



Johannesburg Social Housing Company

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Issued: 12/03/2020

## RFQ: EFFECTIVE CORPORATE GOVERNANCE TRAINING FOR JOSHCO'S ACCOUNTING AUTHORITY AND COMMITTEES.

The Johannesburg Social Housing Company Pty Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers that specialise in the following area of expertise:

CONTACT PERSON	DESCRIPTION	CLOSING DATE AND TIME
<b>NAME:</b> Lehlohonolo Molesywa <b>TEL:</b> 011 406 7347 <b>EMAIL:</b> <a href="mailto:lehlohonolo@joshco.co.za">lehlohonolo@joshco.co.za</a>	Effective Corporate Governance Training For JOSHCO's Accounting Authority and Committees.	Closing Date: 19/03/2020 Closing Time: 11:00 a.m.

### 1. INTRODUCTION

Johannesburg Social Housing Company hereafter referred to as **JOSHCO** invites submissions from reputable training provider to offer a two day training to the Governance Structure members at the JOSHCO head office. The training should summarily comprise:

- Responsibilities and liabilities of directors as per King IV™ / Companies Act 2008 "fiduciary duties"
- Role of the Chairman
- Key boardroom issues and conflict resolution
- Role of the Board in Supply chain governance process in line with MFMA
- interpretation of JOSHCO MOI, Shareholder Compact and Board Charter and terms of reference of the respective committees (Audit and Risk committee, Social, ethics and human resource committee and Development committee)

### 2. SCOPE OF WORK

#### 2.1. Key learning areas that should be covered:

- Explain the responsibilities of the different role players and the principles of governance and accountability with reference to JOSHCO's Board as a Municipal Entity;
- Provide practical examples to demonstrate various governance related concepts understood against the Municipal Finance Management Act and the Regulations and Municipal Systems Act

#### 2.2. Demonstrable outcome for the training:

- Purpose and tasks of the Board.

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Registration Number: 2003/008/063/07



- Duties, legal status and potential liabilities of directors.
  - Board constitution and composition.
  - The difference between directing and managing.
  - The role of the Chairman and CEO.
  - The role of the Company Secretary
  - Committees of the Board.
  - Understanding the Boards mandate
  - Effective meetings or boardroom
  - How can management support the Board
  - Conflict resolution
  - Reputation management in the boardroom and diversity of the boardroom
  - Board assessment, performance and Board remuneration; (as per CoJ Remuneration Policy)
  - Municipal Finance Management Act and the Regulations "Principles of Governance in Supply Chain Management"
- **Social And Ethics:**
    - The social role/responsibility of business in the South African context.
    - The governance of ethics in King IV.
    - The mandate of the Social & Ethics Committee.
    - Strategies and processes for an effective Social & Ethics Committee.
    - Social and ethics committee considerations with an emphasis on health and safety;
    - Ethics in practice and in the Boardroom
- **Audit And Risk Committee:**
    - Establishment of an audit committee.
    - Composition and skills required.
    - Audit Committee ToR, meetings, planning of agendas and annual work plan.
    - Key role and responsibilities of the audit committee.
    - Role of the audit committee chair.
    - Role of audit committee in combined assurance.
    - Oversight of risk.
    - Challenges to effectiveness.
    - Reporting and disclosures.

**The workshop should be scheduled over two days for a total of 19 JOSHCO members to be trained**

### **3. FUNCTIONAL RESOURCES**

**The Training Provider should provide:**

(a) Resource packs to be provided to the Governance Structure Members, i.e.:

- Board of directors,
- Audit and Risk Committee,
- Social and Ethics and Human Resource Committee,
- Qualified Facilitator(s): Only reputable and qualified facilitators will be considered.

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- Certificates of attendance to be issued to all attendees

**NOTE: JOSHCO will arrange a Training venue and lunch to accommodate all Governance Structure members**

#### 4. BID EVALUATION PROCEDURE

##### Mandatory Compliance

- ✓ Accreditation as a professional training service provider by SETA

**Bidders must submit accreditation certificate to qualification for evaluation**

##### 4.1. Stage One: Administrative Compliance

- Prospective training providers **must** submit the following documents with their bids:
  - Profile of the organization
  - Valid Original SARS Tax Clearance Certificate / Tax Pin
  - Company Registration Documents
  - Certified ID copies of Directors or Members
  - Up to date municipal account/statement for the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
  - Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
  - B-BBEE Certificate for points allocation, you will forfeit points allocated for B-BBEE if the B-BBEE certificate is not submitted.
  - CSD Registration Documents.
  - Completed JOSHCO Supplier database form
  - Complicated and signed MBD forms

##### 4.2. Stage Two: Functionality Evaluation

- The minimum qualifying score for functionality will be 70 points and bids that fail to achieve the minimum qualifying score will not be evaluated further.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA	Points
1.	<p>The Organization's experience in conducting similar training on corporate governance in organizations of a similar nature (municipalities, public entity sector, etc.)</p> <p>a. 5 or more appointment letters/ Purchase Orders = <b>20</b></p> <p>b. 3 – 4 appointment letters/ Purchase Orders = <b>15</b></p> <p>c. 1 – 2 appointment letters/ Purchase Orders = <b>5</b></p> <p><i>Bidders must submit appointment letters or Purchase Order of conducting similar training on corporate governance</i></p>	<b>20</b>

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2.	<p>Experience of the facilitator in training on corporate governance and training of members of Boards/ Governance structure members (attach CV and Qualifications)</p> <p>d. 5 years' experience and above= <b>20</b>  e. 3 - 4years experience = <b>15</b>  b. 1 – 2years experience= <b>5</b></p> <p><i>Bidders must submit CV and a three-year tertiary qualification, with at least 1-year relevant experience in training facilitation in corporate governance</i></p>	<b>20</b>
3.	<p>A minimum of three contactable references/ testimonial letters</p> <ul style="list-style-type: none"> <li>• Three or and above reference letters/ testimonial letters =<b>10</b></li> <li>• Two contactable reference letters/ testimonial letters =<b>7</b></li> <li>• One Contactable reference letters/ testimonial letters =<b>5</b></li> </ul> <p><i>(Bidders must submit Written reference letters/testimonial letters where similar services were rendered) should include:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Clients Letter Head</i></li> <li>✓ <i>Description of services</i></li> <li>✓ <i>Duration of the service</i></li> </ul> <p><i>Letters of references/testimonials should be in line with appointment letters /Purchase orders submitted in point one</i></p>	<b>10</b>
4.	<p>Project plan and the implementation of the training;</p> <ul style="list-style-type: none"> <li>○ Method and delivery <ul style="list-style-type: none"> <li>✓ Methodology of the training</li> <li>✓ Content, Modules/ Session duration</li> <li>✓ The training materials to contain aspects relating to <ul style="list-style-type: none"> <li>- King IV</li> <li>- Municipal Finance Management Act, 5 of 2000, etc.</li> </ul> </li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Methodology and delivery 3 of 3 = <b>50</b></li> <li>• Methodology and delivery 2 of 3 = <b>30</b></li> <li>• Methodology and delivery 1 of 3 = <b>10</b></li> </ul> <p><i>Bidders must submit project plan and implementation plan of the training that includes all the methodology and delivery</i></p>	<b>50</b>
<b>TOTAL</b>		<b>100</b>

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#### 4.3 Stage Three: Presentation to the Accounting Officer

- Bidders who would have scored the minimum 70 points will be contacted to make a presentation of their proposal to the accounting officer.

#### Stage Four: Evaluation in terms of PPPFA 2017:

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate. Breakdown of points:

80/20 Preference Point Components	Points
Price	80
B-BBEE level contribution	20
Total	100

JOSHCO seek to provide an effective and efficient procurement service to its stakeholders through procurement best practices and optimal resource management, in compliance with the JOSHCO's Supply Chain Management Policy and relevant procurement regulatory framework. JOSHCO is committed to affirmative procurement consistent with the South African Constitution and the approved DTI Codes of Good Practice issued in terms of the BBBEE Act No. 53 of 2003 (as amended).

#### 2.3. Pricing

- All prices must be **VAT inclusive and include all other related costs.**
- Submissions must be hand delivered to JOSHCO head office (61 JUTA Street, 4<sup>th</sup> Floor, Braamfontein, Johannesburg, 2094) in a sealed envelope – **BOARDTRAINING/002/2020**
- Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

A complete document with MBD forms is downloadable from JOSHCO website: [www.joshco.co.za](http://www.joshco.co.za)

“Speak up against fraud and corruption; Blow the whistle”  
National Anti-fraud Hotline: 0800 002 587 or SMS 32840  
Tip-offs are anonymous



**SUPPLY CHAIN MANAGER**  
**JOHANNESBURG SOCIAL HOUSING COMPANY**

Date: 12/03/2020

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