



Mpumalanga Green Cluster Agency (MGCA) NPC
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2021/755112/08

REQUEST FOR QUOTATIONS

QUOTE REFERENCE: MGCA20241004

FACILITATION OF STRATEGIC PLANNING SESSIONS

Date of Issue (RFQ): 04/10/2024

Closing Date for Applications: 07/10/2024

The Mpumalanga Green Cluster Agency (MGCA) is a not-for-profit company. The MGCA was established to fulfil a crucial role of being a gateway to the green economy. The primary purpose of the MGCA is to expedite the creation of a green economy in Mpumalanga. Our role includes coordinating and facilitating the transition of the Mpumalanga Province's economy from traditional industries into the green economy revolution through green clusters.

Scope:

The scope of the strategic planning sessions includes facilitating three strategic sessions that will each be 5 hours long. All three sessions must have been successfully held by the 31st of October 2024.

Overarching Aim:

The overarching aim of the strategic planning sessions is to create a consistent and actionable roadmap that guides MGCA in achieving its 5-year goals and adapting to an evolving environment.

Objectives:

- Develop a clear vision and mission statement for the organization.
- Identify key strategic priorities and goals.
- Foster collaboration and consensus among stakeholders.
- Create a 5-year strategic plan outlining actionable steps and timelines.

Participants:

- Board members
- Key staff members
- Relevant stakeholders

Facilitator Qualifications and Requirements:

1. CV / company profile, indicating previous projects with similar requirements.
2. BEE credentials with certificate or affidavit as relevant.
3. Letter of intent (a short note on your letterhead confirming your interest to do this project)
4. Proposed framework for the 3 sessions, with an overview of deliverables.
5. Service providers are expected to indicate the total costs for facilitating the 3 strategic sessions.

Deliverables:

Session facilitation

1. Planning: defining objectives and outcomes.
2. Strategy Facilitation: moderation of workshops.
3. Reporting & Close: Final document handover.

Evaluation Criteria:

Applicants will be evaluated based on their ability and experience to deliver satisfactory service.

Cost effectiveness, MGCA being Non-profit company will evaluate the received applications based on the most cost-effective service provider.

Submission Details

Please email detailed applications to admin@mpgca.co.za

All applications should be submitted by 17h00, Monday, 07 October 2024.

Note: MGCA reserves the right not to make an appointment on this project.

Feedback on the success of the bid will be provided within a week of the closing date. Thank you!