

# **THE APPOINTMENT OF THE SERVICE PROVIDER FOR THE PROVISION OF THE CONFLICT OF INTEREST WORKSHOP SESSIONS FOR CEF GROUP OVER A PERIOD OF 12 MONTHS**

## **1. SCOPE OF WORK**

- Facilitate a well-structured workshop on conflict of interest to CEF Group.
- Equip CEF Group employees, managers, executive and directors with the knowledge and tools to define, identify, disclose, and appropriately manage actual, potential, or what is perceived as conflicts of interest.
- Emphasize the legal and governance frameworks governing conflict of interest.
- Provide practical case studies relevant to government entities.
- Strengthen the declaration culture by guiding employees, managers, executive and directors on disclosure requirements, frequency, and consequences of non-disclosure.
- Impact of conflict of interest on investments and funding for government entities.
- Build awareness of conflict of interest risks within government entities.
- Provide practical guidance on prevention and reporting of conflicts of interest.

## **2. KEY DELIVERABLES**

The service provider shall provide the following services:

- Assist CEF Group employees, managers, executive and directors to fully understand conflict of interest.
- Conduct a well-structured, interactive workshop sessions across CEF Group employees, managers, executive and directors. It is estimated that there will be between 30-40 sessions divided across the CEF Group.
- Perform an analysis of how negative ranking and rating outcomes affect the organisation.
- Acceptable international standards, possible control and assessment that can be introduced in the organisation.
- Management and ethical awareness of conflict of interest to CEF Group employees, managers, executive and directors.
- Applying ethical principles to recognise, disclose, and appropriately manage conflicts of interest.
- Assisting in developing conflict of interest declaration forms and guidelines.
- Use practical questionnaire to evaluate the understanding of conflict of interest.
- Provide a report on gaps, areas of improvement and recommendations on mitigation plans.

### **3. Expected outcomes**

- Enhance employee understanding of what constitutes actual, potential, and perceived conflicts of interest.
- Standardise conflict-of-interest declarations and escalation procedures across the organisation.
- Reduce organisational risk exposure by promoting proactive disclosure and ethical decision-making.
- Strengthen the organisation's ethical culture by reinforcing values of integrity, transparency, and accountability.
- Equip employees with practical skills to identify, disclose, and manage conflict-of-interest situations.

Task Description	Facilitation	Outcome documents	Required activities	Output timelines
<b>Conflict of Interest</b>				
1. Outlining acceptable behaviors of legal corporate, employees and stakeholder.	<ul style="list-style-type: none"> <li>Workshops and awareness sessions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate conflict of interest awareness.</li> <li>Elaborate on corporate governance</li> <li>Conflict management.</li> <li>Explain and elaborate on what constitute conflict-of-interest</li> <li>The ability to apply ethical principles in decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>. Awareness material</li> <li>Facilitation of workshop and awareness sessions.</li> <li>Feedback assessment studies on workshop on improvements..</li> <li>Develop rules and guidelines for conflict of interest in public private partnership</li> </ul>	<ul style="list-style-type: none"> <li>- Facilitate a well-structured workshop.</li> </ul>
2. Evaluation and recommendations	<ul style="list-style-type: none"> <li>Standards</li> <li>classification</li> </ul>	Recommend guidelines and principle.	Standardized conflict-of-interest declarations	Develop and conduct awareness and guidelines.

#### 4. EVALUATION CRITERIA

The bids shall be evaluated in three (3) phases, Mandatory requirements, Technical /Functionality evaluation and commercial (Price and Specific Goals) evaluation.

##### 4.1 PHASE 1

###### **Mandatory Requirements**

At this phase, the bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified and cannot be considered for further evaluation on Technical Requirements.**

No.	Mandatory requirements	Comply	Not Comply
1.	<b><u>Proof of qualification</u></b>  The bidder must provide proof of qualification in Bachelor's degree in Law or BCom Law NQF level 7 and above.		
2.	<b><u>Proof of accreditation</u></b>  The bidder's lead must be an Accredited professional of a relevant Accreditation authority in South Africa from a professional institute i.e. Corporate Counsel Association of South Africa(CCASA) and/or Legal Practice Council.  <b><i>The bidder must provide proof of valid Accreditation certification.</i></b>		
3.	Bidder must provide a reporting structure and list of CVs of the team members who will support execution of the work.  The element of the skill set are as follows: <ul style="list-style-type: none"><li>• conflict of interest</li></ul>		

## 4.2 PHASE 2

### TECHNICAL EVALUATION

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **60%**. It must be noted that if the Bidder does not meet the **60%** minimum threshold, the bidder will be disqualified.

Evaluation Criteria	Document as Evidence	Score	Weighting %
<b>1. EXPERIENCE OF THE TEAM LEAD</b> The bidder must submit a CV that demonstrates that the Lead team member has experience in Conflict of interest.			
Lead team member has 10 years' experience in conflict of interest.	CV of the team Lead	5	<b>50%</b>
Lead team member has 8 to 9 years' experience in conflict of interest.		3	
Lead team member has 7 to 8 years' experience in conflict of interest.		1	
Lead team members have less than 7 years' experience in conflict of interest.		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
<b>2. Company experience</b> Proven experience of the company reflecting the work undertaken in conflict of interest.  The letter/s should not be older than seven (07) years (from 2018 to 2025). <ul style="list-style-type: none"><li><b><i>The reference letters must be signed, dated and be on a client's letterhead, and include the client's name and client's contact details</i></b></li></ul>			
Five or more relevant reference letter	Submit the relevant letters	5	<b>50%</b>
Four or more relevant reference letter		3	
Three or more relevant reference letter		2	
Two or more relevant reference letter		1	
No relevant reference letter/s submitted		0	

### 4.3. PHASE 3: COMMERCIAL EVALUATION

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

- Tenders must submit their B\_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.
- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.