

**NOTIFICATION OF AN AMENDMENT ON THE TECHNICAL EVALUATION SCORING  
MATRIX**

Date: 17 February 2023

Dear all bidders.

Amendment on the scope of work for bid reference: BZ-GF-2023-02-03 Appointment of a suitable and qualified service provider to Strengthen HIV And HIV/TB -Related Legal Support Services in all 9 Provinces of South Africa Funded by The Global Fund.

This letter serves to inform all possible respondents on the additional scoring matrix information for the above-mentioned bid.

Criteria	Document Number	Description	Weighting
Company References	Schedule 8	<p>The bidder must demonstrate their company experience by providing a list of relevant projects that have been executed in the past this should be supported by one (1) written contactable reference letter. The bidder must complete and submit <b>Section I</b> of the bid document in full and should clearly indicate company experience. If any information on any given project, has been omitted such project may not be considered.</p> <p><b>Note to bidder:</b> Written reference letter must not be older than five (5) years and must be submitted on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact number and signed by the appropriate delegate.</p> <p><b>Scoring Matrix:</b></p> <p>More than three (3) similar projects executed in the last five (5) years and one (1) written reference letter provided = <b>20 points</b></p> <p>Three (3) similar projects executed in the last five (5) years and one (1) written reference letter provided = <b>15 points</b></p> <p>Two (2) similar projects executed in the last five (5) years and one (1) written reference letter provided = <b>10 points</b></p>	20

Criteria	Document Number	Description	Weighting
		<p>One (1) similar project executed in the last five (5) years and one (1) written reference letter provided = <b>5 points</b></p> <p>Zero (0) similar project executed in the last five (5) years = <b>0 points</b></p>	
<p><b>Methodology and approach</b></p> <p><i>(10 pages proposal)</i></p>	<p><b>Schedule 9</b></p>	<p>The service provider must submit a methodology detailing operational plan with clear details to demonstrate understanding of assignment. An indication of the approach to carrying out the assignment,</p> <p>This must include the actual process on how the services would be provided, a provisional project plan with timelines. (i.e., delivery/collection points, frequency, turnaround time, etc.) including delivery team structure, communication and operational tools, reporting, etc.</p> <p><b>Scoring Matrix:</b></p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>20 points</b></p> <p><b>Good:</b> Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled = <b>15 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>10 points</b></p> <p><b>Minor Reservations:</b> Satisfies the requirement with minor reservations. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas = <b>5 points</b></p> <p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	<p>20</p>
<p><b>Project Lead Experience and</b></p>	<p><b>Schedule 10</b></p>	<p>The Project Lead/Consultant must have relevant qualifications in the field of healthcare studies or Law or International Development or Social Sciences or Governance or Civil Society development, Community development and / or other related fields.</p>	<p>15</p>

Criteria	Document Number	Description	Weighting
Qualifications		<p><b>Note to Bidder:</b> Certified copy of academic degree certificate, not older than six (6) months.</p> <p><b>Scoring Matrix:</b></p> <p>Certified copy of <b>Masters Degree (SAQA NQF level 9)</b> in the fields indicated above = <b>15 points</b></p> <p>Certified copy of <b>Honour's Degree (SAQA NQF level 8)</b> in the fields indicated above = <b>12 points</b></p> <p>Certified copy of <b>Bachelor's Degree (SAQA NQF level 7)</b> in the fields indicated above = <b>10 points</b></p> <p>Certified copy of <b>National Diploma (SAQA NQF level 6)</b> in the fields indicated above = <b>5 points</b></p> <p>Less than a diploma or no certified qualifications submitted = <b>0 points</b></p>	
		<p>Bidder must attach a brief Curriculum Vitae (CV) for the Project Lead role indicating relevant experience in healthcare studies or Law or International Development or Social Sciences or Governance or Civil Society development, Community development and /or other related fields.</p> <p><b>Scoring Matrix:</b></p> <p>Five (5) years' relevant experience and more = <b>15 points</b></p> <p>Four (4) years' relevant experience = <b>12 points</b></p> <p>Three (3) years' relevant experience = <b>10 points</b></p> <p>Two (2) years' relevant experience = <b>5 points</b></p> <p>Less than two (2) years' experience = <b>0 points</b></p>	15
Resources Qualifications and Experience	Schedule 11	<p>The key team members must have relevant qualifications in the field of healthcare studies or Law or International Development or Social Sciences or Governance or Civil Society development, Community development and / or other related fields.</p> <p><b>Note to Bidder:</b> Certified copy of academic degree certificate, not older than six (6) months.</p> <p><b>Scoring Matrix:</b></p>	10

Criteria	Document Number	Description	Weighting
		<p>Certified copy of <b>Masters Degree (SAQA NQF level 9)</b> in the fields indicated above = <b>10 points</b></p> <p>Certified copy of <b>Honour's Degree (SAQA NQF level 8)</b> in the fields indicated above = <b>7.5 points</b></p> <p>Certified copy of <b>Bachelor's Degree (SAQA NQF level 7)</b> in the fields indicated above = <b>5 points</b></p> <p>Certified copy of <b>National Diploma (SAQA NQF level 6)</b> in the fields indicated above = <b>3.5 points</b></p> <p>Less than a diploma or no certified qualifications submitted = <b>0 points</b></p>	
		<p>Bidder must attach a brief CV's for three (3) of their key team members, indicating relevant experience and proof of degree in healthcare studies or International Development or Social Sciences or Governance or Civil Society development, Community development and /or other related fields.</p> <p><b>NB:</b> Only the Coordinator CV will be scored.</p> <p><b>Scoring Matrix:</b></p> <p>Five (5) years' relevant experience and more = <b>10 points</b></p> <p>Four (4) years' relevant experience = <b>7.5 points</b></p> <p>Three (3) years' relevant experience = <b>5 points</b></p> <p>Two (2) years' relevant experience = <b>3.5 points</b></p> <p>Less than two (2) years' experience = <b>0 points</b></p>	10
<b>Report</b>	<b>Schedule 12</b>	<p>Bidder must submit a report of previous work done relevant to the scope of work and clearly indicating geographic, outcome of the project or success stories etc.</p> <p><b>Scoring Matrix:</b></p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>10 points</b></p> <p><b>Good:</b> Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled = <b>7.5 points</b></p>	10

Criteria	Document Number	Description	Weighting
		<p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>5 points</b></p> <p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	
The minimum qualifying score for functionality/technical evaluation will be 70 points overall, and service providers that fail to achieve the minimum qualifying score will be disqualified.			100