

BRIEFING SESSION

REVIEW OF ORGANISATIONAL STRUCTURE: RFP 0043/04/2016

**Supply Chain Manager:
Clement Nhuvunga**

**Chief Financial Officer:
Andre Gernandt**



CONTENT



- Process & administrative issues
- Mandatory requirements
- Evaluation criteria
- Terms of reference
- Scope of Work
- Q & A's



PURPOSE OF THE TENDER



- To Invite suitably qualified and experienced service providers to submit proposals for the Review of Organisational Structure for the SIU
- The Purpose of this briefing session is to share and clarify pertinent information to this tender.



MANDATORY REQUIREMENTS



- One Original Bid Document with 2 copies;
- Certified copy of proof company registration(Pty;CC;Trusts etc);
- Valid Original Tax Clearance Certificate OR SARS Pin Number to verify the Tax clearance status
- Original or certified copy of BBBEE Certificate(JV Consolidated certificate)
- Complete Bid Document in full;
- All declaration(SBD) forms completed in full;
- Attendance of compulsory briefing session (register to be filled in);



EVALUATION CRITERIA



Criteria	Points
1. Mandatory Requirements	0
2. Functionality	
Functional/Quality	70
Presentation	30
Total Points on functionality	100
3. Price	90
BBBEE	10



FUNCTIONAL EVALUATION



DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Company Experience=25 Service providers must attach certified copies of appointment letters for similar work done in past 5 years + testimonials with contactable reference	No letters & testimonials	0
	1-5 letters & testimonials	10
	6-10 letters & testimonials	20
	More than 10 letters & testimonials	25
Qualifications of key personnel (Team Leader)=20 Service providers must attach certified copies of qualifications to demonstrate that their Team Leader has relevant qualifications	National Diploma in HR/BA/BM	5
	Bachelors Degree/B Tech in HR/BA/BM	10
	Postgraduate Dip/Honours in HR/BA/BM	15
	Masters Degree in HR/BA/BM	18
	Doctoral Degree in HR/BA/BM	20



FUNCTIONAL Cont..



DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Experience of key personnel (Team Leader) =25 Service providers must attach concise CV of Team Leader(s) to demonstrate experience	0-2 years experience	0
	3-5 years experience	10
	6-10 experience	15
	More than 10 experience	25
	Total Points	70

Description	Total Score
Cultural Survey	5
Project Plan and related timeframe to implement	5
Verification and approach to job grading system	5
Training on the implementation of organisational review	5
Development of remuneration strategy	5
Implementation of change management	5
Total Points for Presentation	30

Total Points for Functionality	100
Minimum functionality to move to Pricing & BBBEE	70



PRICE & BBBEE



Description	Points
Price	90
BBBEE Level of Contribution	10
Total Points	100

- ☐ Bid Documents are available for download from www.etenders.gov.za or can be collected from SIU Head Office after payment of a non refundable amount of R500.00;
- ☐ Please Note to download the updated bid document formatted for numbering & spelling errors-No changes were made to substance of the RFP Doc
- ☐ Closing date is 06 February 2017 @ 11h00; the Telkom time service will be used to determine the accurate time;
- ☐ No late bids will be accepted;
- ☐ All bids will be open in public;
- ☐ Bids sent via courier and mail must be deposited to the bid/tender box before closing date and time;
- ☐ Collection & Delivery of Bid documents:

74 Watermeyer Street Rentmeester Building Meyerspark Pretoria.
Tender Box next to Reception Area



ENQUIRIES



1. All Technical related enquiries

Mr. Clement Nhuvunga

Supply Chain Manager: Supply Chain Management Unit

E-mail: scm@siu.org.za

2. All Supply Chain Management related enquiries

Ms. Sylvia Mkhize

Senior Supply Chain Practitioner

Tel: 012 843 0085

E-mail: scm@siu.org.za

3. Fraud & Anti-corruption Hotline

083 533 6429

E-mail: ethics@siu.org.za



BACKGROUND TO THE SIU



- The SIU consists of one (1) national office in Pretoria and nine (9) provincial offices in Pretoria (incorporating Head Office), East London, Mthatha, Cape Town, Durban, Bloemfontein, Mafikeng, Polokwane and Nelspruit
- national staff complement is +- 530 (five hundred and thirty)
- skilled and semi-skilled professions including but not limited to forensic lawyers & advocates, forensic investigators, forensic accountants, forensic cyber examiners, forensic data analysts, administration clerks, support staff for Finance, Human Resources, Information Technology, a Project Management Office, Risk and Internal Audit, Communications and administrative staff. There are roughly 87 individual job titles across 19 Patterson grading levels.



WORK PREVIOUSLY COMPLETED 2007-2013



- Phase 1: Development of the project framework, project team and project governance
- Phase 2: Analysis and Assessment Phase
- Phase 3: Gap analysis with to arrive at Design and Development
- Phase 4: Implementation of the recommendations and structures (This phase was however not completed fully)
 - High level design principles were developed;
 - The Operating model was unpacked into key concepts;
 - A Top tier reporting model was designed and proposed;
 - All relevant governance structures were developed and proposed;



WORK PREVIOUSLY COMPLETED 2007-2013



- A detailed design was done for each main department, with the following sub points:
 - Department Capability and Organisation Summary
 - Departmental Structure
 - Role Profiles
 - Change Impact Analysis
 - Process Flows
- Detailed Job profiles for 76 jobs were done that covers most of the operational positions. The majority of job profiles to be completed are in the Finance and Administration positions;
- 16 HR processes were defined;
- A skills assessment matrix was done for the majority of employees;
- A Succession management and mentoring framework was completed;
- 18 IT processes were defined and documented;
- 66 Program management office processes were defined and documented.

1. Review the existing operating model and recommend changes where necessary including clear operating processes.
2. Conducting a culture survey with recommended actions to be implemented to address findings;
3. Review the existing organisational structure and recommend a new or amended, comprehensive and effective organisational structure to enable the SIU to deliver on its mandate; this must include the interaction between centralised program, project and support structures and the regional structures for the same functions;
4. Develop identified and agreed Business Operations Standard Operating Procedures (SOPs). Where necessary, develop SOPs for support functions.
5. Make a list of recommended policies that are necessary for the Unit to carry out its work.

6. Assess and recommend naming conventions for various levels and positions in the organisations;
7. Recommend minimum criteria in relation to qualifications, work experience and competencies/skills required for each job category in the organisation;
8. Consider the appropriateness of the existing Patterson Job grading system and make recommendations regarding any changes to it.
9. Review and update job profiles for all existing positions and develop job profiles for all new positions
10. Conduct on the recommended job grading training to the SIU grading committee;
11. Facilitate the grading process done by the grading committee
12. Develop a remuneration strategy by amongst other things, conducting salary benchmarking of graded positions; identifying salary anomalies within the current structure with recommendations as to how it should be normalised;



SUMMARY OF ToR



13. Develop Long and short term performance incentives as well as a staff retention strategy
14. Propose and implement change management process to deal with the introduction of the new organisational structure to employees;
15. Draft a suitable policy governing change of organisational structure within the SIU should the organisation require the need to go through organisational review process in future;
16. Contribute to the finalisation where necessary of the SIU's remuneration policy;



PROJECT DELIVERABLES



It is required that reports/sections in a consolidated report are completed for the above detailed Terms of Reference at the end of the project



Thank you

Q & A