

Request for Proposals (RFP)

EMC Women in Maritime Mentorship Programme 2022

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| Date of Issue | Wednesday, 05 October 2022 |
| Closing Date | Wednesday, 19 October 2022 |
| Place | 303 Anton Lembede Street, Durban Club Chambers, Suite 1005, 10th Floor, Durban, 4001 |
| Enquiries | zondo@maritimecluster.co.za |
| EMC business hours | 08h00 – 16h30 |
| Category | Training Services |

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SECTION A – TECHNICAL INFORMATION

1. INTRODUCTION

EThekwini Maritime Cluster (EMC) is a non for Profit Company incorporated in terms of the Company Act and its relevant Regulations. It was launched in 2009 as an initiative of eThekwini Municipality.

The mandate of the EMC is to provide a platform for collaborative engagement between different levels of government, state-owned enterprises and the maritime community to implement programs of common interest that support the growth and improve the performance and competitiveness of the maritime industry.

Since the inception of EMC, there has been a number of developments in the Maritime Sector. As per our current Business Plan, EMC focuses on the Following Key Programmes:

- Training and Skills Development
- Enterprise Development
- Industry Promotion
- Maritime Manufacturing and Services

2. BACKGROUND

EThekwini Maritime Cluster under its Training and Skills Development programme has developed the women in a maritime mentorship programme that aims at exposing graduates to work experience in the maritime industry.

The Women in Maritime Mentorship Programme aims to provide a networking platform between maritime industry professionals and young maritime aspiring girls (Tertiary). Inclusive to the training, and networking session, a dialogue engagement (selected topic) was facilitated and used as selection criteria for selected mentees. The nominated mentees will then be linked to different mentors with the appointed service provider driving the mentorship proceedings.

A final programme report by the service provider will be required at the completion of the mentorship programme

3. INVITATION FOR PROPOSALS

EMC is seeking the services of a suitably qualified and experienced Service Provider with the requisite leadership to host the Women in Maritime Mentorship Programme for 10 Final Year Students or Graduates. This mentorship programme aims to provide a networking platform between maritime industry professionals and young maritime aspiring girls for potential absorption by the industry.

EMC is looking to deliver the training as follows (which the consultant should consider):

| Theme | Content |
|---|---|
| 1. Self-development and personal growth | <ul style="list-style-type: none"> ➤ Self-reflection ➤ Personal SWOT Analysis ➤ Developing personal mission, vision, and objectives ➤ Crafting a Personal Development Plan |
| 2. Self-management (2 sessions) | <ul style="list-style-type: none"> ➤ Personal image & Grooming ➤ Personal Positioning |
| | <ul style="list-style-type: none"> ➤ Emotional intelligence |
| 3. Professional Effectiveness | <ul style="list-style-type: none"> ➤ Time Management ➤ Productivity ➤ Leadership and Accountability ➤ Basic project management skills |
| 4. Job Seeking | <ul style="list-style-type: none"> ➤ How to find a Job ➤ Social media in job applications ➤ Job websites ➤ Recruitment agencies ➤ Drafting a marketable CV ➤ Preparing for an interview |
| 5. Entrepreneurship (2 sessions) | <ul style="list-style-type: none"> ➤ Research the viability of new venture ideas/opportunities ➤ Produce business plans for a new venture ➤ Demonstrate an understanding of the function of the market mechanisms in a new venture |
| 6. Sales and Marketing | <ul style="list-style-type: none"> ➤ Marketing Process ➤ Compiling a Marketing Plan ➤ Sales Process ➤ Sales forecasting |

EMC will cover the following:

- Venue to host training

4. PROPOSAL SPECIFICATION

EMC specifications are detailed below and the evaluation process will be based on the criteria set out in section 5 (evaluation process and criteria). All RFPs are to be submitted in a format specified in this document (as applicable).

4.1 SCOPE OF WORK AND DELIVERABLES

The Training Consultant (s) will be required to provide the following services as a minimum:

4.2 PROJECT TIMELINES

The bidder must outline the deliverables and associated timelines of 3 months for 10 learners.

4.3 SUBMISSION REQUIREMENTS

Bidders should provide the following items as part of the proposal for consideration:

4.3.1 BIDDER'S PROPOSAL ON APPROACH AND METHODOLOGY

- Provide an executive summary which describes the services that will be provided and how the firm will address the needs, objectives and requirements outlined in the Scope of Services;
- This response should include a detailed description of the approach or plan to be used. The detailed plan shall focus on the methodology used for the management and execution of the required services. The plan should demonstrate an overall understanding of the Scope of Work to be performed and will be judged on clarity, comprehensiveness and presentation of materials in a thorough, concise format;

4.3.2 BIDDER'S EXPERIENCE AND REFERENCES

- Description of experience and success in the training of graduates and any other form of training and skills development;
- Provide a list of client references of institutions which demonstrates experience in providing services similar to the scope required by this RFP.

4.5.4 PRICING PROPOSAL

- Provide cost proposal commensurate with proposed services, based on a success fee basis.

5. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Submission of incomplete documentation; and
- Proposals submitted at an incorrect location.

SECTION B – TERMS AND CONDITIONS

6. VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted in electronic format and/ or hardcopy to:

Ngcebo.nxumalo@maritimecluster.co.za

303 Anton Lembede Street,
Durban Club Chambers
Suite 1005, 10th Floor
Durban,
4001

7. PROPOSAL PROGRAMME

The proposal programme, as currently envisaged, incorporates the following key dates:

- Issue of proposal documents: Wednesday, 05 October 2022
- Closing/submission date: Wednesday, 19 October 2022

8. SUBMISSION OF PROPOSALS

- 8.1.** All proposals are to be sealed. No open proposals will be accepted.
- 8.2.** Proposals submitted by companies must be signed by a person or persons duly authorised, otherwise they will be deemed invalid.
- 8.3.** The EMC will award the contract to qualified Bidder (s)' whose proposal is determined to be the most advantageous to the EMC, taking into consideration the technical (functional) solution, price and B-BBEE.

DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Wednesday, 19 October 2022** during EMC's business hours. The EMC business hours are between 08h00 and 16h30.

Where a proposal is not received by the EMC by the due date, stipulated place and time, it will be regarded as a late proposal. Late proposals will not be considered.

9. AWARDING OF PROPOSALS

Awarding of proposals will be published on the EMC's website. No regret letters will be sent out.

10. EVALUATION PROCESS

Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the EMC will approve the awarding of the contract to the successful proposer.

A two-phase evaluation process will be followed.

- The first phase includes the evaluation of **elimination** and **functionality criteria**.
- The second phase includes the evaluation of **price** and **B-BBEE** status. Pricing Proposals will only be considered after the functionality phase has been adjudicated and accepted.

11. PRICING PROPOSAL

11.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous. Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.

11.2 Payment will be according to the CSIR Payment Terms and Conditions.

12. VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

13. APPOINTMENT OF BIDDER

- 13.1 The contract will be awarded to the Bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 13.2 Appointment as a successful Bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement EMC reserves the right to appoint an alternative supplier.

14. ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to EMC at xolile@maritimecluster.co.za with *The appointment of a Consultant to Provide **EMC Women in Maritime Mentorship Programme*** as the subject.

Any other contact with EMC personnel involved in this proposal is not permitted during the RFP process other than as required through existing service arrangements or as requested by the EMC as part of the RFP process.

15. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

16. CORRECTNESS OF RESPONSES

- 16.1 The Bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 16.2 The Bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

17. VERIFICATION OF DOCUMENTS

- 17.1 Proposers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the EMC concerning anything arising from the fact that pages are missing or duplicated.
- 17.2 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

18. ADDITIONAL TERMS AND CONDITIONS

- 18.1 A proposer shall not assume that information and/or documents supplied to EMC, at any time before this request, are still available to EMC, and shall consequently not make any reference to such information document in its response to this request.
- 18.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

18.3 In the case of a proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture agreement including a split of work signed by both parties
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

18.4 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.

18.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

19. EMC RESERVES THE RIGHT TO

- 19.1 Extend the closing date;
- 19.2 Verify any information contained in a proposal;
- 19.3 Request documentary proof regarding any proposal issue;
- 19.4 Appoint one or more Bidders, separately or jointly (whether or not they submitted a joint proposal);
- 19.5 Award this RFP as a whole or in part; and
- 19.6 Cancel or withdraw this RFP as a whole or in part.

20. DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The EMC makes no representation, warranty, assurance, guarantee or endorsements to Bidders concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the EMC shall have no liability towards the Bidder or any other party in connection therewith.

DECLARATION BY PROPOSER

Only proposals that completed the declaration below will be considered for evaluation.

I hereby undertake to render services described in the attached proposal documents to EMC in accordance with the requirements and task directives/proposal specifications stipulated in **RFP** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the EMC during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any proposer or any other person regarding this or any other proposal.

I accept that the EMC may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

| |
|-------------------|
| WITNESSES |
| 1 |
| 2 |
| DATE |