



REQUISITION: 33/2020/CRO/ETHICS/ASSESSMENT/RFQ-v3

DESCRIPTION:	Appointment of a service provider to conduct TCTA ethics culture assessment.
DURATION:	Once off.
PROPOSED BID PROCESS:	Open RFQ
REQUESTOR:	Risk Department
DIVISION:	Risk
UNIT:	Compliance and Ethics
ISSUE DATE:	18 th January 2021
DATE REQUIRED:	As soon as possible
CLOSING DATE:	27 th January 2021 @ 11h00

1. BACKGROUND

TCTA is a major public sector entity established in terms of Notice 2631 published in Government Gazette No 10545, dated 12 December 1986, as amended by Government Notice No. 277 published in Government Gazette No 21017, dated 24 March 2000 and listed in Schedule 2 of the Public Finance Management Act of 1999 and a water management institution in terms of the Nation Water Act, 1998, operating in the water sector *inter alia* in the implementation of infrastructure projects for the supply of bulk raw water as directed by the Minister of Water and Sanitation from time to time.

2. SCOPE OF WORK

DETAILED DESCRIPTION OF SERVICES:

TCTA is seeking a qualified service provider to perform Ethics Culture Assessment for the organisation. The service provider will also be required to perform the following task during the assessment:

- Conduct ethics culture/organizational assessment for TCTA; including in-person interviews with employees in-person or virtual meeting.
- Identify areas of improvement.

- Conduct “kick-off” meeting with Chief Risk Officer and Compliance and Ethics Manager and Exco regarding process, timeline and expectations.
- Conduct “de-brief” with Chief Risk Officer and Compliance and Ethics Manager and Exco regarding findings and recommendations.
- Meetings to be at TCTA head office 265 West Avenue, Centurion, or virtual meeting (“face to face”).
- The service provider must indicate any knowledge and experience working with public sector and/or SOE’s.

COMPANY EXPERIENCE REQUIRED

- 5 years or more experience in ethics management, consultation and advisory and to be regarded as a mandatory item.
- Bidders should submit Five (5) contactable references or 5 reference letters required from the company’s clients on clients’ company letterhead.
- **Failure to meet this requirement will lead to the bidder being disqualified**

DELIVERABLES

Deliverables

This is the organisation wide assessment. TCTA has +/- 150 employees and the assessment questionnaire will be distributed to everyone through internal communication. The target for responses is minimum 65 % for the survey.

- The service provider shall provide the following deliverables:

Assessment Report – Provide a draft written report for TCTA on the assessment done and responses received. Include recommendations for ethics improvement and other factors that TCTA should consider to ethics management. And conduct a verbal de-brief of the report with the Chief Risk Officer, Compliance and Ethics and EXCO.

Final report - Provide a final written report include recommendations for improvement and other factors that TCTA should consider improving ethics management, efficiency and productivity.

3. RETURNABLES

MANDATORY	NON-MANDATORY
Minimum of 5 contactable references letters on client’s letterhead or 5 contactable references.	Attach the SARS Tax Reference Pin Number or a valid tax clearance certificate;
Company profile	CSD registration report
	Attach completed and signed Standard Bidding Documents
	Affidavit or Copy of BBBEE certificate

4. TRANSFORMATION GOALS

Only one or more of the following tenderers may respond:

1. An EME or QSE.

5. PROPOSED FUNCTIONALITY CRITERIA

A total of 100 points is allocated to this section. Prospective Bidders will have to attain a minimum score of 50 points in order to proceed to phase 2 and be further evaluated in terms of price and the preference point system. Failure by the bidder to attain a score of 50 points out of 100 as indicated in the tender documents is not an acceptable tender

Functional Criteria

1.	Company Experience Less than 5 years = Disqualification 5 – 8 years = 30 points 8 – 10 years = 50 points 10+ years = 100 points	100
	Total	100

6. PROPOSED PRICING SCHEDULE

Description	Quantity Unit	Price Per Unit	Total Price for 12
i) Ethics Culture Assessment		R0,00	
Total Cost excluding VAT			R0.00
15% VAT			R0.00
Total Cost including VAT			R0.00

Price must reflect excluded and Included 15% VAT.

Price per unit and total price must be stipulated.

Description of goods.