

**Address of Registered Office:**

Old Government Printers  
No.5 Textile Road  
Vulindlela Heights  
Mthatha  
5100

**Postal Address:**

P.O Box 1134  
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0) 47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

**Request For Proposals.****Notification date: 13/08/2021****RE-ADVERT****ADVERTISEMENT: RFP NO – 02/07/2021**

Ntinga O.R. Tambo Development Agency SOC Ltd is looking for suitably qualified and experienced Service Provider(s) to provide Company Secretarial services for a period of 6 months to the Agency.

<b>Functional Criteria:</b>	<b>Points</b>
<b>Experience and Technical Capabilities:</b>  Proven experience and technical capabilities in providing Company Secretarial services in a public entity or parastatal environment.  - 10+ Years demonstrated experience and capabilities = 15 points  - 5 - 10 Years demonstrated experience and capabilities = 10 points  - 2 – 5 Years demonstrated experience and capabilities = 0 points (Experience should be measured post 2010)	60
<b>Relevant References</b>  - 5 Relevant, favorable references = 30 points  - Less than 5 favorable references = 0 points	30
<b>Project Plan</b>  - A detailed plan, which as minimum should include timeframes and deliverables, must be included = 10 points  - Lack of a Project Plan/Key Milestones/Timeframes = 0 points	10
<b>Total</b>	<b>100</b>

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*  
**Directors:** Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;  
 Ms. N.D.A. Ngewu; Mr. M.M. Pupuna; Mr. L. Mbiko (Acting CEO)  
**Company Secretary:** Ms. C. Mfana

**NB: Only bidders scoring a minimum of 70 points will be evaluated further on price & preference.**

Terms of reference are available for download from the Entity website ([www.ntinga.org.za](http://www.ntinga.org.za)) and/or on request from [olwethum@ntinga.org.za](mailto:olwethum@ntinga.org.za) or [siyolos@ntinga.org.za](mailto:siyolos@ntinga.org.za).

**Terms and Conditions:**

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download [www.ntinga.org.za](http://www.ntinga.org.za)
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.
- **Note: Quotation must include a detailed breakdown of all costs involved in the provision of the service.**

Quotations clearly marked "Advertisement Company Secretariat: "RFQ 02/07/2021" must be emailed to [rfq@ntinga.org.za](mailto:rfq@ntinga.org.za) or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing Date Tuesday, 24 August 2021 at 12:00.** For enquiries please contact Ms. N Mningiswa by email at [nwabisam@ntinga.org.za](mailto:nwabisam@ntinga.org.za)

Approved by;



.....  
M.Mpatheni- Acting Chief Financial Officer

13/08/21

.....  
Date

**Address of Registered Office:**

Old Government Printers  
No.5 Textile Road  
Vulindlela Heights  
Mihatha  
5100

**Postal Address:**

P.O Box 1134  
Mihatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : [info@ntinga.org.za](mailto:info@ntinga.org.za)

Website : [www.ntinga.org.za](http://www.ntinga.org.za)

---

**REQUEST FOR QUOTATION:**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR COMPANY SECRETARIAL SERVICES TO NTINGA O.R TAMBO DEVELOPMENT AGENCY SOC LTD FOR A PERIOD OF SIX (6) MONTHS**

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

Ntinga O.R Tambo Development Agency SOC Ltd (Ntinga) 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.

The Ntinga Board consists of 7 members, with four Board Sub-committees, namely:

- Audit & Risk Committee ("ARC")
- Strategy, Development & Investment Committee ("SDIC")
- Human Resources & Remuneration Committee ("HRRC")
- Social & Ethics Committee ("SEC")

**Our vision:**

**"Vibrant and Sustainable Communities"**

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*

*Directors: Ms. U.N. Mkhize; Dr. J.L. Ndubeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;*

*Ms. N.D.A. Ngweni; Mr. M.M. Pupuma; Mr L. Mbiko (Acting CEO)*

*Company Secretary: Ms. C. Mfuna*

## **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. SCOPE OF WORK**

Ntinga O.R. Tambo Development Agency SOC Ltd therefore requires a service provider for the company secretarial services. Services will be required on a need basis. The service provider must meet the following specifications/ requirements:

### **2.1 Governance services:**

- 2.1.1 Guide the Board and its Chairman on their respective responsibilities and duties,
- 2.1.2 Advise the Board and Management on compliance with all relevant statutory and regulatory requirements for records and contracts management,
- 2.1.3 Raise an awareness of all relevant laws and regulations applicable to Ntinga
- 2.1.4 Act as a central source of guidance and advice on matters of ethics and good governance
- 2.1.5 Draft new key policies for approval where relevant, ensuring that they are aligned with Ntinga's Memorandum of Incorporation ('MOI') and relevant company policies and laws

### **2.2 Company secretarial services:**

- 2.2.1 Ensure all relevant statutory requirements are fulfilled for all existing and new Board appointments,
- 2.2.2 Assist the Management and Chairman in compiling Board meeting agendas,
- 2.2.3 Assist with the preparation of Board packs and loading thereof onto Board portal software;
- 2.2.4 Attend and schedule all Board and sub-committee meetings,
- 2.2.5 Prepare all scheduled Board and sub-committee meeting minutes accurately,
- 2.2.6 Produce matters arising schedules and follow up after meetings on implementation,
- 2.2.7 Ensure that the Ntinga Annual General Meeting ('AGM') is conducted according to the Companies Act and the Ntinga MOI,
- 2.2.8 Draft all necessary policies, charters, terms of reference (such as Board Charter and Committee Terms of Reference) and other necessary policy documents required in line with good corporate governance,
- 2.2.9 Provide general board support.

### **2.3 Expected turnaround times**

The successful service provider would also be required to perform in line with the scope of work

as well as perform the following functions with regard to Board and Board Committee functions within expected timeframes as follows:

- 2.3.1 To distribute notice of each meeting, confirming the venue, time and date at least 10 days prior to the meeting,
- 2.3.2 To release the agenda of the meeting at least 5 days before the meeting,
- 2.3.3 To distribute minutes and meeting papers via the board portal software at least within 7 working days from date of meetings,
- 2.3.4 To distribute action items arising from the meeting at least 7 days after the meeting was held,
- 2.3.5 To follow up on matters arising from meetings and to ensure that responses thereto are obtained and submitted as per agreed upon time frames,
- 2.3.6 To maintain a resolution register and ensure that all resolutions are communicated with the relevant Senior Managers for execution,
- 2.3.7 Provide central source of guidance and advice to the Board and within the organisation on compliance matters,
- 2.3.8 Ensure there is a compliance calendar and yearly work plans for all Committees.

### 3. 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.

Nr	Criteria	Weight
1	<p>Experience and Technical Capabilities:                      Proven experience and technical capabilities in providing Company Secretarial services in a public entity or parastatal environment.</p> <ul style="list-style-type: none"> <li>- 10+ Years demonstrated experience and capabilities = 15 points</li> <li>- 5 - 10 Years demonstrated experience and capabilities = 10 points</li> <li>- 2 – 5 Years demonstrated experience and capabilities = 0 points (Experience should be measured post 2010)</li> </ul>	60
2	<p>Relevant References</p> <ul style="list-style-type: none"> <li>- 5 Relevant, favourable references = 30 points</li> <li>- Less than 5 favourable references = 0 points</li> </ul>	30

Nr	Criteria	Weight
3	<b>Project Plan</b> - A detailed plan, which as minimum should include timeframes and deliverables, must be included = 10 points - Lack of a Project Plan/Key Milestones/Timeframes = 0 points	10

#### 4.2 No Conflict of Interest

**4.2.1** The successful service provider must not have a real or apparent conflict of interest regarding its ability to provide its service to Ntinga,

**4.2.2** The service provider must disclose to Ntinga the names of any parties which it believes are, or may be, a real or apparent conflict.

#### 4.3 Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act. Interested parties are required to provide their bid price including rates per hour for persons to be assigned to do the work.

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

For any enquiries, please contact Mr. Olwethu Muteyi at [olwethum@ntinga.org.za](mailto:olwethum@ntinga.org.za) or 083 771 2897.

APPROVED BY:



.....  
L. Mbiko

**Acting CEO**

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