



REQUEST FOR PROPOSAL NUMBER: GF125/04/2018

REQUEST FOR PROPOSAL DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER / CONSULTANT FOR THE KZN GLOBAL FUND SUPPORTED PROGRAMME TO CONDUCT WRITING TRAINING AND SUPPORT DOCUMENTING PRACTICES, PROCESSES AND EXPERIENCES OF IMPLEMENTATION OF THE OTHER VULNERABLE POPULATIONS PROGRAMME IN SELECTED DISTRICTS IN KWAZULU-NATAL PROVINCE(AMAJUBA, UTHUKELA, ETHEKWINI, ILEMBE AND UMGUNGUNDLOVU)

SUBMISSION OF PROPOSALS: Hand delivered to:

Supply Chain Management Unit
KwaZulu-Natal Provincial Treasury
Treasury House
145 Chief Albert Luthuli Street
Pietermaritzburg
KwaZulu-Natal

Clearly marked with the following in the subject line (if emailed)/on sealed envelope

Ref: GF125/04/2018: SERVICES REQUIRED: TECHNICAL ASSISTANCE TO CONDUCT WRITING TRAINING AND SUPPORT DOCUMENTING PRACTICES, PROCESSES AND EXPERIENCES OF IMPLEMENTATION OF THE OTHER VULNERABLE POPULATIONS PROGRAMME IN SELECTED DISTRICTS IN KWAZULU-NATAL PROVINCE(AMAJUBA, UTHUKELA, ETHEKWINI, ILEMBE AND UMGUNGUNDLOVU)

Applications will only be accepted from legally registered organizations and individuals in possession of valid South African Identification or valid work permits if foreign nationals.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact Person: Ms Leevani Pillay

Tel: 033-260 7815

E-mail address: leevani.pillay@kzntreasury.gov.za

Contact Person: Ms Siresha Moodley

Tel: 033-260 7815

E-mail address: siresha.moodley@kzntreasury.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mrs Esther Mungai

Tel: 033-260 7807

E-mail address: esther.mungai@kzntreasury.gov.za

***PLEASE NOTE THAT THIS PROPOSAL IS SUBJECT TO THE KZN GLOBAL FUND SUPPORTED
PROGRAMME'S SUPPLY CHAIN MANAGEMENT POLICY.***

DOCUMENTATION TO BE SUBMITTED WITH PROPOSAL

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**THE FOLLOWING PARTICULARS MUST BE FURNISHED:
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

NAME OF BIDDER:.....

POSTAL ADDRESS:

PHYSICAL ADDRESS:

TELEPHONE NUMBER: DIALLING CODE.....NUMBER.....

CELLPHONE NUMBER:

FACSIMILE NUMBER: DIALLING CODE:NUMBER.....

E-MAIL ADDRESS:

VAT REGISTRATION NUMBER:

NATIONAL TREASURY CENTRAL SUPPLIERS' DATABASE NUMBER OF BIDDING ENTITY:

.....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? YES or NO

IF YES, PLEASE INDICATE WHO ISSUED THE CERTIFICATE.

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT, (CCA). YES/NO

A VERIFICATION AGENCY ACCREDITED BY SANAS. YES/NO

A REGISTERED AUDITOR. YES/NO

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY
FOR PREFERENCE POINTS FOR B-BBEE)**

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS PROPOSAL IS SIGNED

TOTAL PROPOSAL PRICE:

SECTION B: SPECIAL INSTRUCTIONS AND NOTICE TO BIDDERS REGARDING THE COMPLETION OF PROPOSAL DOCUMENTS

PLEASE NOTE THAT THIS PROPOSAL IS SUBJECT TO THE SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK OF KZN GLOBAL FUND SUPPORTED PROGRAMME.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the proposal forms be retyped or redrafted. Photocopies of the original proposal documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy him/herself that none are missing or duplicated.
4. Proposals submitted must be complete in all respects.
5. Proposals shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the proposal documents.
6. Each proposal shall be addressed in accordance with the directives in the proposal documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the proposal number and closing date indicated on the envelope. The envelope shall not contain documents relating to any proposal other than that shown on the envelope. If this provision is not complied with, such proposals may be rejected as being invalid.
7. All proposals received in sealed envelopes with the relevant proposal number on the envelope are kept unopened in safe custody until the closing time of the proposal. Where, however, a proposal is received open, it shall be sealed. If it is received without a proposal number on the envelope, it shall be opened, the proposal number ascertained, the envelope sealed and the proposal number written on the envelope.
8. No proposal sent via email will be considered if it is received after the closing date and time stipulated in the proposal documentation, and proof of posting will not be accepted as proof of delivery.
9. Proposals documents must not be included in packages containing samples. Such proposals may be rejected as being invalid.
10. Any alteration made by the bidder must be initialed.
11. Use of correcting fluid is prohibited.
12. Proposals will be opened in public as soon as practicable after the closing time of proposal.
13. Where practical, prices are made public at the time of opening proposals.
14. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

SECTION C: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The Bidder shall complete and submit the following returnable schedules and documents:

Section/ Schedule	Description	Compulsory (Yes / No) Non- Submission will render Bidders non- responsive	Compulsory (Yes / No) For Proposal Evaluation Purposes	For Official Use Only		
				Yes	No	N/A
Prospective Service Providers MUST complete the following as per the proposal document:						
Section A	Particulars of the Bidder.	Yes				
	Signature of the Bidder.	Yes				
	Total Proposal Price.	Yes				
	National Treasury Central Suppliers Database Registration Number – completed.	Yes				
	A B-BBEE Status Level Verification Certificate Submitted.	Yes				
Section E	Declaration of Interests, Bidders Past SCM Practices and Independent Proposal Determination – Completed and Signed.	Yes				
Section F	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2011.		Yes			
Section G	Proposal Price.		Yes			
Section H	Proposal including relevant components as indicated in relevant section		Yes			
Section K	Authority to Sign a Proposal	Yes				
Section L	Certification of Correctness - Completed and signed.	Yes				
Prospective Service Providers MUST provide the following as per the Mandatory Requirements:						
1	Proof of ownership of the bidding entity.	Yes				
2	Certified ID Documents for Directors/Shareholders/ Members/ Partners/ Sole Proprietors.	Yes				
3	A certified copy of the consortium/joint venture agreement.	Yes If Applicable				

SECTION D: REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury SCM Instruction No 4 A of 2016/2017, all suppliers of goods and services are required to register on the National Treasury Central Suppliers Database, before any procurement related activities can commence.
2. If you wish to apply for online registration, use the following website, <https://secure.csd.gov.za/>,
3. The supplier/service provider must register on the National Treasury Central Supplier's Database. **FAILURE TO BE REGISTERED BEFORE THE CLOSE OF PROPOSAL THE SUPPLIERS/SERVICE PROVIDER WILL BE DISQUALIFIED.**

**SECTION E: DECLARATION OF INTERESTS, BIDDER'S PAST SCM PRACTICES AND
INDEPENDENT PROPOSAL DETERMINATION**

1. Definitions

"Bid" includes an advertised competitive bid, limited bid or request for bid.

"Bid rigging (or collusive bidding)" occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors.

"business interest" means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property; and
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs.

"Consortium or Joint Venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

"employee" means a person employed by the KZN-GFSP, whether permanently or temporarily.

"entity" means any —

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship.

"entity conducting business with the Institution" means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the KZN-GFSP.

"Family member" means a person's —

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

"intermediary" means a person through whom an interest is acquired, and includes—

- (a) a person to whom is granted or from whom is received a general power of attorney; and
- (b) a representative or agent.

"Institution" means — KZN-GFSP.

“RWOPS” means —

Remunerative Work Outside the Public Service

“RFP” means —

Request For Proposal

“spouse” means a person’s —

- (a) partner in marriage;
- (b) partner in a customary union according to indigenous law; or
- (c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union.

2. Any legal person, including persons employed by the Institution, or their family members, may make an offer or offers in terms of this invitation to proposal. In view of possible allegations of favouritism, should the resulting proposal, or part thereof, be awarded to persons employed by the KZN-GFSP, or to their family member, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
3. The proposal of any bidder may be disregarded if that bidder or any of its directors, members, employees have abused the institution’s supply chain management system, committed fraud or any other improper conduct in relation to such system, or failed to perform on any previous contract.
4. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or proposal rigging). Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
5. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to proposals and contracts, proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.	Did the entity conduct business with the KZN-GFSP in the last twelve months? (<i>If yes, complete Table C</i>)	<input type="checkbox"/>	<input type="checkbox"/>
		NO	YES

C2. Table C

Complete the table below to the maximum of the last 5 contracts.

NAME OF ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	<input type="checkbox"/>	<input type="checkbox"/>
		NO	YES

C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i>	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES
SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT			
<i>The form should be signed by a duly authorised representative of the entity before a commissioner of oaths.</i>			
	I, hereby swear/affirm:		
	<ul style="list-style-type: none"> i. that the information disclosed above is true and accurate; ii. that I understand the contents of the document; iii. that the entity undertakes to independently arrive at any offer at any time to the KZN-GFSP without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution. iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any proposal, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract. 		
	<hr style="width: 30%; margin-left: 0;"/> <p style="text-align: center;">DULY AUTHORISED REPRESENTATIVE'S SIGNATURE</p>		

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration?

ANSWER:

1.2 Do you have any objection to taking the prescribed oath?

ANSWER:

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER:

1.4 Do you want to make an affirmation?

ANSWER:

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was placed thereon in my presence.

.....

SIGNATURE

.....

FULL NAMES

Commissioner of Oaths

Designation (rank)ex officio: Republic of South Africa

Date:Place

Business Address:

SECTION F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all proposals invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

The following preference point systems are applicable to all proposals:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

The value of the Proposal is estimated to exceed/not exceed R 50 000 000 (All applicable taxes included) and therefore the **80/20** system shall be applicable. Preference points for this proposal shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

The maximum point allocated for this Proposal is as follows:

	Points:
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B – BBEE must not exceed	100

2. ADJUDICATION USING A POINT SYSTEM

- ✓ The bidder obtaining the highest number of total points will be awarded the contract.
- ✓ Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- ✓ Points scored must be rounded off to the nearest 2 decimal places.

- ✓ In the event that two or more proposals have scored equal total points, the successful proposal must be the one scoring the highest number of preference points for B-BBEE.
- ✓ However, when functionality is part of the evaluation process and two or more proposals have scored equal points including equal preference points for B-BBEE, the successful proposal must be the one scoring the highest score for functionality.
- ✓ Should two or more proposals be equal in all respects, the award shall be decided by the drawing of lots.

3. POINTS AWARDED FOR PRICE

The 80/20 or 90/10 Preference Point Systems:

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s = Points scored for comparative price of proposal under consideration

P_t = Comparative price of proposal under consideration

P_{\min} = Comparative price of lowest acceptable proposal

Points awarded for B-BBEE Status Level of Contribution:

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- ✓ Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- ✓ Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- ✓ A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- ✓ A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.
- ✓ Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- ✓ A person will not be awarded points for B-BBEE status level if it is indicated in the proposal documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- ✓ A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. PROPOSAL DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED

B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed must be in accordance with the table reflected in paragraph 3 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

6. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?.....
- (iv) whether the sub-contractor is an EME?YES / NO (delete which is not applicable)

SECTION G: PROPOSAL PRICE

(To be completed by bidder)

1. PROPOSAL PRICE INCLUDING VAT: R
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months.

NAME OF BIDDER:	SIGNATURE	DATE:
.....	
.....		

FOR OFFICIAL PURPOSES ONLY							
<table border="1" style="margin: auto; background-color: #cccccc;"> <tr> <td colspan="2" style="text-align: center;"><i>IMPORTANT</i></td> </tr> <tr> <td colspan="2" style="text-align: center;">Mark appropriate block with "X"</td> </tr> </table>				<i>IMPORTANT</i>		Mark appropriate block with "X"	
<i>IMPORTANT</i>							
Mark appropriate block with "X"							
1. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO					
2. HAS AN ALTERNATIVE PROPOSAL BEEN SUBMITTED?		YES	NO				
3. IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ SITE INSPECTION?		YES	NO				

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES, INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS, WILL NOT BE CONSIDERED

SECTION H: EVALUATION PROCESS

Bidders are requested to submit a proposal (in addition to required curriculum vitae and supporting documentation which should be certified true copies) which should include the following:

The evaluation of the proposals must be conducted in the following manner:

1.1 The KZN-GFSP will evaluate the applications on the basis of functionality as set out below.

1.1.1 Applicable value:

The applicable values that will be utilized when scoring each criterion must be objective.

Values that will be utilized are as follows:

- 1 : Poor
- 2 : Average
- 3 : Good
- 4 : Very Good
- 5 : Excellent

1.1.2 The percentage scored for functionality may be calculated as follows:

- (a) value awarded for each criterion should be multiplied by the weight for the relevant criterion to obtain the score for the various criteria;
- (b) The scores for each criterion should be added to obtain the total score.
- (c) The following formula should be used to convert the total score for functionality:

$$Ps = \frac{So}{Ms} \times 100$$

Where:

Ps = percentage scored for functionality by applicant under consideration

So = total score of applicant under consideration

Ms = Maximum possible score

The percentage of each panel member should be added and divided by the number of panel members to establish the average percentage obtained by each applicant for functionality.

1.2 **Minimum scoring:** An applicant who fails to score a minimum of **35 points** on functionality will be disqualified at this stage and will not proceed to the next stage of the evaluation process which is the price allocation stage.

1.3 ONLY those bids that obtain a minimum score for functionality i.e. **35 out of 50 points (35 points)** will be considered for the next stage of evaluation.

1.4 EVALUATION CRITERIA:

A committee will review and evaluate the submissions according to the criteria below.

ELEMENT	Maximum Score
Qualifications: Doctorate-level degree	5
Relevant Experience- Extensive experience in writing and publishing generally and peer reviewed material. Preferably over 8 years' experience in writing and publishing peer reviewed research	5
Proven Track Record - Over 8 years' experience in teaching research methodology and case study designs. - Ability to teach to people who are not researchers.	5
Proven Track Record - First authored works in peer reviewed publications in the area of management; social research such as poverty alleviation and sustainable development.	5
Proven Track Record - Published scholarly works in the area of programme implementation	5
Capacity to conduct multivariate analysis such as factor analysis and structural equation modelling and provide evidence in the form of peer reviewed scholarly works detailing their knowledge	5
International scholar published in international journals	5
Experience as an editor of scholarly journal in the area of management, social development and economic development	5
Experience in publishing online scholarly works with evidence of such work.	5
- Support typesetting and designing the manuscript into a publishable book - Ability to copy, edit and index the manuscript	5
Total	50

SECTION I: TAX COMPLIANCE STATUS

1. Bidders are not required to submit hard copies of compliance information as this information can be accessed and verified on the National Treasury Central Supplier Database.
2. The KZN-GFSP will verify potential bidders' Tax Compliance Status through the National Treasury Central Supplier Database prior to award.

SECTION J: AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....,
Mr/Mrs/Miss..... (Whose signature appears below) has been duly
authorised to sign all documents in connection with this bid on behalf of:
(Name of Company)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

(PRINT NAME)

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF COMPANY:

NAME IN BLOCK LETTERS:

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the
business trading as

.....
.....

.....

SIGNATURE

.....

DATE

(PRINT NAME)

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner

Residential address

.....
.....
.....
.....

.....
.....
.....
.....

We, the undersigned partners in the business trading as.....
hereby authorize to sign this bid as well as any contract
resulting from the bid and any other documents and correspondence in connection with this bid and
/or contract on behalf of:

.....
SIGNATURE
(PRINT NAME)

.....
SIGNATURE
(PRINT NAME)

.....
SIGNATURE
(PRINT NAME)

.....
DATE

.....
DATE

.....
DATE

D. CLOSE CORPORATION

In the case of a Close Corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

AUTHORITY BY MEMBERS

By resolution passed by the Members on.....20.....,
Mr/Mrs/Miss..... (Whose signature appears below) has been duly
authorised to sign all documents in connection with this bid on behalf of:
(Name of CC).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....
IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CLOSE CORPORATION:

NAME IN BLOCK LETTERS:

WITNESSES: 1

2

E. CO-OPERATIVE

A certified copy of the Constitution of the Co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members of the Co-operative at a meeting held on20..... atMr/Mrs/Miss.....
....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....
IN HIS/HER CAPACITY AS:
DATE:
SIGNED ON BEHALF OF CO-OPERATIVE:
NAME IN BLOCK LETTERS:
WITNESSES: 1
2

F. JOINT VENTURE (JV)

In the case of a Joint Venture, a certified copy of the JV Agreement shall be included with the bid, together with the resolution by its members authorising a member or other official of the JV to sign the documents on their behalf.

AUTHORITY BY MEMBERS OF A JOINT VENTURE

By resolution passed by the Members on.....20....., Mr/Mrs/Miss..... (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of: (Name of JV).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....
IN HIS/HER CAPACITY AS:
DATE:
SIGNED ON BEHALF OF JOINT VENTURE:
NAME IN BLOCK LETTERS:

WITNESSES: 1
2

G. CONSORTIUM

In the case of a Consortium, a certified copy of the Consortium Agreement shall be included with the bid, together with the resolution by its members authorising a member or other official of the Consortium to sign the documents on their behalf.

AUTHORITY BY MEMBERS OF A CONSORTIUM

By resolution passed by the Members on.....20.....,
Mr/Mrs/Miss..... (Whose signature appears below) has been duly
authorised to sign all documents in connection with this bid on behalf of:
(Name of
Consortium).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....
IN HIS/HER CAPACITY AS:
DATE:
SIGNED ON BEHALF OF CONSORTIUM:
NAME IN BLOCK LETTERS:

WITNESSES: 1
2

SECTION K: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I, THE UNDERSIGNED, WARRANTS THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, AND HEREBY CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGES THAT:

1. The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the KZN-GFSP, if requested to do so.
2. If the information supplied is found to be incorrect and/or false then the KZN-GFSP, in addition to any remedies it may have, may:-
 - a) Recover from the bidder all costs, losses or damages incurred or sustained as a result of the award of the bid, and/or
 - b) Cancel the bid and claim any damages which it may suffer after such cancellation.

SIGNED ON THIS..... DAY of20.....
AT.....

.....
SIGNATURE OF BIDDER OR DULY AUTHORIZED REPRESENTATIVE **NAME IN BLOCK LETTERS**

ON BEHALF OF (BIDDER'S NAME)

NAME OF CONTACT PERSON (IN BLOCK LETTERS)
.....

POSTAL ADDRESS

TELEPHONE NUMBER:
FAX NUMBER:
CELLULAR PHONE NUMBER:
E-MAIL ADDRESS:

SECTION L: TERMS OF REFERENCE

1. Background

The Global Fund is the largest financier of HIV and AIDS, Tuberculosis (TB) and Malaria programmes in the world. In 2016, it approved the South Africa country concept note for HIV/TB. The approval allowed the country to access funding, known as a grant, over three years i.e. 2016-2019, to implement specific programmes as stipulated in the concept note. The overall goal of the programmes is to reduce new HIV infections among key populations and to improve the quality of life.

The grant is spread across eight recipients known as Principal Recipients (PRs), three of which three are government departments and five non-governmental organisations. In KwaZulu-Natal (KZN), the PR for the grant is the provincial government department of Provincial Treasury. To manage the grant on behalf of the KZN Provincial government, the KZN Provincial Treasury established the KZN Global Fund Supported Programme (KZN-GFSP).

2. Introduction

2.1 The HIV and TB Situation

The high burden of HIV in South Africa is demonstrated by the estimated 7 million people living with HIV (PLHIV) as shown by the 2016 estimates from the Thembisa Model. KwaZulu-Natal is home to 1.9 million PLHIV which represents 27% of the national burden of the disease. The 2016 estimated prevalence for the province was 18% compared to the national average at 12.6%. 2017 districts estimates indicate that all districts in the province have prevalence rates higher than 16%. KZN's HIV burden thus has a large bearing on the country's burden.

South Africa also bears one of the highest TB burdens in the world and TB is one of the top five underlying causes of death in the country. As with HIV, KZN has the greatest TB burden in the country.

2.2 Other Vulnerable Populations Programme

The grant allocated to the KZN Treasury is aimed at funding interventions for several programmes one of which is the prevention programme for other vulnerable populations. The province intends to implement high impact interventions that are tailored and targeted to reach the right people (people with the greatest HIV and TB prevention needs). This is in line with the National Strategic Plan's (NSP 2017-2022) emphasis on the need for extensive HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STI) response interventions for vulnerable populations (VP) as part of contributing to curbing the high HIV and TB infections in South Africa, where the province of KwaZulu-Natal is severely affected. Equally it is expected that these interventions will produce high impact results.

The project will be implemented in ten local municipalities located in five districts identified as high burden HIV and/or TB through a new innovative approach known as focus for impact. These local municipalities are Newcastle and Dannhauser (Amajuba District); KwaDukuza (ILembe District); Alfred Duma and Okhahlamba (uThukela District); Richmond, uMshwati, uMngeni and uMkhambathini (uMgungundlovu) and the four informal settlements of Amaoti, Amatikwe, Cato Crest and Malukazi (eThekweni).

Adolescent Girls and Young Women (AGYW) will be targeted in the four out of the five District Municipalities while, people living in informal settlements will be targeted in eThekweni. In uMgungundlovu District, farm workers and their families will be targeted.

The objectives of the programme are:

- Increase knowledge on HIV and AIDS, TB and STIs among selected vulnerable populations and locations by the 31 March 2019.
- To increase uptake of HIV, TB and STI testing services by 30% among selected vulnerable populations and locations by 31 March 2019.
- To successfully initiate 90% of all TB positive target population on TB treatment according to the National TB guidelines among selected vulnerable populations and locations by 31 March 2019.
- To successfully initiate 90% of all HIV positive target population on ART treatment (as per the National Department of Health Universal Test and Treat guidelines) among selected vulnerable populations and locations by 31 March 2019.
- To retain at least 80% of newly initiated on ART HIV positive project beneficiaries on ART treatment among selected vulnerable populations and locations by 31 March 2019.
- To increase dual protection (that includes self-reported condom usage) among selected vulnerable populations and locations by 31 March 2019.

All the districts will be subjected to high impact interventions to prevent sexual transmission of HIV through implementation of tailored evidence based interventions as follows:

- Condoms, lubricants and related behavioural change programmes
- Community based HIV Testing and TB/STI screening Services including homebased testing, index testing and mobile testing.
- HIV, TB and STI Treatment
- Social Behaviour Change Communication (SBCC)

In addition eThekweni will be targeted with specific TB interventions as follows:

- TB screening including use of chest radiography
- Active TB Case finding
- Condom promotion and distribution

Community based organisations working under the leadership of a larger experienced NGO will take lead in implementation of the above interventions.

3. Scope of Work

The KZN Global Funded Supported Programme **considers documenting implementation processes, practices, lessons learnt, good practices and experiences of the vulnerable population programme critical to expanding learning, contributing to knowledge and in improving implementation and/or expanding potential future programmes.** Documenting can also be used as marketing collateral to gather interest from stakeholders including the leadership, development partners, communities, and civil society among others. It can further lead to unearthing innovations that can be useful to future implementation.

At the same time, there is recognition of a general lack of capacity/training in documenting and more specifically within the locations the other vulnerable programmes will be implemented. Towards this end, there is need to build capacity/carry out training in documenting to impart writing skills and ensure that the imparted skill is used to document. This can also cultivate ownership and sustainability of documenting and the programme in the long term.

The KwaZulu-Natal Provincial Global Fund Supported Programme is seeking to procure a consultant

to support the documentation of best practices by training identified individuals from the field teams on writing skills and support documenting work being done at district level under the other vulnerable populations programme and AGYW. The capacity building/training will develop writing and strengthen scholarly writing skills among the selected team. In addition, capacitated/trained teams will contribute to the planned documenting. The KwaZulu-Natal Provincial Global Fund Supported Programme envisages that products arising from the exercise will ultimately lead to a manuscript that will be peer reviewed and published in appropriate publications such as journals and other scientific publications.

4. Tasks of the Assignment

- Train identified individuals from the field teams, PR, SR and develop their writing skills to document implementation processes, practices and experiences of the other vulnerable populations in the respective locations.
- Lead in the documenting process as well as support the trained teams in conducting the documenting.
- Support compilation of all the case studies developed during capacity building and produce a manuscript.
- Support typesetting and designing of the VP manuscript into a publishable book.

5. Deliverables

- Training of 50 individuals from the field teams on documentation
- Compiled documentation manuscript.
- Published and Indexed Manuscript
- Published Manuscript (online)

6. Timeframe

The contract is expected to commence on 15 **April 2018** and end on **31 March 2019**.

7. Minimum Requirements

Quotations must be accompanied by the curriculum vitae of the intended resource who possesses the following:

- Doctorate-level degree
- Extensive experience in writing and publishing generally and peer reviewed material. Preferably over 8 years' experience in writing and publishing peer reviewed research
- Track record of over 8 years' experience in teaching research methodology and case study designs.
- Track record of ability to teach to people who are not researchers.
- An extensive track record of first authored works in peer reviewed publications in the area of management; social research such as poverty alleviation and sustainable development.
- Track record of published scholarly works in the area of programme implementation
- Must have capacity to conduct multivariate analysis such as factor analysis and structural equation modelling and provide evidence in the form of peer reviewed scholarly works detailing their knowledge.
- Must be an international scholar published in international journals
- Experience as an editor of scholarly journal in the area of management, social development and economic development
- Experience in publishing online scholarly works with evidence of such work.
- Ability to copy, edit and index the manuscript
- Support typesetting and designing the manuscript into a publishable book.