



BeyondZero

a partner in public health transformation

REQUEST FOR QUOTATIONS

YOU ARE HEREBY INVITED TO SUBMIT QUOTATION FOR THE FOLLOWING SERVICE REQUIRED BY ECAC:

REF NUMBER: RFQ 002/03/21	CLOSING DATE: 29.03.2021	CLOSING TIME: 11H00
DESCRIPTION OF SERVICES	BASIC PROJECT MANAGEMENT TRAINING FOR CIVIL SOCIETY FORUM EC	

BID RESPONSE DOCUMENTS MAY BE RETURNED AS FOLLOWS:

EMAIL:	procurement@beyondzero.org.za
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ENQUIRIES MAY DIRECTED TO:

CONTACT EMAIL	
Email: procurement@beyondzero.org.za	

PROPOSAL SUBMITTED BY:

NAME OF BIDDER	
ADDRESS	

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ACRONYMS/DEFINITIONS

AIDS refers to Acquired Immune Deficiency Syndrome

CSD refers to the National Treasury Central Supplier Database

CSF refers to the Civil Society Forum

ECAC refers to the Eastern Cape AIDS Council

HIV refers to Human Immunodeficiency Virus

NPOs refers to Non-Profit Organization

PFMA refers to the Public Finance Management Act, Act 1 of 1999 as amended

PPPFA refers to the Preferential Procurement Policy Framework Act, Act 5 of 2000

RFQ refers to Request for Quotation

SOW refers to Scope of Work

Service Provider refers to business organizations or enterprise entities registered in terms of Companies Act, Act 71 of 2008

Terms of Reference

1. Purpose

The purpose of this bid is to invite service providers to submit a firm, fixed price proposal for conducting training of Civil Society Forum (CSF) members of the Eastern Cape Province in **Basic Project Management**. This will enable them to apply proper project management principles that are internationally recognised so that they also comply with international reporting procedures and are better positioned for possible funding opportunities.

2. Overview

The Eastern Cape AIDS Council is a body that is entrusted with the responsibility of coordinating the HIV, TB and STI's epidemics in the Eastern Cape Province. The council is constituted by the government, private sector, and civil society. The Civil Society is constituted by multiple organisations that divide themselves into thematic areas or areas of interest such as women, youth, children etcetera. The Eastern Cape Province established a Civil Society Forum in 2012. **Basic Project Management** has been identified as one of the areas of development needed to enhance the functioning and effectiveness of the Provincial Civil Society Forum.

3. Introduction

Organisations within the Civil Society forum or movement are often entrusted with the responsibility of implementing projects. For these projects to be effective basic project management principles such as setting of objectives and targets as well as effective implementation are required. This is where their skills need to be built. The course on project management will also mean that the CSF members have the common understanding of the concepts of project management and phases. The same could be said with the potential donors and development partners.

4. Scope of Work

4.1 Conduct training as stated above for 40 participants

The suitable training provider will provide a Project Management Course that will take place between 3 and 5 days.

4.2 Training Report

The service provider is expected to provide a comprehensive report of the training and submit this **within 7 days after completion of training** together with **evaluation forms**

and **attendance register** as a portfolio of evidence. A certificate of attendance must also be issued to the participants on the last day of training.

5. Expected Deliverables and Projected Timelines

The deliverables are listed above under item 4, scope of work. The project is expected to take a duration of 3 to 5 days, participants will arrive the day before training commences. At the end of the training the participants should at least be able to do the following:

- Project Concept Development, setting of Goals and objectives.
- Project Initiation
- Project planning, including budgeting.
- Project implementation
- Project monitoring and evaluation

Even though no formal assessment is required at the end, there should be some form of evidence that the participants are able to do the above mentioned and must be contained in the final report.

6. Competency and Expertise Requirements

The prospective service provider must have the following minimum requirements:

- Three years’ experience in conducting trainings
- Have experience in international project management methodologies such as PMBOK
- Experience in Developmental Project Management methodologies
- Relevant qualifications as outlined in Curriculum Vitae (submit certificates)
- Extensive knowledge of Project Planning and Monitoring
- Experience of working with the NGO sector and general HIV, TB and STI knowledge will be an added advantage

7. Response to the RFQ

7.1 The service provider must submit the following, in response to this RFQ:

Mandatory Returnable Documents	Non-submission may result in disqualification [YES: means non-submission will result in the bid being disqualified]	
a. Proposal document with training agenda and pricing	Yes	Non-adherence to this requirement will deem your bid non-responsive

b. Proof of Tax Status	Yes	- A valid and original Tax Clearance Certificate (TCC) must be submitted with the bid. - Non-compliance by the bidder will deem your bid non-responsive.
c. Proof of registration on the Supplier Database (CSD)	Yes	- Submit proof of registration on National Treasury CSD (Summary Report) - If not registered, proceed to complete the registration of your company prior
d. Proof of required competencies and expertise, as outlined in Clause 6, above.	Yes	Non-submission will deem your bid non-responsive.

8. **Evaluation Criteria**

8.1 There are minimum standards that the service provider needs to meet in order to be evaluated and selected as successful bidder. The minimum standards consist of the following:

8.1.2 **Gate 1: Functionality Evaluation**

Bidders must score 80 points in order to proceed to Gate 2.

Element	Weighting
Professional Qualification <i>(submit CV/profile of the Facilitator and certificates)</i>	25
Proven Relevant Experience <i>(submit CV/profile of</i>	25
Working knowledge of Project Planning and Monitoring <i>(submit CV/profile of facilitator)</i>	25
Company Experience <i>(submit recent verifiable references in which Project Management Trainings were conducted)</i>	25
TOTAL	100

8.1.3 **Gate 2: Price Evaluation**

Element	Weighting
Price	80
B-BBEE Status Level of Contributor	20
Total	100

9. Terms and Conditions

9.1 This RFQ will be processed in accordance with the PPPFA requirements and in line with the BEYOND ZERO SCM Policy.

9.2 BEYOND ZERO can only transact with the service providers that are registered in their database, database is available on our website.

9.3 No late quotations will be accepted.

9.4 Prices must be in RSA currency and must be VAT inclusive.

9.5 Should the quotation be governed or regulated by specific terms and conditions, such terms and conditions must accompany the quotation.

9.6 BEYOND ZERO reserves the right to accept those terms and conditions as originally submitted or amended them in order to protect the rights and interests of BEYOND ZERO.

9.7 Offer should be valid for 90 days from the closing date of this RFQ.

9.8 Please note that BEYOND ZERO has up to 60 days to settle the account after receiving the goods or services and invoice.

9.9 BEYOND ZERO reserves the right to negotiate the modification of proposed terms and conditions with the 1st preferred bidder in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure satisfactory service. BEYOND ZERO may elect to go to the 2nd preferred bidder with the 2nd highest score.

9.10 BEYOND ZERO reserves the right to cancel the terms of reference (ToRs) at any stage if BEYOND ZERO determines that timeframes and standards have been or are likely to be compromised or they determine that it is not in the best interest of BEYOND ZERO to proceed with the ToRs.

9.11 BEYOND ZERO upholds good ethical principles. Should there be transgression of ethics, report such to the BEYOND ZERO CHIEF RISK OFFICER @ monkwet@beyondzero.org.za

CLOSING DATE FOR SUBMISSION 29 March by 11:00

Submissions to be emailed as per email address on cover page.