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**REQUEST FOR PROPOSALS TO PROVIDE PROVIDENT FUND
MANAGEMENT SERVICES FOR THE PSETA**

TERMS OF REFERENCE

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1. INTRODUCTION

The PSETA invites proposals from suitably qualified Service Providers who have been registered and are listed on the National Treasury's Central Supplier database (CSD) to provide Provident Fund services.

2. BACKGROUND

The Public Service Sector Education and Training Authority (PSETA) was established in terms of the Skills Development Act (1998). The SETA facilitates skills development in the Public Service sector which comprises the following sub sectors: National and provincial government departments, parliament and provincial legislatures and public entities.

The PSETA is comprised of sixty four (64) employees on the staff establishment.

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

The scope of work the service provider is expected to cover includes but is not limited to the following:

- To administer Provident Fund management services for 64 employees on behalf of PSETA.
- Reconcile, to check that if collection contributions is a match between amounts received and amounts payable.
- Follow up on any discrepancies.
- Report on the results each month by submitting a status report on contributions payable.
- Provide advice on any developments in the industry that may have an impact on the Fund.
- Attend meetings as and when required.
- Annual pension increase recommendations.
- Calculations of any additional financial obligations that arise as a result of actions taken by PSETA.

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4. DURATION OF APPOINTMENT

The duration of the project is up until end of March 2020.

5. EVALUATION PROCESS AND CRITERIA.

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, once the minimum functionality criteria are met.

The evaluation will be based on:

Phase 1 : Functionality Evaluation	
Phase 2 : Preferential Point System	Points
Price	80
B-BBEE status level of contribution	20
Total	100

PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of a 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria together with the maximum points to be awarded are set out below:

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Domain	Evaluation Method	Criteria	Weight	Score
<p>1. Methodology and Project plan</p> <p>NB: This criteria will be assessed on the discretion of the Evaluator.</p>	<p>Demonstrable project management capability in terms of methodology and execution, submit project plan with a clear indication of milestones to be achieved and related cost. A detailed project plan with the following details:</p> <p>Guidelines</p> <ul style="list-style-type: none"> • Clear timelines and project milestones • Consultation with PSETA staff and management • Investment portfolio proposals • Expected performance of the fund in future years 	<ul style="list-style-type: none"> • 1 = No Methodology or Methodology not covering all areas of Guidelines • 2 = Methodology covering few areas of Guidelines • 3 = Methodology covering most areas of Guidelines • 4 = Methodology covering all areas of Guidelines but not in depth. • 5= Excellent detailed methodology with all areas thoroughly addressing Guidelines 	<p>20</p>	<p style="text-align: center;">1</p> <hr/> <p style="text-align: center;">2</p> <hr/> <p style="text-align: center;">3</p> <hr/> <p style="text-align: center;">4</p> <hr/> <p style="text-align: center;">5</p>

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Domain	Evaluation Method	Criteria	Weight	Score
2. Experience in Fund Management	<p>References: submission of at least 3 or more reference letters of experience in the management of Provident Funds containing the following information:</p> <ul style="list-style-type: none"> • Name of the project/company • List of services provided (e.g. Administrative and/ actuarial services) • Date of when project was undertaken • Duration of the project <p>Reference letters must be on Company Letter head, signed and dated.</p> <p>Should the reference letter provided not conform to above requirements it will not be considered.</p>	<ul style="list-style-type: none"> • 1= No reference letter provided of work previously conducted • 2 = 1 to 2 reference letters of work previously conducted • 3 = 3 reference letters of work previously conducted • 4 = 4 reference letters of work previously conducted • 5 = 5 or more reference letters of work previously conducted 	30	<div style="text-align: center;">1</div> <div style="text-align: center;">2</div> <div style="text-align: center;">3</div> <div style="text-align: center;">4</div> <div style="text-align: center;">5</div>
3. Knowledge and experience of Project	<p>The Project manager and/or Project team must have an appropriate academic qualifications and at least 5-10 years of</p>	<ul style="list-style-type: none"> • 1= No submission of CV and/ or certified copies of qualifications 		1

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Domain	Evaluation Method	Criteria	Weight	Score
Manager and/or Project Team	work experience in provident fund management and insurance industry. • Attach CV and certified copies of qualifications. Proof of SAQA evaluation must be provided in the case of foreign qualifications.	<ul style="list-style-type: none"> • 2= CV, Certified copies of qualifications and less than 5years experience • 3 = CV, Certified copies of qualifications and a minimum of 5 years' experience. • 4 = CV, Certified copies of qualifications and a minimum of 6 to 9 years' experience. • 5 = CV, Certified copies of qualifications and 10 years and above experience. <p>NB: Uncertified copies of qualifications will be not be considered for evaluation</p>	30	2 3 4 5
Total			80	

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Bidders who achieve a minimum of **56** out of **80** points for the evaluation criteria will be further required to deliver a presentation at PSETA offices. The presentation should not exceed 20 minutes and the functionality criteria for the presentation together with the maximum points to be awarded are set out below:

Domain	Evaluation Method	Criteria	Weight	Score
<p>4. Presentation.</p> <p>NB: The presentation shall not exceed 20 minutes per bidder</p>	<ul style="list-style-type: none"> • Summary of the proposal • Value added services – Provide information on any value-added services that can be offered to PSETA. • Explanation of the contribution collection process up to monthly reconciliations • Describe what quality control procedures/ processes you have in place to ensure that your clients receive consistent quality service. • Describe how queries, requests, changes and cancellations will be handled. • What is your mitigation and issue resolution process? • Please provide a detailed response indicating performance standards with respect to resolving service issues. • Complaint handling procedure must be submitted. 	<ul style="list-style-type: none"> • 1 = Poorly done and does not cover the presentation outline • 2 = Fairly covers the aspects of the presentation outline • 3 = Moderately covers aspects of the presentation outline • 4 = Good and covers aspects of the presentation outline. • 5= Excellent and covers all aspects of the presentation method <p>NB: This criteria will be assessed on the discretion of the Evaluator.</p>	<p>20</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>

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Domain	Evaluation Method	Criteria	Weight	Score
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The presentation by the bidders will be assessed based on the following:

- Summary of the proposal
- Value added services – Provide information on any value-added services that can be offered to PSETA.
- Explanation of the contribution collection process up to monthly reconciliations
- Describe what quality control procedures/ processes you have in place to ensure that your clients receive consistent quality service.
- Describe how queries, requests, changes and cancellations will be handled.
- What is your mitigation and issue resolution process?
- Please provide a detailed response indicating performance standards with respect to resolving service issues.
- Complaint handling procedure must be submitted.
- Q&A on submission

A bidder must obtain 70 points combined to be evaluated further for price and B-BBEE

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PHASE 2 – PREFERENTIAL POINT SYSTEM SCORING

Bids must score a minimum of 70 points in the functionality evaluation phase 1 to proceed to phase 2 of the evaluation. Applicants meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and B-BBEE ratings respectively. The applicant with the highest total number of points will be awarded the contract.

6. COSTING

A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive.

7. FORMAT OF THE BID SUBMISSION

7.1 Company profile indicating all the requirements as per the evaluation criteria

7.2 Project plan

7.3 Team member names and roles

7.4 Track record and experience

7.5 CV and certified copies of qualifications:

7.6 Submission of all applicable documents as indicated below:

- A valid B-BBEE Status Level Verification certificate or sworn affidavits
- Copy of the registration document of the organisation (CK documents);
- Copy of the Central Supplier Database registration.

8. IMPORTANT INFORMATION FOR BIDDERS

8.1.1 Proposals must be submitted in four (4) hard copies including one (1) original.

8.1.2 A valid Tax Clearance certificate must be submitted

8.1.3 Certified copy of company's registration at the Financial Services Board

8.1.4 Proof of registration for the professional staff to provide the services, i.e actuary and investment advisory

8.1.5 All Standard Bidding documents (SBD) documents must be completed and signed

- SBD 1.1

- SBD 3.3 (initials each page of the form)
- SBD 4
- SBD 8
- SDB 6.1
- SBD 9

8.1.6 Consortium/Joint Ventures must submit their consolidated tax clearance certificates, B-BBEE certificates and other relevant documents to qualify.

NB: FAILURE TO SUBMIT DOCUMENTS UNDER SECTION 8 WILL DISQUALIFY THE BID

Proposals must be submitted to:

Ms. Ursula Mathonsi

Acting Manager: Supply Chain Management

The PSETA

2nd Floor, Sanlam Building

353 Festival Street, Hatfield

Pretoria

No electronic bid applications will be accepted

The Validity periods of the bids is 90 days from the closing date .Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-4235700

