



# BeyondZero

a partner in public health transformation

## REQUEST FOR QUOTATIONS

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

<b>REF NUMBER:</b> RFQ 003/03/21	<b>CLOSING DATE:</b> 29.03.2021	<b>CLOSING TIME:</b> 11H00
<b>DESCRIPTION OF SERVICES</b>	RESOURCE MOBILIZATION AND PROPOSAL WRITING FOR CIVIL SOCIETY FORUM (CSF) EC	

### QUOTATION RESPONSES DOCUMENTS MAY BE RETURNED AS FOLLOWS:

<b>EMAIL:</b>	<a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>
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### ENQUIRIES MAY DIRECTED TO:

<b>CONTACT EMAIL</b> Email: <a href="mailto:procurement@beyondzero.org.za">procurement@beyondzero.org.za</a>	
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### PROPOSAL SUBMITTED BY:

<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

**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 **Resources Mobilisation** and **Proposal Writing**.

### **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 response 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. **Resources Mobilisation** and **Proposal Writing** 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**

The Civil Society Forum of the Eastern Cape AIDS council is composed of different sectors. Sectors are composed of multiple organisations. For sectors to fully function they require strong and vibrant organisations. Organisations cannot be strong without a strong financial base. Currently there are a lot of funding opportunities within the HIV and AIDS sector but the Civil Society Organisations especially in the Eastern Cape Province miss these opportunities due to their lack of skills and experience on this aspect.

The Eastern Cape AIDS Council wants to capacitate the CSF organisations in the aspect of resources mobilisation and proposal writing so that the organisations can tap into the funding opportunities that exist in the space. The training will also teach them on how mine other sources of funding e.g. tapping into the private sector wellness funds through the training.

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

#### **4.1 Conduct training as stated above for 40 participants.**

The suitable training provider will provide a course in **Resources Mobilisation** and **Proposal Writing** that will be for a period of 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. The report should be in electronic version as well as printed bound copy. **Certificates of attendance** must also be issued to the participants on 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 5 days, participants will arrive the day before training commences. At the end of the training the participants will be required to know the following:

- How to identify sources of funding for HIV and TB
- The main requirements for funding for the different main donors
- Governance issues related to funding
- System's issues related to funding
- Policy issues related to funding
- Understanding how to fill in different forms for the main funders
- Writing a winning proposal
- Identifying pitfalls in proposal writing

## **6. Competency and Expertise Requirements**

The prospective service provider must have the following minimum requirements:

- Three years' experience in conducting trainings
- Relevant qualifications as outlined in Curriculum Vitae (submit certificates)
- Extensive knowledge of Proposal and Report writing
- 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 training agenda and pricing	Yes	Non-adherence to this requirement will deem your bid non-responsive
b. Proof of Tax Status	Yes	<ul style="list-style-type: none"> <li>- A valid and original Tax Clearance Certificate (TCC) must be submitted with the bid.</li> <li>- Non-compliance by the bidder will deem your bid non-responsive.</li> </ul>
c. Proof of registration on the Supplier Database (CSD)	Yes	<ul style="list-style-type: none"> <li>- Submit proof of registration on National Treasury CSD (Summary Report)</li> <li>- If not registered, proceed to complete the registration of your company prior</li> </ul>
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.

<b>Element</b>	<b>Weighting</b>
<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 Proposal and Report writing</b> <i>(submit CV/profile of facilitator)</i>	25
<b>Company Experience</b> <i>(submit recent verifiable references in which Resource Mobilization and Proposal writing Trainings were conducted)</i>	25
<b>TOTAL</b>	100

### 8.1.3 Gate 2: Price Evaluation

<b>Element</b>	<b>Weighting</b>
Price (includes learning material and facilitation, excludes conferencing and logistics, these will be organised by ECAC)	80
B-BBEE Status Level of Contributor	20
<b>Total</b>	<b>100</b>

***NB: See next page for Terms and Conditions***

## **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 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.**