



STATE DIAMOND TRADER

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OR Tambo International Airport Special Economic Zone Precinct 1, Cnr
Bonaero Drive and Elgin Road, ACSA Precinct, 1619

SPECIFICATION

SERVICE PROVIDER TO CONDUCT AN EVALUATION ON THE EFFECTIVENESS OF THE BOARD IN EXECUTING ITS DUTIES FOR A 12 MEMBER BOARD

1. INTRODUCTION

The State Diamond Trader seeks to appoint a service provider to conduct an evaluation on the effectiveness of the Board in executing its duties for a 12-member Board.

2. Background

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act (PFMA).

The office is situated in **OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct, 1619**

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1. Unit requesting goods/services	Company Secretary
2. Quantity (ties) required	One (1) service provider
3. Description of Services Summary	The State Diamond Trader (SDT) is seeking to procure the services of a suitable service provider to conduct an evaluation on the effectiveness of the Board in executing its duties for a 12-member Board.
4. Description of goods or services - Listed	<p>The Board evaluation should focus on the following:</p> <p>A. Board Structure</p> <ul style="list-style-type: none"> • Board and Committee composition • Diversity • Competencies of the members (skills gap analysis) • Board and Committee charters • Frequency of meeting • Board processes <p>B. Dynamics and Functioning Annual Board</p> <ul style="list-style-type: none"> • Calendar Information availability • Interactions and communication with CEO and senior executives • Board agenda • Cohesiveness and quality of participation in Board meetings • Chairperson's role <p>C. Board's Role in Governance</p> <ul style="list-style-type: none"> • Direction: Business strategy governance • Monitoring: Monitoring of policies, systems and strategy implementation • Supporting and advisory role

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		<p>Reporting:</p> <ul style="list-style-type: none"> • A report containing the results of the Board appraisal should be provided. The report should highlight the areas of good and satisfactory performance and those that require improvement. The report must include an action plan to improve performance for those areas identified as requiring improvement. • A report containing the results of the skills gap analysis should be provided and must include a recommendation on the Continuous Development Plan that should be undertaken by each Board member. <p>It is expected A high-level overview of the results of the appraisal should be presented to the Chairperson and Board.</p>	
5. Functionality Evaluation	Technical Criteria	Applicable Points	Points
	Business Experience	<p>The bidder must have ten (10) years' company experience</p> <p>Points will be allocated as follows: More than years' experience=15 points 10 years' business experience= 10 points Less than 10 years' business experience=0 points</p>	15

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Experience of the Facilitator	<p>The bidder must have 10 years or more of experience in corporate governance, board evaluation facilitation and board advisory and with specific experience in working with/for public sector boards. Evidence provided by way of attaching a CV</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than 10 years' experience= 30 points • 10 years' experience= 20 points • Less that ten(10) years' experience= 0 points 	30
Support team	<p>The bidder must be supported by suitable technical/professional team to assist and act as liaison and provide administrative assistance and be the point-of-contact. Attach CV/CVs of team who will assist in this regard</p> <p>Points will be allocated as follows:</p> <p>Big support team (3 and more individuals)= 10 points</p> <p>Medium support team (2 individuals) = 7 points</p> <p>Small support team (1 individual) = 5 points</p>	10
Relevant Qualifications	<p>Copies of certified certificates must be attached.</p> <p>Points will be allocated as follows:</p> <p>Doctorate= 20 points</p> <p>Masters = 17 points</p> <p>Degree = 14 points</p> <p>Diploma =10 points</p>	20

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Proposed Project Plan:	The bidder must provide a comprehensive Project Plan. Points will be allocated as follows: <ul style="list-style-type: none"> • Project plan with clear deliverables, timeframe/milestones, management of the project etc.= 15 points • Project Plan provided with deliverables, timeframe/milestones, management of the project= 10 points • Project Plan provided with insufficient details of the deliverables, timeframe/milestones, management of the project- 5 points • Project Plan provided with no details of the deliverables, timeframe/milestones, management of the project= 0 points 	15
Reference Letters	The bidder must submit 5 (five) reference letters with contactable references. Points will be allocated as follows: <ul style="list-style-type: none"> • 5 reference letters = 10 points 	10
	<ul style="list-style-type: none"> • 4 reference letters=8 points • 3 reference letters=6 points • 2 reference letters=4 points • 1 reference letter= 2 points • 0 reference letters= 0 points 	
Threshold		70 Points
Section 5 Points Scoring Total		100 Points

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To ensure a comprehensive evaluation of the proposals, bidders are required to submit the following information:

a) **Company Profile:**

Bidders must provide a company profile that highlights their background, expertise, and experience relevant to facilitating board evaluation. This should include an overview of the bidder's organization, its mission, key accomplishments, and any notable industry recognition. Bidders must also submit their company registration documents with Companies and Intellectual Property Commission (CICP) or other any relevant body.

b) **Project Plan:**

Bidders must submit a detailed project plan that outlines the approach, methodology, and key activities to be undertaken during the facilitation process. The plan should include timelines, milestones, and deliverables for each stage of the project including methodologies and approaches they employ to facilitate the board evaluations.

c) **Proposed Team and CVs:**

Bidders must provide information on the proposed team member who will be involved in facilitating the board evaluations. This should include their qualifications, relevant experience, and expertise. CVs of the team members should be submitted, along with copies of their qualifications.

D) **Reference Letters:**

Bidders must provide signed reference letters from previous engagements where they have successfully concluded similar facilitation projects, particularly in the public sector. These letters should highlight the bidder's track record and their ability to deliver high-quality outcomes.

e) **Price Schedule:**

Bidders must provide a detailed price schedule that includes the costs associated with the facilitation project for the duration of the three years. This should outline the pricing structure, including any hourly rates for ancillary costs that may arise during the course of the assignment not specific scoped in the assignment .

3. Roles and Responsibilities of the entity

- (i) The SDT will be responsible for the payment within 15 days of invoicing after service has been successfully rendered.

4. VALUATION METHODOLOGY / CRITERIA Compliance review:

- (i) Each submission is checked for compliance.

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(ii) The following documentation is required.

Compliance Criteria
SBD 4 SBD 6.1 CSD report

5. PRICING

- (i) Cost must be VAT inclusive and quoted in South African Rand
- (ii) Quotations will be evaluated on price and specific goals on the SBD 6.1.

6. Closing date for submission of quotation 10 April 2025: 16h00.

Enquiries Contacts:

SCM enquiries

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