


Requesting Office: Procurement	
Contact Person: Hezekiel Lukele	
Contact Numbers: 014 597 4636	
Facsimile:	<b>RFQ</b>
E-mail address: <a href="mailto:hezekiell@magalieswater.co.za">hezekiell@magalieswater.co.za</a>	

DATE ISSUED: 22 JANUARY 2024

CLOSING DATE: 29 JANUARY 2024

PLACE OF DELIVERY: MAGALIES WATER,

For More information/query email: [hezekiell@magalieswater.co.za](mailto:hezekiell@magalieswater.co.za) or call 014 597 4636

Item No.	Description/Specification
1.	<p><b><u>REQUEST FOR QUOTATION</u></b></p> <p>Review of Magalies Water Organisational Strategy, Strategic Risk Register and facilitation of Management Strategy Session including risk assessment and Board Strategy Planning Session. The finalisation of 2024/25 Strategy Documentation including the Strategic Risk Register.</p> <p>Please check below ANNEXURE A</p>

### 1. Submission of Quotations


**RFQ Number** must always be stated on the quotation.

Quotations should be submitted on email below. Email: [hezekiell@magalieswater.co.za](mailto:hezekiell@magalieswater.co.za)

### 2. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation

### 3. Evaluation

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The quotation will be checked for responsiveness according to the following **REQUIREMENTS**:

- Quotation must have CSD vendor number/ submit CSD Report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be 30 days or more.
- Quotation with physical address, date, contact details and banking details

#### 4. Terms & Conditions

Quotations received after the closing date will not be accepted.

All costs to be included in the quotation.

Delivery must take place at the specified place.

Quotations to be valid for 30 days from date of issue.

All non-responsive bids will be rejected.

The Government Procurement General Conditions of Contract shall apply.

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## ANNEXURE A

Date: 26 January 2023

**Request for Quotation: Review of Magalies Water Organisational Strategy and the Strategic Risk Register, facilitation of Management and Board Strategy Planning Sessions including Risk Assessment for the finalisation of 2024/25 Strategy Documentation and the Strategic Risk Register.**

**Subject: Request for Consultancy Services - Magalies Water Organisational Strategy and Strategic Risk Register Review and facilitation of Strategy Planning Sessions and Risk Assessment Session.**

Magalies Water seeks to secure the services of a competent service provider to facilitate strategic planning sessions, conduct a strategic risk assessment and the review of strategic documents and to compile documentation thereof. The aforementioned strategic documents are the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan, Shareholder Compact and Strategic Risk Register.

### 1. Introduction

Statutory legislations requires Magalies Water to annually develop and review strategic planning documentation, which are the Corporate Plan, Annual Performance Plan as well as Shareholder Compact. It further requires that the Accounting Officers of the Entity must ensure that the Entity has and maintain effective, efficient, and transparent systems of risk management and internal controls and that the risk assessments are conducted regularly to identify emerging risk.


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The Corporate plans identify strategically important outcomes oriented goals and objectives against which Magalies Water’s medium term results based on a five (5) year cycle to be measured and evaluated by the Department of Water and Sanitation, Parliament and the Public. The risk assessment should involve and assist the Board, Accounting Officer and Executive Management team of MW in assessing and prioritising the risks that need to be managed and mitigated in order to realise the vision, mission, and strategic objectives of Magalies Water (“MW”). This is to enhance statutory compliance in order to continuously operate with principled governance. Magalies Water request consultancy services to facilitate the Magalies Water Strategy, strategic risk register and review of the documentation thereof; for both Management and the Board respectively to review and refine the Corporate Plan, Shareholder Compact and Strategic risk register.

## 2. Scope of work

Request for consultancy services to utilise best practices in terms of reviewing the Magalies Water Organisational Strategy and analysing, reviewing, aligning and enhancing the Corporate Plan, Annual Performance Plan and Shareholder Compact and the Strategic Risk Register which includes:

1. One day briefing/planning session with the Strategy Manager , Governance, monitoring and Compliance Specialist and Chief Executive prior to the Management strategy session.
2. Reviewing of Magalies Water Organisational Strategy documents and ensure alignment to Magalies Water Corporate Plan, Shareholder Compact, Annual Performance Plan, Strategic Risk Register and other legislative requirements.
3. Guiding Management and the Board on innovative methodologies to activate strategic initiatives to capitalise on the growth opportunities as per the Growth Strategy.

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4. Facilitation of a vigorous participatory three (3) day Workshop with Management in which the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan, Shareholder Compact and Strategic Risk Register will be reviewed. Technical Indicator descriptions for all indicators will also need to be refined to ensure effective reporting during the course of the financial year.
5. Identifying areas of non-performance and or challenges and to how address these for the next business cycle.
6. Facilitate a strategic risk assessment on the 3<sup>rd</sup> day with Management during which the 2023/24 financial year's identified risks, controls and action plans will be reassessed for implementation in 2024/25, this should also include identification of emerging risks and ensure alignments with current trends.
7. Compile a detailed risk assessment report, containing the strategic risk register for Magalies Water.
8. One day presentation of draft documentation and reports to EXCO of Magalies Water in Rustenburg.
9. One day briefing session with the Strategy Manager, Governance, monitoring and Compliance Specialist, Chief Executive and Board Chairperson prior to Board strategy session.
10. Facilitation of a vigorous participatory two (2) day Strategy Planning session with the Board and Management in which the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan Shareholder Compact and Strategic Risk Register reviewed.
11. Research and conduct PESTEL, SWOT analysis and other relevant strategy frameworks for the organisation to form part of the reviewed Corporate Plan;

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12. Review and research the reconfiguration of water boards process and ensure Magalies Water Strategy is responsive to the process.
  
13. Research on water sector deliverables and alignment of Magalies Water Vision, Mission and Strategic Objectives to Key Performance Areas and Key Performance Indicators for the reviewed corporate plan and shareholder compact;
  
14. The fundamental objective and outcome is to have a reviewed Magalies Water Organisational Strategy, Corporate Plan, Shareholder Compact and Strategic Risk Register.
  
15. One day to present the close out reports to Board and Management of Magalies Water in Rustenburg.

### **3. Requirements and Experience of Service Provider**

#### **3.1 Mandatory Requirements**

- i. The Bidder must be an EME or QSE which is 51% black owned with a B-BBEE status level contributor of 1 (Attach Valid B-BBEE certificate)

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- ii. The Bidder/Facilitator must have at least a Masters (MBA) in Strategy Management or Business Administration/Management, a PHD in related fields will be an added advantage (Attach Qualification)
- iii. The Bidder/Facilitator must have experience in the facilitation of strategy planning session including conducting risk assessments and development and review of Organisational Strategies and Corporate plans in the Water Services Sector (Attach minimum 1 reference letter)

### 3.2 Functionality Requirements

- i. The bidder must score a minimum of 70 Points for functionality before proceeding to the next phase of evaluation

	<b>Evaluation Criteria</b>	<b>Points allocation</b>	<b>Total Points</b>
1	<p><b>Company Experience</b></p> <p>Completed Projects in Strategy Document Development and Review, Strategy Planning Facilitation, Strategy Plans Finalisation and conducting of risk assessments within Water Service Sector.</p> <p>Bidder to attach Completion Letters, Appointment Letters or Reference letters.</p>	<p>30 Points- 5 or more projects</p> <p>10 Points- 2 to 4 projects</p> <p>5 Points- 1 project</p>	30 points
2	<p><b>Facilitator Experience</b></p> <p>Have experience on compliance regulation – Strategy, Performance, Risk, Auditing and Governance (Attach Facilitator’s CV)</p>	<p>10 Points- 5 or more years of experience</p> <p>5 Points- 4 or less</p>	10 points



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	Evaluation Criteria	Points allocation	Total Points
		years of experience  0 Points- No experience	
3	<p><b>Locality of Company</b></p> <p><b>Company within the Magalies Water Area of Service</b></p> <p>North-West Gauteng (City of Tshwane) Limpopo (Waterberg District)</p> <p>(Attached Company Municipal Bill or Lease Agreements not older than three months. If property is leased, municipal account of the lessor to be attached)</p>	<p>10 points- Magalies Water Area of Service</p> <p>5 points- Outside Magalies Water Area of Service but with South Africa</p> <p>0 points- International Company</p>	10 points
5	<p><b>Methodology/ Proposal</b></p> <p><b>Bidder to submit methodology / proposal to address the following:</b></p> <ul style="list-style-type: none"> <li>Reviewing of Magalies Water Organisational Strategy documents and ensure alignment to Magalies Water Corporate Plan, Shareholder Compact, Annual Performance Plan, Strategic Risk Register and other legislative</li> </ul>	<p>30 points- Addresses all items listed</p> <p>10 points- Addresses at least 5 items listed</p> <p>0 points-</p>	30 points

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	Evaluation Criteria	Points allocation	Total Points
	<p>requirements.</p> <ul style="list-style-type: none"> <li>Guiding Management and the Board on innovative methodologies to review and refine Magalies Water Strategic Documents and activate strategic initiatives to capitalise on the growth opportunities as envisaged by the merger.</li> <li>Facilitation of a vigorous participatory three (3) day Workshop with Management in which the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan, Strategic Risk Register and Shareholder Compact will be reviewed and Technical Indicator descriptions for all indicators will also need to be refined to ensure effective reporting during the course of the financial year.</li> <li>Identifying areas of non-performance and or challenges and to how address these for the next business cycle.</li> <li>Facilitation of a vigorous participatory two (2) day Strategy Planning session with the Board and two (2) days with Management in which the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan, Shareholder Compact and Strategic Risk Register would be reviewed.</li> </ul>	addresses less than 5 items listed	

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	Evaluation Criteria	Points allocation	Total Points
	<ul style="list-style-type: none"> <li>• Research and conduct PESTEL, SWOT analysis and other Strategy Analysis Frameworks/Models for the organisation to form part of the reviewed Corporate Plan;</li> <li>• Review and research the reconfiguration of water boards process and ensure Magalies Water Strategy is responsive to the process</li> <li>• Research on water sector deliverables and alignment of Magalies Water Vision, Mission and Strategic Objectives to Key Performance Areas and Key Performance Indicators for the reviewed corporate plan and shareholder compact;</li> <li>• The fundamental objective and outcome is to have a reviewed Magalies Water Organisational Strategy, Corporate Plan and Shareholder Compact and timeous submission to the Shareholder - the Department of Water and Sanitation;</li> </ul>		
6	<p><b>Close out and Presentation Template</b></p> <p>The bidder to submit a template with relation to the final close out report and proposed</p>	<p>20 points- submission meets clients expectations</p>	20 points

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	Evaluation Criteria	Points allocation	Total Points
	presentation framework based on section 2.	based on section 2 (Scope of work)  0 points- submission does not meet clients expectations.	
			<b>100 points</b>

#### 4. Duration of the appointment

This appointment shall conclude and practical completion shall be reached when the Management and Board strategy planning sessions are completed and the reviewed Magalies Water Strategy, Corporate Plan including the strategic risks and Shareholder Compact is presented to the Board and Management. .i.e. Finalised reviewed Magalies Water Organisational Strategy, Corporate Plan, APP with TIDs, Shareholder Compact and 2023/24 revised Strategic Risk Register.

#### 5. Official representative

The following person is authorised as Official Representative to give instructions and to receive documentation regarding the Magalies Water strategy sessions.

**Mr. Sanele Jele**


**Cell No: 072 338 3578**

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E-mail: [sanelej@magalieswater.co.za](mailto:sanelej@magalieswater.co.za)

## 6. PROJECT DESCRIPTION


Item	Description	Expected Outcomes
<b>Briefing with Strategy Manager, Governance, monitoring an Compliance Specialist and Chief Executive (1 day)</b>	Meeting with Strategy Manager, Governance, monitoring and Compliance Specialist and Chief Executive to discuss document expectations and structure the sessions.	<p>Agreed process for the review of the Magalies Water Organisational Strategy, Corporate Plan, APP, Shareholder Compact and Strategic Risk Register.</p> <p>Finalised agenda for management and board strategy sessions for both days that will ensure effective delivery as required.</p>

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Item	Description	Expected Outcomes
<b>Management Strategy Session Including Risk Assessment (3 days)</b>	Facilitation of a vigorous participatory three (3) day Workshop with Management in which the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan and Shareholder Compact and Strategic Risk Register will be reviewed and refined. Technical Indicator descriptions for all indicators will also need to be refined to ensure effective reporting during the course of the financial year.	Reviewed: <ul style="list-style-type: none"> <li>• Magalies Water Organisational Strategy</li> <li>• Magalies Water Corporate Plan</li> <li>• Magalies Water Shareholder Compact</li> <li>• Magalies Water Annual Performance Plan with TIDs.</li> <li>• Strategic Risk Register</li> </ul>
<b>Presentation of Draft documentation to EXCO (1 day)</b>	Inputs and guidance from the Management Session needs to be consolidated into the draft reviewed strategic documents.	Presentation of all strategic documents to management and highlighting pertinent issues following research conducted on matters as finalised at the management strategy session.
<b>Briefing Session with Strategy Manager, Governance monitoring and Compliance Specialist, Chief Executive and Board Chairperson and</b>	Meeting with Strategy Manager, Governance monitoring and Compliance Specialist, Chief Executive and Board Chairperson to	Agreed process for the review of Magalies Water Organisational Strategy, Corporate Plan, APP ,Shareholder Compact and Strategic

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Item	Description	Expected Outcomes
<b>Compliance Specialist, Chief Executive and Board Chairperson (1 day)</b>	discuss document expectations and structure the Board session.	Risk Register  Finalised agenda for board strategy sessions for both days that will ensure effective delivery as required.
<b>Board Strategy Session (2 days)</b>	Facilitation of a vigorous participatory two (2) day Strategy Planning session with the Board and Management in which the Magalies Water Organisational Strategy, Corporate Plan, Annual Performance Plan, Shareholder Compact and Risk Register would be reviewed and refined.	Reviewed: <ul style="list-style-type: none"> <li>• Magalies Water Organisational Strategy</li> <li>• Magalies Water Corporate Plan</li> <li>• Magalies Water Shareholder Compact</li> <li>• Magalies Water Annual Performance Plan</li> <li>• Strategic Risk Register</li> </ul>
<b>Close out report presentation to Board and EXCO (1 day)</b>	<ul style="list-style-type: none"> <li>• Presentation of final documentation to Board and Management in Rustenburg.</li> </ul>	Close out report.  Refined and Reviewed: <ul style="list-style-type: none"> <li>• Magalies Water Organisational Strategy.</li> <li>• Corporate Plan,</li> <li>• Shareholder Compact</li> <li>• APP</li> <li>• Strategic Risk Register</li> </ul>

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### 7. Form of appointment

Project should be executed in line with scope of services as stipulated above in section 2: the scope of work and section 6: project description.

### 8. Remuneration

This contract will be managed according to the financial pricing proposal as tendered prices submitted to Magalies Water.