



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE ONE SECRETARY FOR COUNCIL SUPPORT FOR THE PERIOD OF 36 MONTHS TO THE KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE.

RFP NUMBER: KZNCETC 12/2022

Date issued: 19 OCTOBER 2022

Closing date and time: 09 NOVEMBER 2022 at 11:00 am

Bid Validity period: 21 days

TENDER BOX ADDRESS: KZN CETC, 1ST FLOOR 17 Kosi Place, Umgeni Business Park, Springfield, Durban 4001.



1. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to provide one secretary for council support for the period of 36 months to the KwaZulu-Natal Community Education and Training college.

2. SCOPE OF WORK

3. JOB DESCRIPTION – SECRETARY FOR COUNCIL SUPPORT

3.1 JOB PURPOSE

To assist in providing strategic planning and monitoring, council secretariat, effective and efficient administrative support in the office of the Principal and Deputy principal corporate services.

3.2 MAIN OBJECTIVES

| No | OBJECTIVES |
|----|---|
| 1. | <p>Provide administrative coordination and support in the Central office</p> <ul style="list-style-type: none">• Draft all letters, submissions, and memorandums• Preparing supporting documents for meetings, receive and distribution of meeting packs to the relevant officials• Co-ordinating of college inputs for annual, quarterly, monthly reports.• Establish and implementation of effective records and document management systems in council and council committees• Recording (voice) of all meetings and safekeeping of master copy of the document pack, minutes, and bookings.• Distribute the document pack seven days before the meeting, electronically and/or on outstanding information to ensure completeness |



| | |
|-----|---|
| .2. | <p>Provide secretariat support to College Council and Council Committees.</p> <ul style="list-style-type: none"> • Coordinate all logistical arrangements for meetings and travelling etc. • Compile each council claim forms • Arrange all meetings, proceedings, and activities of the above structures • Compile agenda, minutes, reports, and other records of the above structures • Distribution of relevant documents for meetings of above structures • Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. • Safekeeping of approved minutes, resolutions, and all Council documents. • Attendance of all meetings and workshops (virtually and in-person) • Drafting all presentations, speeches, reports on behalf of Council Chairperson and Council Committees related to meetings of above structures. |
| 3. | <p>Assist in the provision of strategic management, monitoring, and evaluation services</p> <ul style="list-style-type: none"> • Coordinating and compiling institutional performance and strategic reports. • Conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives and outcome. • Preparing the chairperson’s draft report. • Conduct an annual review of the Council and subcommittee charter. • Compile (Reminds) quarterly APP targets reports for the college. • Compile annual report to DHET. • Plan, coordinate and implement all college strategic coordination meetings and events. |

3.3 INHERENT REQUIREMENT OF THE JOB

| KEY COMPETENCIES | SKILLS AND KNOWLEDGE | LEVEL OF EXPERTISE |
|---------------------------|---|--------------------|
| 1. Education and training | National Senior Certificate National Diploma in office administration, Public Management or any other equivalent qualification will be an added advantage. | Advanced |



| | | |
|------------------------|--|----------|
| 2. Relevant Experience | 5 -10years in Public Administration environment | Advanced |
| 3. Knowledge | <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> Public Administration. Knowledge of the relevant legislation, policies, prescripts, and procedures Basic knowledge of Financial Administration | |
| 4. Skills | <ul style="list-style-type: none"> Administrative Planning and organizing Financial management Report writing Communication and interpersonal Problem solving Computer literacy Analytical Project management Team leadership People management Willing to work flexible hours including weekends and willing to travel. | Advanced |
| 5. Values/ attributes | <ul style="list-style-type: none"> Client service focus Integrity Committed Proactive Loyal | Advanced |

3.4 LEARNING FIELDS AND INDICATORS

| NO. | LEARNNG INDICATORS |
|-----|--|
| 1. | National Senior Certificate. Diploma in Office Administration, Public Administration, or any other relevant qualification will be an added advantage. And drivers' licence |
| 2. | 5-10 years in Public Administration environment |
| 3. | Practical experience in administration |
| 4. | Experience in the management of resources |



4. AMENDMENTS TO JOB DESCRIPTION

The principal or his/her nominee (supervisor or manager) reserves the right to make changes and alterations to the job description, as he/she may deem reasonable, after due consultation with the job/post-holder.

5. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work-plan and targets, should be read as an extension of the job description.

6. DURATION

- Secretary for Council support is for a duration of 36 months.

7. INSTRUCTIONS TO BIDDERS

1.1 The College is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.

1.2. The College reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the College decide not to proceed with the tender.

1.3. The College also reserves the right to appoint any other person to undertake any part of the tasks.

1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The College will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.

1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.

1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificate.

1.7. Firms may ask for clarification on these tender documents or any part thereof up to close of business week before the deadline for the submission of the bids.

1.8. The College reserves the right to return late bid submission unopened.

1.9. Should the contract between the College and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.



1.10. If you the bidder do not hear from the institution within three months from the closing date, consider your bid document unsuccessful.

8. SPECIAL INSTRUCTIONS

- The end-user must be involved in the recruitment process.
- The service provider must pay Administrator for Council Support, (not less than) R 15 000 per month for the duration of the contract.
- The winning bidder must provide at least 5 personnel to choose from should the end user not be able to recommend. The personnel should be vetted.
- The KwaZulu-Natal Community Education and Training College must be at a liberty to choose the best candidate using technical assessments and interviews as tools of recruitment.
- The recommended personnel must meet monthly performance targets of the KwaZulu-Natal Community Education and Training College, failure to meet them, the college we will require a change in personnel.

9. COMPULSORY COMPLIANCE INFORMATION

Note: Bidders must ensure that submissions are fully completed with required information, failure to do so and late submission will result in disqualification from the tender.

1. Valid Tax Clearance Certificate submitted with Tender documents.
2. Certified copy of Company Registration (CIPRO / CIPC / NGOs/ NPOs and Co-Operative).
3. Original or Certified copy of BBBEE Certification or Sworn Affidavit indicating the BBBEE status, the attention to SBD 6.1 must be complete. If Certified BBBEE certificate or Sworn Affidavit is not attached the supplier will not be disqualified. Bidder will not be scored for BBBEE score.
4. Fully completed SBD1, SBD4, SBD6 and Pricing Schedule.
5. Proof of residence (to confirm address and existence of provider).
6. CSD Registration reports.
7. Tender Standard Bid Documents Fully Completed.
8. Traceable references.



10. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – **“Request for proposal – To provide one Secretary for Council Support”** and placed in the tender box at the Kwa Zulu- Natal Community Education and Training College head office located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **09 November 2022 before 11: 00 am.**

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

| Phase One of Evaluation – Price and Preferential Point | |
|--|-----|
| BBBEE score | 20 |
| Price | 80 |
| Total | 100 |

11. GENERAL CONDITIONS

- The General Conditions of Contracts will be applicable to this tender.
- KwaZulu-Natal CET College reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contracts.
- KwaZulu-Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that KwaZulu-Natal CET College is not obliged to select any of the bidders' submitting proposals.
- Evaluation can only be done based on information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Proposal received after the specified closing date and time will not be considered.



11. SPECIAL CONDITIONS OF CONTRACT

The College reserves the right to:

- Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder.
- Accept any part of a tender in lieu of the whole tender.
- The college reserves the right at any stage during the evaluation of Tenders to, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after the preferred Bidders have as such been notified of their status.
- Award the tender to multiple bidders based either on organizational capacity, specialization, and size, as well as geographic considerations.

12. CONTACT AND COMMUNICATION

For any enquiries, communication should be directed to the college via email at

SCM@KZN.CETC.edu.za and 031 350 4366 during the office hours 7:30 am – 16:15 pm.

KwaZulu-Natal Community Education and Training College

17 Kosi Place, Springfield

Umngeni Business Park

Durban

4000

First Floor



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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Specification related questions

: Mr. N Dlamini

: NDlamini@kzn.cetc.edu.za

: 031 350 4367

Bid Document Queries

: Mrs. N Kumalo

: NKumalo@kzn.cetc.edu.za

: 031 350 4366