

**Request for proposal (RFP) from a service provider to provide Fund-Raising and Administrative functions for the Sakhimfundo Education Trust.**

**RFP number** : ECSA/RFP02/2018

**Issue date** : 13 April 2018

**Submission due date** : 11 May 2018

**Time** : 12h00

# Introduction and Background

ECSA is a statutory body established by section 2 of the Engineering Professions Act, Act 46 of 2000(The Act). ECSA is empowered by section 14 of the Act (46 of 2000) to take any measure it considers necessary for the proper performance and exercise of its functions, duties or powers or to achieve the objectives of the Act.

The Sakhimfundo Education Trust was established and registered with the Master of high court on the 19 August 2014. The Sakhimfundo Education Trust is a transformation initiative of the Engineering Council of South Africa (ECSA).

The objectives of the Sakhimfundo Education and Training trust as conceived are as follows:

* To improve the “talent pipeline” and talent pool from schools into University or other Tertiary Educational Provider;
* To improve the poor throughput pass percentage at undergraduate level amongst the Previously Disadvantaged students;
* To increase the number (pool) of competent qualifying engineering practitioners for registration with ECSA;
* To transform the Profession by delivering high level Engineering skills with specific focus on the previously disadvantaged engineering practitioners;
* To provide full bursaries for deserving poor students;
* To provide mentorship to Engineering students, and
* To facilitate mentorship for engineering graduates.

Since its establishment, the trustees managed to develop a strategy document; opened a bank account and was supported by ECSA administration, but due to challenges with high staff turn-over, the trust has not taken off the ground with the anticipated momentum hence the need to appoint an independent service provider.

# Request for proposals

●ECSA is looking to appoint a service provider to provide fund-raising and administrative support functions.

●In addition, an understanding of the fundamental structural historical challenges faced in the education arena by “*black*” learners and students.

●The Trust operates from ECSA premises which is based at the 1ST Floor, Waterview Corner Building, 2 Ernest Oppenheimer Avenue, Bruma, 2198 and will work closely with the office of the CEO of ECSA or his delegate.

# Anticipated Contract period

**3.1 Fund-raiser**

 It is anticipated that the fundraiser should be able to raise funds as per the Service Level Agreement (SLA) within a period of 12 months from the date of signing an agreement.

**3.2. Trust Administrator**

 The Trust administrator will be appointed for a period of 12 months to set-up management and Governance systems. The engagement contract will be reviewed on an annual basis and will only be renewed on satisfactory performance.

# Conditions of contract

**4.1 Fund-raiser**

 The fund-raiser will work on commission basis and will be compensated at a market related rate of the total amount raised. The fund-raiser will be expected to perform the following duties:

* Put together a fund-raising strategies
* Identify and approach potential funders
* Put together a fund raising operational plan
* Develop a plan to launch the Sakhimfundo Education Trust
* Provide the overall management of the Administrator ‘s day to day activities
* Formulation of progress reports
* Develop corporate fundraising programs

**4.2. Trust Administrator**

 The administration fee will be escalated as per CPI per annum for the duration of the contract and subject to renewal on annual basis. The Administrator will be expected to perform the following duties:

* Implement and manage strategic goals
* Develop Annual performance plan
* Reporting (Annual report, monthly reports, event report, reports to ECSA and trustees and sponsors on the activities of the Trust)
* Governance issues - Support to Trustees (Convene meetings, preparation of Agendas, facilitate for flight arrangements)
* Events planning , organising, coordination
* Development of management systems, policies and procedures
* books keeping
* Ensure compliance of the Trust with prescripts such as Income Tax Act, Trust Property Act, etc.
* Risk management
* Budgeting and management of budget
* Act as an interface with Universities for disbursement of funds
* Act as an interface with Institutions with similar objectives for cooperation such as FEENIX , etc
1. **Tax clearance certificate**

5.1. An original, valid Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted with other returnables at the closing date and time of bid.

5.2. Failure to submit the original, valid Tax Clearance Certificate will result in the invalidation of the bid.

5.3. Copies and/or certified copies of the Tax Clearance Certificate will not be accepted.

**6. Submission of bids**

6.1. Bidders must submit the bid in hard copy format (paper document) before the closing date and time. Bidders are required to submit **one (1) original plus five (5) copies of the bid documents**.(clearly marked)

6.2. The bid should be submitted in a sealed envelope or suitable cover on which

The name and address of the bidder, the bid number and the closing date

must be clearly endorsed and must be submitted or placed in the ECSA

Tender Box at Reception, 1st Floor Waterview Corner, 2 Ernest Oppenheimer

Avenue, Bruma, Johannesburg or post to: Private Bag X691,Bruma, 2026.

* 1. Engineering Council of South Africa (ECSA) may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information within 48 hours after the request has been made, otherwise the bidder may be disqualified. Short-listed bidders **may** be invited to make a presentation on their proposals at their own cost.

6.4 A comprehensive company profile of the Service Provider shall be attached as

 an addendum to the response. The profile shall contain at least the following information:

- Company size and structure

- A list of contactable references of corporate clients, (contact name, address, telephone, fax and email address) where the bidder has rendered a service in the last ten (10) years (either as individual firms or as the bidding consortium).

**6.5. CHECKLIST- THE BID / REQUEST FOR QUOTATION RETURNABLE DOCUMENTS AND ATTACHMENTS (encircle applicable)**

Invitation to Bid **YES/NO**

BB**BEE** certificate issued in accordance to the new sector codes in line with SAICA’s requirements **YES/NO**

The valid tax clearance certificate **YES/NO**

The physical address of the firm, confirmation that the firm is registered by Fund-Raising organisation **YES/NO**

A declaration that all members are members in good standing with their fund-raising professional bodies **YES/NO**

Pricing Schedule – Firm Prices **YES/NO**

 **Declaration** of Interest form **YES/NO**

A Joint Venture Agreement in case of a Joint Venture **YES/NO**

Proof of registration with the National Treasury’s Central Supplier Database **YES/NO**

Company Profile **YES/NO**

**7. Late bids**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where applicable, be returned unopened to the bidder.

**8. Counter conditions**

Bidders’ attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

**9. Fronting**

9.1. ECSA supports broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background ECSA condemns any form of fronting.

**10. Supplier due diligence**

ECSA reserves the right to conduct due diligence prior to final award of the bid or at any time during the contract period. This may include site visits.

**11. Communication**

11.1. Supply Chain Management may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

11.2. Any communication to any official or a person acting in an advisory capacity for ECSA in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

11.3. All communication between the bidder and Supply Chain Management Office must be done in writing.

# 12. Evaluation criteria

TWO ENVELOPES SYSTEM will be employed i.e. a separate envelope for quality/technical proposal and another envelope for pricing, SBD forms, Tax clearance & BBBEE certificates. This proposal will be evaluated on two stages:

 **Stage 1: Quality/Technical**

Bidders that score 70 or less out of 100 points for functionality will be considered as submitting a non-responsive bid and will be disqualified.

|  |  |  |
| --- | --- | --- |
|  | **Description of functional/quality area** | **Weight** |
| 1 | Availability of resources and skills to deliver the service: number of staff involved in the project  team’s competency and years of experience  | 20 |
| 2 | Overall performance on previous contracts of a similar nature: number of company’s years of experience  number of clients  | 20 |
| 3 | Service provider’s innovation and offers:  Content and comprehensive methodology to be used | 30 |
| 4 | Proof to be an accredited fund-raiser (attach proof of registration) | 30 |
|  | **Total** | **100** |

**Stage 2: Price & BBBEE Preference points**

**PRICING**

|  |  |
| --- | --- |
| **RESPONSIBILITY** | **CHARGE/FEE** |
| Fund-Raiser | percentage per amount raised:-----------% |
| Trust Administrator | Amount per annum: R------------------------ |

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework.

|  |  |  |
| --- | --- | --- |
| **Price** | : | 80 points |
| **Preference (BBBEE)** | : | 20 points  |
| **Total** | : | 100 points |

# 14. Contact details for SCM related queries

Mr. Tlangelani Mabundza email: Tlangelani@ecsa.co.za, 011 607 9553

1st Floor Waterview Corner Building

2 Ernest Oppenheimer Avenue

Bruma Lake office Park

Johannesburg

# TECHNICAL ENQUIRIES

Enquiries relating to this proposal should be directed to Ms Millicent Kabwe email

Millicentk@ecsa.co.za or on 011 607 9542