



TERMS OF REFERENCE

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TERMS OF REFERENCE

FACILITATOR FOR BOARD STRATEGIC SESSION

Reference Number: SABFS011/2024

Advertisement Date: 22 July 2024

Closing Date: 02 August 2024

Closing time: 17:00

Tender Type: Public

1. BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the Sheriffs and relevant Stakeholders;
- To monitor the conduct of Sheriffs;
- Promote the Sheriffs’ Profession; and
- To provide overall Policy directives.

3. OBJECTIVE

In preparation for the first major convention of the new Board, the SABFS is seeking to appoint a suitably qualified and experienced service provider to render facilitation and reporting services at the upcoming Board Strategic Session. The service provider will be responsible to deliver the below scope of work in full.

4. SCOPE OF WORK

- 4.1.** The service provider will be expected to render the following services:
 - a. Agenda mapping
 - b. Extensive pre-planning to ensure that participant goals are successfully identified.
 - c. On-site facilitation and follow-up.
 - Utilize the expertise of participants in a respectful manner while ensuring balanced feedback from all attendees.
 - d. Use own secretariat to record the meeting and draft minutes for the duration of the project.
 - e. Provide a final report to the Board on the outcomes of the strategic session as well as a Strategic Plan within 14 days after the event.
- 4.2.** Provide a report and presentation on the following topics for discussion:
 - Modernisation project
 - Completed Organisational Structure
- 4.3.** The project will take place in the following dates and venue:
 - September 2024 (date to be soon confirmed)
 - Venue: Kempton Park, Johannesburg

5. EVALUATION CRITERIA

5.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

Criteria	Points
Technical Approach of the Bidder	50
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	30
Qualifications and experience of team members	20
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Training and Communications Manager whenever applicable.

5.2.3. Completion Criteria and Payment

Payment will be made based on an agreement between the SABFS and the successful bidder.

5.2.4. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
Additional Costs			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

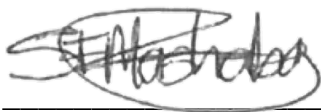
Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Facilitator certificate
- h) Pricing Schedule
- i) Declaration of Interest

NB:

- *Please note that the above requirements are mandatory and MUST accompany the proposal.*
 - *Non-compliance with the above mandatory submissions will lead to disqualification.*
 - *Proposals must be properly indexed.*
7. All inquiries relating to the tender must be communicated in writing only by no later than 12h00 on 02 August 2024. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS011/2024 – Facilitator For Board Strategic Session.
 8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
 9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
 10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs