

SUMMARY	
Title	Appointment of a service provider to render Secretariat services to the Beyond Zero Board for a period of twenty (20) months
Reference	BZ-RFQ-2023-07-01
Description	Beyond Zero seeks to appoint a suitably and experienced service provider to provide Secretariat services to the Beyond Zero Board
Submission by email only to	tqf-procurement@beyondzero.org.za
Submission must include	<ol style="list-style-type: none"> 1. CIPC Registration Documents 2. SARS tax clearance certificate/Tax Compliance Letter 3. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R5 000 000.00 4. B-BBEE certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>) 5. Signed Global Fund Code of Conduct for Suppliers of Services 6. Completed and Signed Declaration of Interest 7. Provide valid proof of membership/accreditation from Chartered Secretaries of Southern Africa (CSSA) or any recognized accredited institution for the project lead
Closing Date and Time	26 July @15h00pm

1. PURPOSE

- 1.1. Beyond Zero seeks to appoint a suitably, qualified and experienced service provider to render Board Secretariat Services for a fixed period of twenty (20) months (August 2023 – April 2025) to the Beyond Zero Board.
- 1.2. The required company must possess management level accountability for ensuring that the organisation effectively and efficiently complies with the mandatory requirements relating to corporate governance and operation of the Board.
- 1.3. The service provider is expected to provide support on advisory services, record keeping and logistics and be able to also carry out any other reasonable duty as requested.
- 1.4. The prospective service provider must assign a resource or staff who have the following behavioural attributes:
 - 1.4.1. Good written, verbal communication and presentations
 - 1.4.2. Report writing
 - 1.4.3. Confidentiality and integrity
 - 1.4.4. Good understanding of administrative functions and meeting procedures
 - 1.4.5. Ability to operate at the Executive Management level
 - 1.4.6. Ability to work under pressure and meet strict deadlines
 - 1.4.7. Computer Literacy
 - 1.4.8. Good interpersonal skills and relationship-building skills
 - 1.4.9. Tolerant, motivated, enthusiastic, energetic and assertive.

2. BACKGROUND

- 2.1 BZ is one (1) of four (4) Principal Recipients (PRs) of funding support by the Global Fund for AIDS, TB, and Malaria (GFATM) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the GF grant for the period April 2022 until March 2025. BZ is implementing interventions that address the Acquired Immune Deficiency Syndrome (AIDS) and Tuberculosis epidemics in South Africa and focuses more specifically on the following modules:

- Prevention programs for Adolescent and Young People (AYP), in and out of school;
- Comprehensive prevention programs for Men who have sex with other Men (MSM);
- Comprehensive prevention programs for Transgender (TG) people and
- Community System Strengthening (CSS).

3. SCOPE OF WORK

- 3.1. The successful service provider will be required to:
 - 3.1.1. Attend all scheduled and special board meetings, as well as all subcommittee meetings as outlined in the Board calendar.
 - 3.1.2. Ensure that minutes of all board meetings are properly recorded in accordance with the organizational policies and protocols.
 - 3.1.3. Provide legal advice on company and industry-wide legislative compliance (i.e., South African Constitution and applicable legislations, Companies Act, Electronic Communications and Transactions Act, King IV, POPI etc.) and reports on compliance/non-compliance to the Board and its sub-committees.
 - 3.1.4. Ensure that Beyond Zero Board complies with its corporate governance prescripts.
 - 3.1.5. The service provider will be required to formally designate a suitably qualified member of staff to execute the functions specified above for the duration of the contract.
- 3.2. The successful service provider performance on the contract will be monitored and evaluated, based on Beyond Zero's contract performance management process.

4. RESPONSE REQUIREMENT

- 4.1. Project Leader must be Registered with Chartered Secretaries of Southern Africa (CSSA) or any recognized accredited institution.
- 4.2. Service providers must submit written contactable reference letters of recent and current similar project. Reference letters must not be older than five (5) years, must be 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.

- 4.3. The service provider’s proposed Project Lead is required to have experience and relevant qualifications in the field of Governance studies and / or other related fields. The bidder must submit a brief CV(s) not more than 5 pages of the Project Lead clearly showing the years of experience with contactable references and also certified qualification copies not older than six (6) months.

5. EVALUATION CRITERIA

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of administrative compliance. Applications that do not comply may not be evaluated further.
- **Stage 2:** Assessment on specification of services competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 70 out of 100 points of the specification of services competency requirements to progress further. Selection will be done by an evaluation committee.
- **Stage 3:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

5.1. Stage 1: Eligibility Evaluation

Table 1: Eligibility evaluation Stages

Criteria	Sub-Criteria	Comply / Not Comply
Eligibility	Valid SARS Tax Clearance Status/pin	
	CIPC Registration Documents	
	Valid B-BBEE Certificate (from SANAS Accredited Verification Agency)/ Sworn affidavit	
	VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R500000. (if applicable)	
	Signed Global Fund Code of Conduct for Suppliers of Services	

Criteria	Sub-Criteria	Comply / Not Comply
	Completed and signed Declaration of Interest	
	Bidder must provide valid proof of membership/accreditation from Chartered Secretaries of Southern Africa (CSSA) or any recognized accredited institution for the project lead	

5.2. Stage 2: Technical Evaluation

Only service provider who score 70 points or more in stage 2 will be evaluated further in stage 3 and therefore eligible for the award.

Criteria	Description	Weighting
Company References	<p>The service provider must provide written contactable reference letters of recent and current similar projects.</p> <p>Reference must not be older than five (5) years, and the written reference 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>Scoring Matrix:</p> <p>Three (3) or more contactable references provided = 30 points</p> <p>Two (2) contactable references provided = 20 points</p> <p>One (1) written reference letter provided = 10 points</p> <p>No reference letter provided = 0 points</p>	30
Project Lead Experience and Qualifications	<p>The Project Lead must have relevant qualifications in the field of Governance studies and / or other related fields.</p> <p>Note to Bidder: Certified copy of academic degree certificate, must not be older than six (6) months.</p> <p>Scoring Matrix:</p> <p>Certified copy of Master's Degree (SAQA NQF level 9) in the fields indicated above = 30 points</p> <p>Certified copy of Honour's Degree (SAQA NQF level 8) in the fields indicated above = 20 points</p>	30

Criteria	Description	Weighting
	<p>Certified copy of bachelor's degree (SAQA NQF level 7) in the fields indicated above = 15 points</p> <p>Certified copy of National Diploma (SAQA NQF level 6) in the fields indicated above = 10 points</p> <p>Less than a diploma or no certified qualifications submitted = 0 points</p>	
	<p>Bidder must attach a brief Curriculum Vitae (CV) for the Project Lead role indicating relevant experience in board secretarial work and /or other related fields.</p> <p>Scoring Matrix:</p> <p>Five (5) years' relevant experience and more = 30 points</p> <p>Four (4) years' relevant experience = 20 points</p> <p>Three (3) years' relevant experience = 15 points</p> <p>Two (2) years' relevant experience = 10 points</p> <p>Less than two (2) years' experience = 0 points</p>	30
Locality	<p>Bidder must reside in the Eastern Cape and provide proof of residence such as verifiable water statement, electricity, or levy account in the name of the company/firm or Lease agreement.</p> <p>Resident of Eastern Cape = 10 points</p> <p>Residence outside Eastern Cape = 5 points</p>	10

5.3. Stage 3: Price And B-BBEE Evaluation

Service providers must submit a detailed quotation on their company letterhead.

Service Providers that have successfully met a minimum threshold of 70 points on stage 2 will be evaluation on stage 3 (Price and B-BBEE).

The service providers' tender response will be evaluated based on a combination of price and BBEE in accordance with the ratios set out below for each training:

Price and B-BBEE	Weighting
Price	80
B-BBEE	20

Total	100
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Price evaluations will be conducted using the following formula:

$$\text{Lowest bid price} = 80$$

$$\text{Price under calculation} = 80 \left(1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

BBBEE evaluations will be conducted in accordance with the following table:

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18
Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0