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**REQUEST FOR QUOTATION:**

**BOARD AND BOARD COMMITTEES EVALUATION SERVICES**

**1. NTINGA O.R TAMBO DEVELOPMENT AGENCY BACKGROUND**

Ntinga O.R Tambo Development Agency SOC Ltd is a wholly-owned municipal entity of the O.R. Tambo District Municipality (ORTDM), registered as a State-Owned Company. The mandate of the Agency is the promotion and facilitation of the socio-economic development of our region.

The mandate bestowed upon Ntinga by the parent municipality, O.R. Tambo District Municipality is to perform activities which falls within the functions and powers of district municipalities as contemplated in Section 84(1) of the Municipal Structures Act, 1998 (Act 117 of 1998), which are:

- Integrated Development Planning;
- Potable Water Supply Systems;
- Domestic and Industrial Waste-water and Sewage Disposal Systems;
- Fresh Produce Markets and Abattoirs;
- Local Tourism Promotion;
- Municipal Public Works;
- Taxes, Levies and Duties; and
- Discretionary Activities.

This new Ntinga mandate is derived from various relevant pieces of legislation and is meant to make Ntinga more effective and able to add value to the Parent Municipality.

**Our vision:**

“Vibrant and Sustainable Communities”

**Our mission:**

Ntinga Shall Attain its Vision Through:

“Being a catalyst for innovation in promoting socio-economic development and sustainable services to communities, through strategic partnerships and new investments”.

## **2. PROJECT BACKGROUND**

Principle 9 of the King IV™ Report on Corporate Governance, 2016 provides that the Board of Directors should ensure that the evaluation of its own performance and that of its chair and its individual members, support continued improvement in its performance and effectiveness.

King IV™ further promotes that the board should schedule a formal process that is externally facilitated using an approved methodology approved by the Board. The overview of the evaluation results and remedial actions should also be disclosed.

The envisaged evaluation will cover the Board and its Committees only.

## **3. SCOPE OF WORK**

Ntinga O.R. Tambo Development Agency SOC Ltd therefore requires a service provider to provide Board and Board Committees evaluation services. The service provider must meet the following specifications/ requirements:

- Facilitate and assist the Ntinga Board and Committees to conduct a self-evaluation that is questionnaire based (i.e. excludes interviews) for a 12-member Board with 4 sub-committees;
- The evaluation must be completed against accepted good corporate governance principles and practices, as per King IV™ and other governance prescripts and focus on areas such as Board/Committee composition, culture, roles and responsibilities, role players and interaction with management, amongst others;
- Conduct the evaluation aiming to assess the current performance of the Board and Committees against accepted good corporate governance principles and practices;
- Facilitate the evaluation and provide reports that reflect the overall view of the members' opinion of the performance of the Board and Committees;
- The report must further be a comprehensive advisory report which provides clear guidelines on the focus areas listed above and provide suggested actions to address gaps, optimize the board and committees' functions and the reports must be prepared in a manner that ensures anonymity;
- Provide the Board of Directors with the necessary expertise, guidance and support to execute the evaluation; and
- Provide a presentation on the findings of the evaluation and any additional advisory support to the Board and be available for questions and answers.

## **4. EVALUATION CRITERIA**

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

### **4.1 FUNCTIONALITY CRITERIA**

The following functionality criteria will be applicable. Bidders must score a minimum of 70 points to proceed to the next stage to be evaluated for price and preference.

#### **Service Provider Experience (40 Points)**

- The service provider must have at least ten (10) years' experience in the facilitation of board evaluations as well as be a proven leader in industry in relation to matters pertaining to

Boards, Directors, Corporate Governance and related services. References of previous clients and/or track record must be submitted.

**Facilitator Experience (30 points)**

- Facilitator must have at least ten (10) years' experience in corporate governance, board evaluation facilitation and board advisory and with specific experience in working with/for public sector boards. Evidence provided by way of attaching a CV.
- Facilitator to be supported by suitable technical/professional team to assist and act as liaison and provide administrative assistance and be the point-of-contact. Attach CV/CVs of team who will assist in this regard.

**Qualification of Facilitator (20 Points)**

- The Facilitator must be registered with a reputable professional organisation and hold a Masters qualification or higher.
- Copies of certified certificates must be attached.

**Evaluation Proposal (10 Points)**

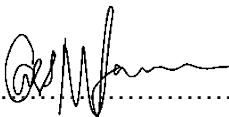
- Provide a Proposal/ project plan with implementation steps/stages and identified timeframes/milestones for completion of the evaluation.

**4.2 Price and Preference**

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act.

**NOTE:** Please visit the Ntinga O.R. Tambo Development Agency SOC Ltd website on <http://www.ntinga.org.za>

APPROVED BY:

  
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C. Mfana

**Company Secretary, Legal & Compliance Advisor**

**Ntinga O.R Tambo Development Agency SOC Ltd**