



<b>REQUEST FOR QUOTATIONS</b>
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**YOU ARE HEREBY INVITED TO SUBMIT QUOTATION FOR THE FOLLOWING SERVICE REQUIRED BY ECAC:**

<b>REF NUMBER:</b> RFQ001/03/21	<b>CLOSING DATE:</b> 29.03.2021	<b>CLOSING TIME:</b> 11H00
<b>DESCRIPTION OF SERVICES</b>	<b>DEVELOPMENT OF A COMMUNITY/SOCIAL MOBILIZATION STRATEGY</b>	

<b>QUOTATION RESPONSES DOCUMENTS MAY BE RETURNED AS FOLLOWS:</b>
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<b>EMAIL:</b>	<a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>
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<b>ENQUIRIES MAY DIRECTED TO:</b>
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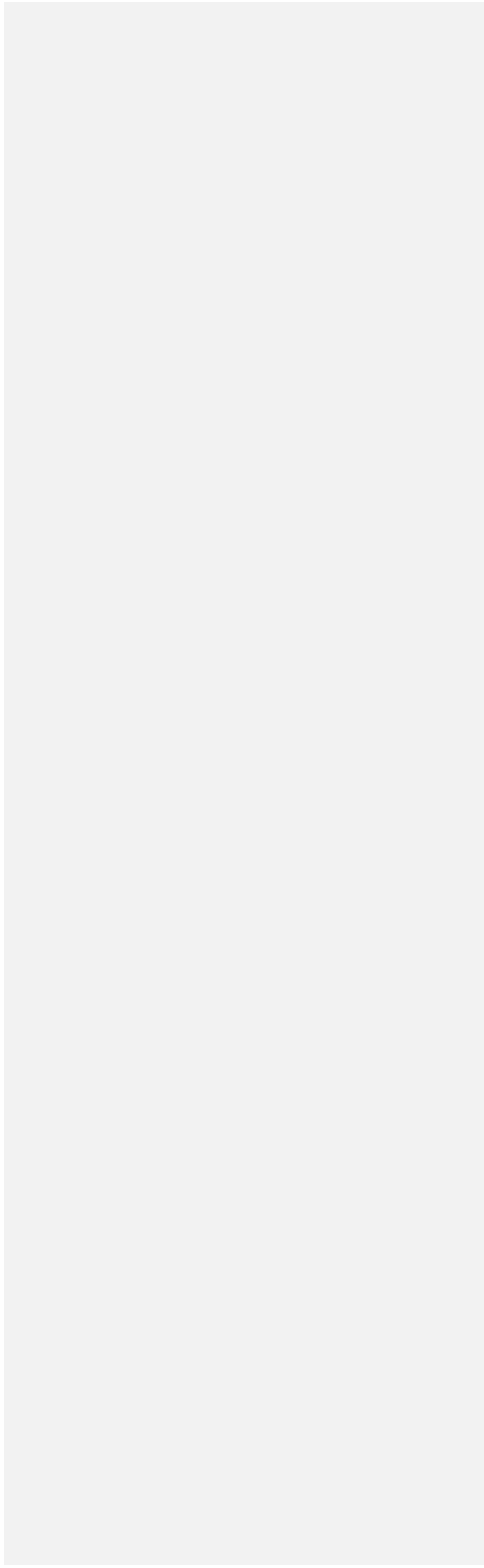
Email: <a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>	
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<b>PROPOSAL SUBMITTED BY:</b>
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<b>NAME OF BIDDER</b>	
<b>ADDRESS</b>	

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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

**NGO** refers to Non-Governmental Organization

**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

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

**STI** refers to Sexually Transmitted Infections

**TB** refers to Tuberculosis

## **Terms of Reference**

### **1. Purpose**

The purpose of this bid is to get suitable candidates to develop a **Community/Social Mobilisation Strategy** for the Eastern Cape AIDS Council Civil Society Forum. The overall intention of the strategy is to make sure that more people in the Eastern Cape Province participate in the HIV response efforts that are spearheaded by government, non-governmental organisations, the private sector, and the House of Traditional Leaders.

### **2. Overview**

The Eastern Cape AIDS Council Civil Society Forum is currently constituted by 14 sectors that presumably represent different constituencies of the public. Currently the sectors do not have the expected reach of communities in terms of membership, eg. The PLHIV sector is composed of five organizations whose membership is less than 50 000 combined, whereas there are more than 800 000 people estimated to be living with HIV in the Eastern Cape province. Strategies must be developed and employed to mobilise these people into the PLHIV sector. The same applies to all sectors of Civil Society Forum, each sector reaches far less people than what is expected.

### **3. Introduction**

In July 2020 the Provincial CSF held as one of its trainings a Community and Social Mobilization Training. Upon analysis of the current status of sectors in the province the CSF concluded that it could do more to extend its reach in communities. It was agreed that an approach/es ought to be developed to extend the reach of the CSF within the Eastern Cape province. The reach of the CSF must put into practice the moto of the ECAC of making HIV everybody's business.

### **4. Scope of Work**

- 4.1 Identify the composition of each sector in terms of its core membership.
- 4.2 Identify possible benefits of members into the sector.
- 4.3 Identify possible strategies to mobilise/recruit those members.
- 4.4 Develop and implementation plan and recommendations for recruitment of members.

### 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 one calendar month from date of appointment.** Whereby a comprehensive, clearly written strategy will be submitted to the Eastern Cape AIDS Council via email provided above.

### 6. Competency and Expertise Requirements

The prospective service provider must have the following minimum requirements:

- Relevant qualifications as outlined in Curriculum Vitae (submit certificates)
- Extensive knowledge and experience of Community Mobilization
- 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:

<b>Mandatory Returnable Documents</b>	<b>Non-submission may result in disqualification [YES: means non-submission will result in the bid being disqualified]</b>	
a. Proposal document with 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. B-BBEE Certificate or Affidavit	No	Non-submission will lead to a zero (0) score on B-BBEE.
d. 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

e. Proof of required competencies and expertise, as outlined in Clause 6, above.	Yes	Non-submission will deem your bid non-responsive.
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**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
<b>Professional Qualification</b> <i>(submit CV/profile of the Facilitator and certificates)</i>	25
<b>Proven Relevant Experience</b> <i>(submit CV/profile of</i>	25
<b>Working knowledge of Community Mobilization Strategy Development</b> <i>(submit CV/profile of facilitator)</i>	25
<b>Company Experience</b> <i>(submit recent verifiable references in which Community Mobilization Strategy was developed)</i>	25
<b>TOTAL</b>	<b>100</b>

**8.1.3 Gate 2: Price Evaluation**

Element	Weighting
Price	80
B-BBEE Status Level of Contributor	20
<b>Total</b>	<b>100</b>

## 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](#).

Commented [SG1]: Beyond Zero (confirm if this is indeed the case)

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 1<sup>st</sup> 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 2<sup>nd</sup> preferred bidder with the 2<sup>nd</sup> 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](mailto:monkwet@beyondzero.org.za)

**CLOSING DATE FOR SUBMISSION 29 March by 11:00**

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