



ERRATUM

RFQ NO:00000197237

BID DESCRIPTION: PROVISION OF SUPPLY CHAIN MANAGEMENT SERVICES CONSULTANT TO THE CCMA.

Dear bidders

The purpose of this erratum is for the service providers to note the below amendments.

- Amendments on the Scope of work: Section 2.
- Amendments on the Specification: Section 3.
- Amendments on the Evaluation Criteria: Section 4.
- Amendments on the Pricing Schedule: Section 5.

Please note that the closing date for the RFQ has been extended to 16 November 2023 at 16H00.

For enquiries contact Ms Thabang Kgagane on RFQ@ccma.org.za

We apologise for the inconvenience caused.

Livhuwani Mavhungu

Livhuwani Mavhungu
10/11/2023 22:01:32(UTC+02:00)
Signed by Livhuwani Mavhungu,
LivhuwaniMa@ccma.org.za

SIGNIFLOW.COM

RFQ NO:000000197237

The National Office of the CCMA invites service providers to submit quotations based on the specification attached:

RFQ NO:00000197237	Supply Chain Management Services Consultant		
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	Provision of Supply Chain Management Services Consultant to the CCMA		
SPEC ISSUING DATE:	08 November 2023		
EFFECTIVE CONTRACT DATE	Contract start date effective from November to 31 March 2024.		
PLEASE ENSURE THAT THE QUOTATION HAS THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO FULFIL THE THRESHOLD ALLOCATION (VAT INCLUSIVE IF APPLICABLE).			
RFQ CLOSING DATE:	TIME:	16h00	DATE: 16 November 2023
EVALUATION CRITERIA:	Price and		Price: 80 points
	B-BBEE		Specific Goal Points: 20 points
QUOTATION VALIDITY PERIOD:	90 days		
CONTACT PERSON/S FOR ENQUIRIES RELATED TO THE SCOPE OF THE PROJECT	Ms. Thabang Kgagane (ThabangK@ccma.org.za) or Call 011 377 6916		
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)		
DISQUALIFICATION	Quotations not submitted to the RFQ@CCMA.org.za will be disqualified.		
EVALUATION OF QUOTATIONS	<ul style="list-style-type: none"> • All quotations above R2000 will be evaluated on pricing and preferential points using the 80/20 preference points system. • The 80 points is for request for quotations up to the rand value of R1 million. • The 20 points will be allocated to promote this goal and points will be allocated in terms of the CCMA Preference Goal 2: B-BBEE status level of contributor. 		

1. Overview

- 1.1. The Commission of Conciliation, Mediation and Arbitration (CCMA) invites proposals from qualified and experienced service providers to offer Supply Chain Management Consultants. The appointed service provider will be expected to be working closely with the in-house Supply Chain Management unit.
- 1.2. The Commission for Conciliation, Mediation and Arbitration (CCMA) is a dispute resolution body established in terms of the Labour Relations Act, 66 of 1995 (LRA). The CCMA is in pursuit of Imvuselelo strategy to enhance workplace relations and optimising service delivery, it is therefore essential that the Supply Chain Management Reporting and processes are aligned to this organisational strategy.

2. SECTION 2: Scope of work

- 2.1. The Supply Chain Management Unit is responsible for ensuring that the procurement of goods and services is fair, equitable, transparent, competitive, and cost-effective. The SCM Unit is tasked with several activities to support the organizational operations in attaining strategic objectives. These tasks include the facilitation of the procurement of goods and services, ensuring compliance with applicable laws and regulations in the procurement of goods and services, and assisting end-users in managing their contracts. The organization has an in-house SCM function, and its staff complement possesses various skill sets required to execute the mandate of the function. However, there is a need to enhance the current team's skill set to accommodate the execution and direction of the unit through specialized supply chain management as an interim measure. The service provider will be expected to provide reports on deliverables and work under the supervision of the Chief Financial Officer. The service provider will be required to deliver in accordance with the key performance areas of the Head of Supply Chain Management profile, including but not limited to the following:

2.2.1 Business Plan Management

- a. Develop the Supply Chain Management Strategy for submission to the CFO to feed into the Strategic Plan the Finance Department and organisation
- b. Communicate the supply chain management strategy and monitor and report on implementation across the organisation
- c. Review the supply chain operational plan on a quarterly basis and ensure alignment to any changes in the organisational strategic business plan
- d. Communicate progress against the achievement of the business plan to the CFO at regular intervals

2.2.2 Supply Chain Compliance Management

- a. Monitor compliance to supply chain guidelines, systems, procedures and policies
- b. Monitor that all processes adhere to PMFA Act, PPPFA Act and BBBEE
- c. Liaise with relevant parties to address issues of non-compliance
- d. Draft and update Supply Chain policies and procedures

- e. Oversee the management of secretariat function to the Bid Committees
- f. Provide expert advice on bid specifications and evaluations
- g. Guide internal and external audit in terms of the audit process to ensure adherence to corporate governance

2.2.3 Supply Chain Process Management

- a. Perform analysis on historical procurement and spending patterns / trends to inform the operational planning for the business unit
- b. Monitor that procurement spend is in line with overall BBBEE compliance
- c. Review policies and procedures developed for inventory management and asset management for submission to the appropriate governance structure for approval
- d. Review lease commitments to ensure compliance to lease agreements
- e. Monitor adherence to the minimum quotes to be obtained for any sourcing / procurement needs
- f. Monitor the enforcement of procurement guidelines as stipulated by National Treasury during the tendering processes
- g. Participate as a member of the Adjudication Committee in the awarding of contracts
- h. Oversee the timely provision of information to the internal and external auditors

2.2.4 Tender and Contracts Management

- a. Review contracts in order to manage spend, the contract period and terms and conditions
- b. Negotiate with suppliers for critical contracts to ensure cost savings in accordance with delegation of authority
- c. Provide oversight to ensure all contracts are drafted, signed, filed, renewed etc.
- d. Provide advice and guidance to the various internal departments when Service Level Agreement (SLA) input is required.
- e. Monitor compliance of all contracts to rules and regulations within Supply Chain policies and procedures

2.2.5 Demand and Logistics Management

2.2.5.1 Demand Management:

- a. Oversee the maintenance of a Supplier Database for the entire organisation
- b. Review needs assessments to ensure that goods or services are acquired in order to deliver the agreed service
- c. Review all specifications to ensure correct goods / services are procured
- d. Review budget approvals for procurement of goods and services
- e. Keep abreast of supply chain management trends
- f. Review consolidated demand management plans for the financial year and submit for approval to National Treasury

2.2.5.2 Logistics Management:

- a. Oversee the management of lead time and delivery periods to the regions and national customers

- b. Monitor adherence to the inventory management processes
- c. Review the monthly stock count report and implement corrective action where required
- d. Review redundant and slow-moving stock report on a monthly basis and implement corrective action where required
- e. Review depreciation values received from Finance to ensure proposed items are disposed at the right value
- f. Provide guidance on methods of effective and efficient disposal of goods

2.2.6 Reporting

- a. Produce monthly supply chain reports on departmental activities for submission to the CFO
- b. Produce and submit ad hoc supply chain reports to the relevant stakeholder, as and when requested
- c. Produce quarterly supply chain reports for submission to the Finance and Risk Committee, Audit Committee and Governing Body

2.2.7 Communication

- a. Communicate openly about organisational strategy and supply chain management strategy and invite participation from employees
- b. Communicate the entire supply chain management strategy to the organisation by conducting roadshows
- c. Ensure that issues that affect employees are discussed and inputs are gathered
- d. Ensure the contribution of employees to the teams' performance is appreciated and communicated
- e. Ensure employee questions are answered promptly, openly and honestly
- f. Conduct regular team communication meetings that facilitate two-way communication

2.2.8 People Management

- a. Develop Performance Contracts for subordinates and ensure all work is completed in compliance with the performance contract and corporate processes
- b. Review performance on a formal and informal basis and ensure that subordinates have adequate resources to perform optimally
- c. Make recommendations to the CFO to recognise and reward good performance through various formal and informal mechanisms
- d. Mentor and coach team members in order to address gaps and sub-standard performance
- e. Conduct career discussions and identify opportunities for future development and continuous improvement.
- f. Identify employees with potential and develop career paths for employees in finance
- g. Obtain approval of EE plan and ensure that these targets are met within area of responsibility
- h. Evaluate training relevance and training mentors and develop in-house mentors
- i. Foster employee commitment and loyalty through active engagement with individual team members
- j. Create on-the-job opportunities which facilitate the transfer of knowledge and skill between employees
- k. Keep abreast of own development needs and actively seek opportunities to improve own management style

- l. Manage and leverage the skills of the team in allocating work
- m. Conduct regular scheduled team meetings to discuss updates, process improvements, process changes, and open issues affecting the team
- n. Build people capability through effective employee relations, hiring, training, and communication to staff

2.2.9 Financial/Budget Management

- a. Prepare a budget for the business unit for submission to the CFO
- b. Monitor expenditure against budget to ensure that expenditure remains within budgetary constraints
- c. Prepare budget variance reporting for submission to the CFO
- d. Monitor compliance with administrative controls over funds, contracts and procurements, to preclude
- e. fraud or mismanagement of funds within budget

1.10 Knowledge, Skills and Behavioural Competencies

Knowledge:

- Supply Chain Management processes and systems
- Inventory Management
- Demand Management
- Supplier Management;
- Contract Administration
- Financial Processes
- Reporting
- Compliance Orientation

Skills and Behavioural Competencies:

- Analysis, problem solving and judgement
- Decision Making
- Planning and Organising
- Accountability
- Relationship Management
- Negotiation
- Leadership
- Communication (oral and written)

3. SECTION 3: Specification

The following are mandatory functional tender requirements for the Supply chain management Consultant, bidders must indicate their compliance to the requirements by **YES/NO** in the box below. Bidders who do not comply with all the mandatory requirements will be disqualified.

Item	Description	Comply (Yes/No)
1.	The service provider must have conducted a Supply Chain Management Consulting services by executing procurement functions in the public sector. (attach evidence of a contactable reference letter)	
2.	Consultant must be an expert in policy review in a public sector supply chain management schedule 3 entity. are registered members with a recognised supply chain management professional body (attach evidence of membership number)	
3.	The project key personnel must have a minimum of a master's degree in supply chain management / Strategy Management/Business Management/Economics or any related qualification.. <i>Bidders must attach certified copies of qualifications (certified copies must not be older than three (3) months and a clear date stamp is required).</i>	

Note: Failure to provide the minimum master's degree will result in an automatic disqualification

Document Description	Comply(Yes/No)
SBD 4 Declaration of interests*	
SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulations 2022*	
CSD Report from National Treasury	
Price Quotation/ breakdown	
B-BBEE Certificate accredited by SANAS/ Sworn Affidavit signed by the Commissioner of Oath	

4. SECTION 4: Evaluation Criteria

With regards to evaluation criteria, the following criteria shall be applicable and the maximum points of each criterion are indicated in the table below:

Track record (References)		Total Score
Bidders are required to furnish contactable references by providing reference letters where Supply Chain Management Consulting services have successfully been conducted. The reference letters from the clients must include: <ul style="list-style-type: none"> • Company name • Company letter head • Contact person • Contact telephone numbers 		30
Track record (References) : Scoring Matrix		
Number Of References	Max 20	
1 reference	4	
2 references	8	
3 references	12	
4 references	16	
5 references or more	20	
Additional points over and above the references provided will be awarded, if at least one of the references with the most recent experience, meets the criteria below		
Project Completion	Max 10	
Project completed more than 5 years ago	2	
Project completed between 4 to 5 years	4	
Project completed below 4 years but more than 3 years	6	
Project completed from above 2 up to 3 years	8	
Project completed within the last 24 months	10	

Human Resource Capability (Experience and Qualifications)		Total Score
The bidders are required to provide CV's of proposed project team members as required below. CV's will be evaluated based on the below mentioned criteria		40
Qualifications (Provide Detailed Curriculum Vitae and evidence of qualification for project team members) Tertiary Qualification (NQF level 7 /Degree), NQF level 7 /Degree –10 points NQF level 8 /Degree – 12 points NQF level 9 /Degree – 15 points	Max 15	
Consultant must be an expert in policy review and SCM governance in a public sector Schedule 3A entity with short courses attended, with a focus on the PFMA, PPPFA, and other applicable legislations. 5 certificates of competence – 10 points 3 certificates of competence – 7 points less than 3 certificates of competence – 0 points	10	
Supply Chain Management Relevant Experience CV's of the proposed project team (15 points) 9 years and above = 15 Points 7 – 9 years = 12 Points below 7 years but more than 4 years = 10 Points 3 - 4 years = 7 Points below 3 years but more than 2 years = 5 Points 2 years and below = 0 Point The experience of the team will be assessed collectively and will be averaged.	Max 15	

Technical / Functional Criteria		Total Score
Project plan - The prospective bidders to supply a detailed project plan for provision of provision of supply chain management advisory services to the CCMA.		30
Detailed Project plan (The project plan should address the following: <ul style="list-style-type: none"> ○ Milestone per process ○ Responsibility Matrix 	Max 30	

<ul style="list-style-type: none"> ○ Duration of a project limited to four months ○ Skills Transfer plan <p>No points will be allocated if the project plan does not fully address the above.</p>		
If there is no project plan provided		0

Technical / Functional Criteria	Weightings
Total technical/functional	100
Minimum threshold	70
Price	
Points allocated for price	80
B-BBEE Status Points	
Points allocated for B-BBEE	20
TOTAL FOR PRICE and B-BBEE PREFERENCE POINTS	100

Note: *The CCMA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the CCMA to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members and to verify reference letters by contacting the referees to ensure that the bidders have indeed performed the work as specified.*”.

Bidders who score a minimum threshold of **70 out of 100 points** on the evaluation criteria will be considered for further evaluation on Price and B-BBEE. Bidders who fail to attain the required minimum threshold will not be evaluated further.

SECTION 5: Pricing

Pricing Schedule

Prospective bidders are required to submit an all-inclusive detailed price break down / proposal to cover the project scope for Hours and Fees, in a similar format as Table A below (as applicable).

The Consultant is to provide the following detail:

- a) An estimate of the hours to be spent on the project;
- b) Fees for completing the project in accordance with this specification;

Table A

ACTIVITIES	Hrs.	Project Manager	Senior Consultant	Junior Consultant	Additional Consultant	Cost Per Activity (R)
Charge Rate Per Hour (VAT Incl.)		0.00	0.00	0.00	0.00	
PLANNING	Hourly Allocations Per Activity Per Resource					
Pre Project-Questionnaire		0.00	0.00	0.00	0.00	0.00
Proposed Client Visit Letter		0.00	0.00	0.00	0.00	0.00
Project Planning Meeting & Minutes		0.00	0.00	0.00	0.00	0.00
Engagement letter		0.00	0.00	0.00	0.00	0.00
Opening meeting and minutes		0.00	0.00	0.00	0.00	0.00
System descriptions		0.00	0.00	0.00	0.00	0.00
Risk and control matrix		0.00	0.00	0.00	0.00	0.00
Project Program		0.00	0.00	0.00	0.00	0.00
Total Planning	Hrs.	0.00	0.00	0.00	0.00	0.00
PROJECT COMPLETION						
Finding worksheet		0.00	0.00	0.00	0.00	0.00
Draft Report		0.00	0.00	0.00	0.00	0.00
Closing meeting & Minutes		0.00	0.00	0.00	0.00	0.00
Quality Assurance & Referenced Project File		0.00	0.00	0.00	0.00	0.00
Issued Final report & Submission		0.00	0.00	0.00	0.00	0.00
Total Completion Activities		0.00	0.00	0.00	0.00	0.00
Totals Project Hours Per Activity & Project Cost		0.00	0.00	0.00	0.00	0.00