideration and approval of deliverables.
- 5.1.4 Perform all contract management obligations as duly assigned.

5.2 The role of the service provider

- 5.2.1 Submit a detailed project implementation plan in fulfilment of the scope of this Terms of Reference and as per the bid documents for consideration by the GPL and obtain approval prior to commencement with work.
- 5.2.2 Ensure that the deliverables produced are in line with and enable the achievement of the objectives as stated in section 3 of this ToR.
- 5.2.3 Conclude a contract with the GPL within the stipulated time and fulfil all contract obligations as per the terms stated therein.
- 5.2.4 Assign an experienced and competent team to perform the assigned work in accordance with the contract. The team must be led by a qualified, competent,

and experienced individual in the relevant field and must be a liaison person between the service provider and the GPL.

- 5.2.5 The service provider must ensure that they are available for meetings and present to relevant governance committees when required.
- 5.2.6 To ensure that the deliverables are of an expected quality, the service provider must perform the work in line with practice standards set by reputable project management industry bodies.
- 5.2.7 Prepare and submit editable power point presentations for all or a combination of deliverables to the GPL's Project Governance Officer (to whom they are responsible) in the legislature for use in furtherance of the objectives of the assignment.
- 5.2.8 It is expected of the appointed service provider to treat all documents as confidential and only for the purpose of this exercise.

6. REQUIRED COMPETENCIES

- 6.1. The service provider must:
 - 6.1.1. have a minimum 3 years' experience and proven track record of performing project management adoption and/or maturity assessments.
 - 6.1.2. have a minimum 3 years' experience and proven track record of designing and implementing portfolio management methodologies.
 - 6.1.3. have a minimum of 3 years' experience in consulting in the public and/or private sectors on project management.
 - 6.1.4. A service provider must have implemented a combination of at least 3 projects consisting of the following (a) project management adoption and/or maturity assessments, or (b) project portfolio management methodology design and implementation within either the public or private sectors in the past 10 years.
- 6.2. Personnel assigned to the project team must:
 - 6.2.1. Include a team leader with a minimum of 5 years' experience in the design and implementation of project portfolio management methodologies, and/or proven track record of conducting project

management adoption and maturity assessments for client organisations.

6.2.2. Include a team leader who either have a minimum of a degree (NQF Level 7) in project management or possess recognised certification/s or designations conferred by recognised industry bodies. The certifications or designations referred to above are:

6.2.2.1. Project Management Professional (PMP),

6.2.2.2. Program Management Professional (PgMP),

6.2.2.3. Portfolio Management Professional (PfMP),

6.2.2.4. PM (Project Manager),

6.2.2.5. Senior Project Manager (Sr.PM),

6.2.2.6. Professional Project Manager (Pr.PM).

6.2.3. Include appropriately qualified, experienced, and competent personnel to perform the assigned work in accordance with the project scope.

7. KEY ASSUMPTIONS

7.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations.

7.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.

7.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform the work assigned to them.

7.4 The service provider is well vest and has experience in applying best practice project management practices.

7.5 GPL will not incur any additional costs because of timeline extension/s requested by the service provider.

8. PERIOD OF THE ASSIGNMENT

The service provider should commence and complete the assignment within a period of 3 months from date of award.

9. EVALUATION CRITERIA

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process
- 9.2 The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

9.2.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance status, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., certification of professional bodies, financial statements etc). Only those proposals whose compliance is in order will move to Phase 2 (Evaluation on functionality).

9.2.2 Phase 2: Functionality Evaluation Criteria (100)

This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for Phase 3 of the evaluation, i.e., Price and RDP Goals

FUNCTIONALITY EVALUATION CRITERIA A key score of 0-5 will be applied where: 0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
1.	Industry Experience The company's industry experience is defined in section 6.1. of the ToR. A project list with relevant signed reference letters must be submitted as proof of experience	A minimum of three (3) years' experience with a supporting project list and cumulative signed reference letters of at least 3 completed projects.	3	30
		4 or more years' experience with a supporting project list and cumulative signed reference letters of at least 4 completed projects.	5	

FUNCTIONALITY EVALUATION CRITERIA

A key score of 0-5 will be applied where:

0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
2.	<p>Project Methodology and Project Plan</p> <p>A detailed project implementation plan and schedule developed based on sound project management methodology</p>	<p>The proposal must comprise of a comprehensive project implementation plan detailing components:</p> <ul style="list-style-type: none"> • outline of the project management methodology applied, • project scope, • activities/tasks, • project schedule, • resource allocation, • milestones, and • risk management plan. 		30
3.	<p>Project Team</p> <p>The project team must possess experience in design and implementation of project portfolio management methodology and/or project management adoption and maturity assessment. CVs and certificates must be submitted as proof of experience and qualifications</p>	<p>The team leader must possess 5 years' relevant experience and either of the following:</p>		
		<p>Minimum degree (NQF 7) in project management or; Either of the following professional designations: PMP and/or PgMP or, PM and/or Sr.PM</p>	3	40
		<p>The team leader must possess 6 or more years' relevant experience and either of the following: A degree (NQF 9) in project management or an MBA or; Either of the following designations: PfMP and/or PrMP</p>	5	
TOTAL POINTS				100
THRESHOLD				70

9.2.3 Phase 3: Price and BEE Status Level of Contributor (100)

9.2.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80
BEE	20
TOTAL	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

9.2.3.2 The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement
	TOTAL	20	

9.2.3.3 The GPL reserves the right not to appoint or to appoint one or more service providers for this project

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

THE END

