

REQUEST FOR PROPOSAL

(Open Tender)

Bursary Program



DATE OF ISSUE	25 May 2022
CLOSING DATE	07 June 2022
CLOSING TIME	17:00 RSA time <i>Late bids will not be accepted for consideration</i>
PLACE OF SUBMISSION	via email
CONTACT DETAILS	Glynis Ganas Economic Development Cell: +27 (0) 76 207 2629 Email: Glynis.Ganas@peakers.com
BID VALIDITY PERIOD	6 months

Disclaimer

The information contained in this Request for Proposals (“RFP”) is confidential in nature. The bidders shall not share this information with any other party not connected with responding to this RFP. The information contained in this RFP or subsequently provided to bidder(s) whether verbally or in writing by or on behalf of Avon and Dedisa shall be subject to the terms and conditions set out in this RFP and any other terms and conditions subject to when such Information is provided.

This RFP, incorporating all its attachments, has been produced by Avon and Dedisa Power for the sole purpose of soliciting bids for a supplier to provide comprehensive student recruitment, liaison and bursary management and administration services to The Company.

This RFP does not constitute an agreement and is not an offer by Avon and Dedisa to conclude an agreement, nor is it an invitation by Avon and Dedisa to any party other than the one that has been pre-qualified to submit the Bid. The purpose of this RFP is to provide information to the potential bidders to assist them in responding to this RFP. Though this RFP has been prepared with sufficient care to provide all the required information to the potential bidders, they may need more information than what has been provided. In such cases, the potential bidder is solely responsible to seek the information required from Avon and Dedisa who reserve the right to provide such additional information at its sole discretion.

Avon and Dedisa make no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the RFP. Avon and Dedisa may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP any time before the final bid submission. Avon and Dedisa may withdraw and terminate this RFP at any time prior to award to a preferred bidder.

Bidders shall be responsible for any and all costs, expenses and losses incurred by them in the preparation and submission of bids or otherwise in connection with this RFP. Avon and Dedisa will not compensate bidders for any such costs, expenses or losses, regardless of the outcome of the RFP.

The bidder accepts that Avon and Dedisa will notify an unsuccessful bidder that their bid was unsuccessful, but will not be under any obligation to provide reasons to the bidder.



Introduction

Avon and Dedisa Peaking Power plants are South Africa's first large privately-owned power generating plants initiated by the Department of Energy. The power generated by the two open cycle gas turbine (OCGT) power plants supplies Eskom SOC LTD (Eskom) with electricity during peak demand times. The two companies contribute in excess of 1000MW power to help with energy security. The plants are located in iLembe District Municipality and Nelson Mandela Municipality.

Background of the RFP

Avon and Dedisa Peaking Power (A&D) understand the importance of Broad-Based Economic Empowerment (B-BBEE) and the value that it adds to community development, economic development, skills, supplier and enterprise development. Therefore, the Company aims to contribute towards economic prosperity, sustainable growth and skills development of youth in the communities surrounding the plant.

The company seeks to appoint a suitable implementation partner to provide services in respect of student recruitment as well as bursar liaison, management and administration in order to enable The Company to select, sponsor and develop students to meet the objectives of its Bursary programme.

Purpose

To partner with a service provider that can undertake the scope of works required for the initialisation, compilation, execution and management of a 3-year (with an option to renew) Bursary program to achieve the goals and vision of the Company.

It is the intention of Avon and Dedisa to embark on 3-year service level agreement with the preferred service provider.

1. Invitation for Proposal

All interested companies are invited to submit proposals in a format specified in this enquiry. However, tenderers are urged to submit additional information over and above the originally specified requirements.

1.1. Scope and Output

The service provider shall be expected to implement the Bursary program as described below. The scope outlined below is not exhaustive, and may evolve during the partnership. As such, the following minimum services will be expected:

1.1.1. Marketing

- List and promote The Company as a sponsor and client when the following activities are undertaken:



- Active communication and recruiting from liaising with Company approved schools and Higher Education Institutions (HEI's) to market career and bursary offers;
- maintaining ongoing and regular contact with targeted schools, HEIs, incl. principals, teachers, heads of departments, university placement offices and prospective students.
- Active advertising bursary opportunities and creating awareness of the opportunity at the respective schools in the local communities, and other platforms that may be requested by The Company.

1.1.2. Selection of Prospective Students

- processing all enquiries and applications received from throughout South Africa, Port Elizabeth and KwaDukuza (KZN) whether by post, email or online;
- screening all applications received, selecting suitable candidates for interviews and informing all applicants in writing of the result of their application; and
- inviting successful applicants to attend a preliminary interview and arranging and conducting such interviews throughout South Africa in Port Elizabeth and KwaDukuza (KZN).

1.1.3. Bursary program execution

- Student recruitment as well as bursar liaison, management and administration
- To onboard the approved students and ensure that the necessary contracts and documentation are in place.
- Propose the Bursary funding requirements and timelines of the approved students.
- Overall responsibility and management of the program on behalf of Avon and Dedisa, while acting in a manner that is in accordance with all company policy and conduct guidelines.

1.1.4. Bursar Liaison activities

- These services shall include:
 - arranging orientation for students at the beginning of the academic year;
 - arranging and monitoring life skills training in each academic year;
 - Monthly reporting/meetings with the Company;
 - conducting formal progress discussions on a quarterly basis and providing feedback to The Company;
 - arranging annual student/Company functions as requested by the Company;
 - co-ordinating annual practical training work placements and providing appropriate feedback to the Company and the students;
 - responding timeously to all queries, remaining in regular contact with students by e-mail, telephone, instant messaging platforms and personal visits.



- providing ongoing guidance and counselling, and arranging assistance whenever required this is inclusive of proactive monitoring of all students and timeously informing The Company of any potential risks.
- interacting with university staff regarding all student needs, concerns and requirements; and answering queries from and providing relevant information to the Company and its representatives.

1.1.17. Bursary Administration

- paying cash allowances to students as agreed with the Company;
- processing and paying university accounts, training costs, and other approved disbursements;
- maintaining a student database and personal files;
- processing and reporting on academic results, making specific recommendations and liaising with The Company in regard to renewals, terminations, suspensions and reinstatements.
- liaising with university staff in regard to curricular queries, students, account queries and the like.

1.2. Duration

It is expected that the services will be provided on an ongoing basis for a period of 3 years based on a project management fee per beneficiary onboarded. Termination clause applicable as per the Company's service level agreement.

1.3. Obligations of the Company

- The Company must advise the service provider on or before 1 March of each year of the number of bursars it wishes to recruit in each specific discipline for the following year and may adjust its recruitment requirements before 1 August of each year.
- The Company will confirm in writing all Bursary conditions before 1 October of each year, for implementation in the following year.
- The Company will confirm in writing, after consultation with the service provider, the renewal, suspension, termination or re-instatement of all Bursary awards before the end of January each year, in respect of that year.

1.4. Closing date

Proposals must be submitted on or before 17:00 on 7th June 2022 to Glynis Ganas at Glynis.Ganas@peakers.com. **No late Proposals will be accepted.**



1.5. Proposal Framework

For the purpose of evaluation, a separate proposal is required for each Company i.e.:

- Avon Peaking Power
- Dedisa Peaking Power

Each Proposal must address the criteria specified above with breakdown costing of each element and supporting documents as follows:

- Company profile with company registration documents (CIPC)
- Minimum of 3 years' experience in related field
- At least 2 references and budgets of similar assignments that the company has previously undertaken
- A detailed CV and portfolio of the assigned consultant/s
- B-BBEE certificate or valid affidavit

1.6. Evaluation Criteria

- Technical Knowledge and skills
- Experience in implementation of Skills Development Programmes
- Cost of Bursary scheme / services
- B-BBEE status

NB: Avon and Dedisa Peaking Power reserves the right to reject any Proposal, and shortlisted companies may be invited for a presentation with the Avon and Dedisa procurement adjudication team as standard service provider appointment procedure.

