

FREE STATE DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL

FOR

**TERMS OF REFERENCE FOR INCLUSION ON A PANEL OF PROFESSIONAL
SERVICE PROVIDERS FOR FREE STATE DEVELOPMENT CORPORATION**



FREE STATE DEVELOPMENT CORPORATION
YOUR PARTNER IN DEVELOPMENT

CLOSING DATE: 05 JUNE 2015

NAME OF COMPANY:

PANEL OF SERVICE PROVIDERS FOR THE FREE STATE DEVELOPMENT CORPORATION

1. Introduction

The Free State Development Corporation (FDC) is a public entity established in terms of the Free State Development Act 6 of 1995 (FDC Act), as amended. In terms of the Public Finance Management Act it is classified as a schedule 3D provincial public entity.

FDC Mission

To provide financial and business development services to SMME's and Cooperatives, to undertake development and management of properties; and to facilitate and promote investment in and exports from Free State Province.

FDC Vision

To be the development and investment agency of choice in contributing to the economic growth of the Free State Province.

2. Background information

FDC is required in terms of section 3 of FDC Act to initiate economic empowerment projects that would benefit the Free State and in doing so comply with the Broad Based Black Economic Empowerment Act. In addition to achieving compliance with above legislation, addressing skills transfer; Free State local employment; black economic participation and beneficiation is central to ensuring that Black people benefit in economic development opportunities.

FDC empowerment initiatives in terms of section 3 of the FDC Act and BBBEE are driven by but not limited to the following pillars:

1. Local black economic empowerment;
2. Free State local employment;
3. Skills transfer to Free State local business; and
4. Corporate Social Investment to Free State communities.
5. Procuring from Free State based companies.

FDC is required by section 51(1) of the **PFMA** to maintain effective, efficient and transparent systems of financial, risk management as well as internal control systems. In order to achieve this, FDC has identified the need to have a panel of service providers.

3. Scope of work

A provision of services is required for a period of three years as and when required.

The Supplier is required to indicate which services they offer from the Service Description in the table below.

A Service Provider may only **indicate a maximum of two services** based on its business profile and service offerings. Should a Service Provider wish to provide more than two services, they must submit a separate proposal for other services in addition to the two indicated in the list below.

Service Description	Mark with X
Service providers for the provision of internal audit, Financial Statement preparation or data cleansing services for 3 years	
Service Providers for VAT Review and Tax advisory Services for a period of 3 years	
Service Providers for the property and equity valuation services for a period of 3 years	
Service Providers for the property management and development for a period of 3 years	
Service Providers for the Facilities Management services for a period of 3 years	
Service Providers for legal services for a period of 3 years	
Service Providers for Transaction Advisory or financial due diligence services for a period of 3 years	
Service Providers for ICT services for a period of 3 years	
Service Providers for marketing, advertising, communications and	

branding Services for a period of 3 years	
Service Providers for strategy management and coaching services for a period of 3 years	
Appointment of Service Provider for organisational development and human resources services for a period of 3 years	
Service Providers for financial services for a period of 3 years	
Service Providers for business and SMME Development services for a period of 3 years	
Service providers for collection and tracing services for a period of 3 years	
Service Providers for construction project management services for a period of 3 years	
Service providers for Agriculture management and advisory services for a period of three years	
Service providers for travel services for a period of 3 years	
Service providers for investigation or forensic services for a period of three years	

4. Compulsory Requirements

4.1 Technical and Financial Proposition

We require the services of Service Providers to provide the above mentioned services. Your proposal should include the following:

- 4.1.1 Fees per hour and/or day, VAT inclusive including break down of fee structure, any disbursements and annual escalation. FDC reserves the right to determine standard fee(s) for successful bidders.
- 4.1.2 Service providers working on commission must indicate their commission structure.
- 4.1.3 Service providers working on a fee or remuneration based on time must otherwise indicate how their fee or remuneration is structured.
- 4.1.4 Clear demonstration of previous experience in the scope of work listed in 3 above (list references with valid contacts, **attach testimonials from references**) and clearly indicate the extent of involvement.
- 4.1.5 CV of each professional from director, partner to professional assistants including short indication of relevant experience.

4.2 BEE Proposition

- 4.2.1 Clear extent of black ownership of entities bidding, 51% control or more will be an advantage.
- 4.2.2 A Business Profile must be attached. Please include CVs of each professional from director, partner including short indication of relevant experience;
- 4.2.3 Annual Turnover for the past financial year and projected turn over for this 2015/2016 financial year;
- 4.2.4 Business sector(s) which the bidder operates, intends to enter or has experience in;
- 4.2.5 Total number of employees the bidder employs, with clear indication of the number of black employees;
- 4.2.6 Proof of Physical address in the Free State from which the bidder operates;
- 4.2.7 Valid Original Tax Clearance Certificate;
- 4.2.8 Clearance from the Chief Financial Officer of the FDC that bidder, its director(s) or partner(s) is not in arrears with FDC for 90 days or suitable arrangement has been made;
- 4.2.9 Company Registration documents original or certified;
- 4.2.10 BEE Certificate and
- 4.2.11 Registration document with relevant professional bodies if applicable to that profession (please submit all necessary documentation).

4.3 Proposal

- 4.3.1 FDC reserves the right to or not accept proposals, to directly approach certain persons, entities or consortia or any proposals received not be satisfactory, conditions not met by successful bidder(s) or for any reason prior to or after submission of bids and such will be done entirely at FDC's discretion

4.3.2 The decision to accept proposals will be based on but not limited to B-BBEE, local employment, skills transfer and capacity proposition. Free State based black persons, empowered, owned entities or consortia are encouraged to submit proposals.

4.3.3 Bids from persons whose tax affairs are not in order or those owing the FDC for more than 90 days without acceptable official arrangements will not be considered for enlisting in the panel. FDC reserves the right to vet applicants. FDC reserves the right to update its panel at any time it deems necessary.

5. Functionality and Evaluation Criteria

5.1 New entrants will be evaluated separately based on qualifications and capacity to deliver.

5.2 The proposals will be evaluated in terms of the following criteria:

Criteria	Weight	Score
<ul style="list-style-type: none"> • Capacity to deliver (30) • References (10) 	[40]	
Key personnel qualifications <ul style="list-style-type: none"> • Qualified (education) • Professional Affiliations 	[20]	
Experience in projects of a similar nature(at least 3yrs)	[20]	
Free State based companies	[20]	
TOTAL SCORE	100	

The request for quotation for services will be adjudicated means of a **two stage tender process**. The first stage will focus on functionality and service providers or bidders that qualify for more than **70** points out of the 100 will be eligible to participate in stage two of the evaluation process.

Appointment into the panel does not guarantee work request or requisition. FDC will prior to requisitioning work, issue requests for quotation on and as required on basis subject to its internal bid evaluation processes.

CONTACT PERSON	CLOSING DATE
<p>For Supply Chain Management enquiries: Mr. K. E. Ntsane</p> <p>For technical and other enquiries: Mr. D.Nkaiseng</p> <p>Phone:051 4000 800</p>	<p>Proposals must be delivered in a sealed clearly marked envelope addressed as follows: RFP-Panel of Professional Service Providers, FDC HOUSE, 33 Kellner Street, Westdene.</p> <p>Bloemfontein, on or not later than 5 June 2015 at 12H00</p>