
REQUEST FOR PROPOSAL

RFQ 2024/2

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
ESTABLISHMENT OF A PROJECT MANAGEMENT OFFICE.**



FEBRUARY 2024

ABOUT ACT

The Association of Comms and Technology (ACT), comprising major telecommunications network operators, (Cell C, Liquid Intelligent Technologies, MTN, RAIN, Telkom and Vodacom) plays a central role in advancing the South African telecommunication landscape. The Association of Comms and Technology NPC (“ACT”) was registered at the Companies and Intellectual Property Commission (“CIPC”) in October 2021 with registration number 2021/967827/08. ACT focus on ecosystem matters that is important for the broader Information, Communication and Technology (“ICT”) sector and through this provide a unified voice in this important sector in the South African economy.

The ACT is at the forefront of championing a thriving and leading African digital, communications, and telecommunications ecosystem. ACT is driven by a comprehensive and forward-looking strategic agenda focused on key areas that shape the landscape of the Information, Communication, and Technology (ICT) sector in South Africa.

ACT is a not-for-profit (“NPC”) company and therefore is dependent on annual membership fees from its founding members.

BACKGROUND

ACT members are International Mobile Telecommunication (IMT) spectrum licensees, playing a pivotal role in providing mobile broadband wireless access services across both urban and rural areas in South Africa. These services are facilitated through the utilization of complementary bands, specifically the IMT700, IMT800, IMT2600, and IMT3500. These bands serve as the foundation for the delivery of advanced and expansive mobile communication services, catering to the diverse needs of communities across the nation.

As a condition of the licensing agreements resulting from the spectrum auction, license holders are assigned social obligations. These obligations, while not competitive in nature, are integral to fostering social development and equitable access to telecommunications services. Mandated by its licensee members, ACT has been entrusted to convene and assist members in meeting these obligations in a sustainable and efficient manner, thereby contributing to the overall socio-economic progress of South Africa.

The establishment of a dedicated Project Management Office (PMO) was, thus, deemed essential to oversee the efficient delivery of spectrum obligations. The PMO will streamline

coordination efforts among stakeholders, provide a centralized decision-making mechanism, and address implementation challenges proactively.

PURPOSE OF REQUEST FOR QUOTATION

The Association of Comms and Technology hereby invites proposals from qualified service providers to establish a PMO for the effective execution of Spectrum Obligations. The PMO will play a crucial role in bringing together various stakeholders to ensure the successful implementation of obligations by the members of the Association of Comms and Technology, in collaboration with the Department of Communications and Digital Technologies (DCDT) led by the Director-General (DG) and the Independent Communications Authority of South Africa (ICASA).

This RFP aims to engage qualified consultants to establish a PMO focused on ensuring the seamless implementation of spectrum obligations in order to fulfill the IMT radio spectrum license conditions among others the PSI mapping, adherence to timelines, and facilitation of site arrangements to effectively and efficiently implement required connectivity.

SCOPE

1. General:

- The PMO is expected to facilitate and coordinate the rollout programme for the implementation of social obligations for a duration of 5 years. However, most of the preparation work will be done within 1 year of the start of social obligations implementation.
- The PMO will assist ACT members to implement their respective social obligations by facilitating, coordinating, and enabling decision-making among stakeholders. It should proactively resolve implementation bottlenecks and support stakeholders. The consultant is tasked with establishing a PMO aimed at ensuring the seamless implementation of spectrum obligations.
- To identify the necessary PMO team members not limited to ACT members, the Department of Communications and Digital Technologies (DCDT) and the Independent Communications Authority of South Africa (ICASA).
- The PMO setup will include a project management plan, terms of reference, procedures, and other necessary documentation to mobilize and operate the PMO efficiently.
- The consultant must possess expertise in competition law to ensure compliance with

relevant regulations and promote fair competition within the sector.

- Define clear roles, responsibilities, and authorities for stakeholders involved in the implementation of spectrum obligations, including government agencies, regulatory bodies, and private operators.

2. Project Initiation:

- Conduct an initial assessment of the spectrum obligations to understand the scope and complexity of implementation.
- Identify key stakeholders involved in the spectrum obligations and their roles and responsibilities in the implementation process.

3. Develop Project Management Plan Framework

- Develop comprehensive Project Management Plan Framework governing the implementation of spectrum obligations within a multi-stakeholder team with a focus on ensuring seamless execution, compliance with license conditions and the competition law.
- Define procedures for developing, maintaining, and monitoring project schedules and incorporate methods for mitigating schedule risks and addressing delays. Establish a process for handling scope changes, including approval mechanisms and impact analysis.
- Develop risk assessment techniques and mitigation strategies related to Identified potential project risks and uncertainties.
- Define communication channels, stakeholders, and reporting requirements.
- Establish protocols for effective communication, including frequency and format.
- Implement mechanisms for managing feedback, issues, and escalation procedures.
- Identify project resource requirements, including personnel, equipment, and materials.
- Develop strategies for acquiring, allocating, and managing project resources.

Define quality standards and metrics applicable to project deliverables.

4. Procedures and Guidelines:

- Develop standardized procedures and guidelines for the implementation of spectrum obligations that ensure consistency and efficiency in implementation.

5. Capacity Building:
 - Provide training and capacity-building sessions for PMO staff and relevant stakeholders on spectrum obligations and PMO operations.
 - Ensure stakeholders are equipped with the necessary knowledge and skills to effectively participate in the implementation process and address potential challenges.
6. Documentation and Reporting:
 - Establish a robust documentation system for recording project-related information, decisions, and outcomes, including any agreements.
 - Develop reporting mechanisms to track progress, identify issues, and communicate key updates to stakeholders, regulatory bodies, and senior management.
7. Compliance with Competition Law:
 - Integrate competition law expertise into the PMO setup, ensuring adherence to relevant regulations and guidelines in all aspects of spectrum obligations implementation.
 - Implement mechanisms to monitor and mitigate any potential antitrust risks or violations associated with information sharing.
8. Closure and Evaluations:
 - Establish mechanisms for ongoing evaluation and improvement of PMO processes, policies, and procedures, based on feedback from stakeholders and lessons learned during implementation.

Define procedures for project closure, including deliverable acceptance and handover processes

DELIVERABLES:

- Comprehensive documentation of Project Management Plan for the PMO including terms of reference, and procedures.
- Developed times lines to comply and phases to setup the PMO.
- Training materials and sessions for PMO staff and stakeholders.
- Reporting templates and mechanisms for project monitoring and compliance.
- Final report template to summarizing quarterly reports for the PMO setup process,

key findings, and recommendations for future enhancements.

TIMELINE:

- The consultant is expected to mobilize the PMO setup within three months and then after facilitate the PMO operation for another 9 months which include the commencement of the project, with regular progress updates provided to the project stakeholders on the progress of the PMO.

SUBMISSION GUIDELINES

Interested service providers are requested to submit their proposals addressing the following:

- Approach to establishing the PMO and aligning with organizational needs.
- Experience in driving significant transformations and managing project implementations.
- Proposed methodologies for tracking, reporting, and addressing project slippages.
- Proposed timelines and milestones for PMO implementation.

We look forward to receiving your proposals and collaborating with a qualified service provider to establish a PMO that ensures the effective execution of spectrum obligations.

SUBMISSION REQUIREMENTS:

1. Costs (Please specify any disbursements separately).
2. A valid B-BBEE certificate (minimum level 3).
3. A valid Tax clearance certificate (TCC).
4. A copy of the company registration (CIPC).
5. Company Profile showing:
 - Specialized skills, expertise, and value-added services.
 - Shareholding and Management structure.
6. Profiles of the team earmarked to complete the work:
 - Demonstrating the firm's experience including qualifications of the Director/s and the team to be assigned.
7. Confirmation that the work will be completed in the timelines indicated.
8. Minimum of 3 client credentials for similar engagements / reference letters.
9. Contact details of client credentials/references.

BIDDERS WILL BE DISQUALIFIED, SHOULD THEY FAIL TO MEET ALL LISTED MANDATORY REQUIREMENTS.

PREPARATION OF PROPOSAL

- In preparing submissions, bidders are expected to examine this request in detail and respond accordingly.
- Material deficiencies in providing the information requested may result in rejection of a submission.
- CV's of the proposed professional team to be deployed should be submitted.
- Key information should include qualifications, certifications, experience, period of time working for the company, and degree of responsibility held in various assignments.
- Proposals must remain valid from the submission date. During this period, you are expected to keep available the professional staff proposed for the services.
- The Association will make its best effort to complete negotiations within this period. If the Proposal validity period is extended, bidders have the right not to maintain their Proposals.
- The Proposal must conclude with a declaration that the information is true and correct, that the signatory is duly authorized and that documentary proof will be available if requested.

EVALUATION OF PROPOSALS

- Bidders shall not contact the Association on any matter relating to their Proposal from the date of the opening of the proposals to the date the contract is awarded.
- If a firm wishes to bring additional information to the notice of the Association, it should do so in writing at the address indicated.
- Any effort by the bidder to influence the Association in the proposal evaluation, proposal comparison or contract award decisions may result in the disqualification of the bidder's proposal.
- The evaluation of technical proposals will be on the basis of their responsiveness to the Scope, applying an evaluation criterion and point system.
- Each responsive proposal will be given a technical score. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the Scope.

FUNCTIONALITY EVALUATION

This bid will be evaluated using Functionality as a criterion due to the nature of the required commodity or service considering the quality, reliability, viability and durability of a service and the bidder's technical capacity and ability to execute a project.

TERMS AND CONDITIONS

- a) Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- b) All bids must be submitted in the manner prescribed in this bid document.
- c) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. ACT is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- d) ACT reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- e) ACT may require responsive bidders to present and discuss their proposals in person.
- f) ACT reserves the right not to make any appointment from the proposals submitted.
- g) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- h) ACT reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- i) All project proposals shall become the property of ACT and shall not be returned.
- j) The bid offers, and proposals should be valid and open for acceptance by ACT for a period of 120 days from the date of submission.
- k) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of ACT.
- l) ACT reserves the right not to award the bid to the bidder that scores the highest points.
- m) Disputes that may arise between ACT and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

- n) All returnable bid documents (if any) must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed (where applicable), the bid will not be considered any further.
- o) The successful service provider will be required to complete a written services agreement, non-disclosure and conflict of interest documents with ACT.
- p) After the successful service provider has received the letter of award, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.
- q) Quotations must be presented in South African Rands (ZAR) including Value Added Tax.
- r) All personal information will be processed according to relevant data privacy laws, including the *Protection of Personal Information Act, 2013*.

Submission deadline is set for **12:00pm on 29 March 2024**.

We endeavor to have the evaluation and award completed before the **05 April 2024**.

If you have questions, please reach out to Khanya Mase at procurement@actfora.co.za and copy kmase@actfora.co.za.

No late submissions will be accepted.

On behalf of ACT, we thank you for participating.

Your Sincerely



Nomvuyiso Batyi
Chief Executive Officer – ACT