



**treasury**

Department  
Treasury  
PROVINCE OF KWAZULU-NATAL

## KZN GLOBAL FUND SUPPORTED PROGRAMME

### REQUEST FOR PROPOSAL NUMBER: GF075/08/2017

#### PROPOSAL DESCRIPTION:

Appointment of a suitably qualified individual/organisation for the provision of a suitably qualified resource, who will provide technical leadership and implementation support to the programme management unit of The KwaZulu-Natal Global Fund Supported Programme for a period of twenty (20) months or to 31 March 2019 (whichever is reached sooner) renewable annually at the beginning of each financial year. Support will encompass engaging with political leadership, identifying and addressing implementation bottlenecks as well as quality assurance

#### SUBMISSION OF PROPOSALS:

##### Submitted via email:

The proposal should be saved as a PDF file and emailed:

To the following address:

siresha.moodley@kzntreasury.gov.za

and a copy to:

vuyiswa.mkhize@kzntreasury.gov.za and leevani.pillay@kzntreasury.gov.za

or

##### Hand delivered to:

Ms Siresha Moodley  
Finance Officer: KZN Global Fund Supported Programme  
Maritzburg Arch Lifestyle Centre  
39/45 Chief Albert Luthuli Street  
Pietermaritzburg  
KwaZulu-Natal

Clearly marked with the following in the subject line (if emailed)/on sealed envelope (if hand delivered):  
Bid Ref: GF075/08/2017: Technical Assistant to KZN GFSP- YWG AND Other Vulnerable Populations  
Applications will only be accepted from legally registered organizations and/or 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 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 Vuyiswa Mkhize

**Tel:** 033-260 7810

**E-mail address:** vuyiswa.mkhize@kzntreasury.gov.za

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**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**

SECTION A: INVITATION TO SUBMIT PROPOSAL .....	4
SECTION B: SPECIAL INSTRUCTIONS AND NOTICE TO BIDDERS REGARDING THE COMPLETION OF PROPOSAL DOCUMENTS .....	6
SECTION C: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS .....	7
SECTION D: REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE .....	8
SECTION E: DECLARATION OF INTERESTS, BIDDER'S PAST SCM PRACTICES AND.....	9
SECTION F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 .....	15
SECTION G: PROPOSAL PRICE .....	19
SECTION H: EVALUATION PROCESS.....	20
SECTION I: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE .....	22
SECTION J: TAX COMPLIANCE STATUS .....	23
SECTION K: AUTHORITY TO SIGN A PROPOSAL .....	24
SECTION L: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT .....	28
ANNEXURE A: TERMS OF REFERENCE .....	29



**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 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 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
<b>Prospective Service Providers MUST complete the following as per the proposal document:</b>						
<b>Section A</b>	Particulars of the Bidder.	<b>Yes</b>				
	Signature of the Bidder.	<b>Yes</b>				
	Total Proposal Price.	<b>Yes</b>				
	National Treasury Central Suppliers Database Registration Number – completed.	<b>Yes</b>				
	A B-BBEE Status Level Verification Certificate Submitted.	<b>Yes</b>				
<b>Section E</b>	<b>Declaration</b> of Interests, Bidders Past SCM Practices and Independent Proposal Determination – Completed and Signed.	<b>Yes</b>				
<b>Section F</b>	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2011.		<b>Yes</b>			
<b>Section G</b>	Proposal Price.		<b>Yes</b>			
<b>Section H</b>	<b>Proposal</b> including relevant components as indicated in relevant section		<b>Yes</b>			
<b>Section K</b>	<b>Authority to Sign a Proposal</b>	<b>Yes</b>				
<b>Section L</b>	Certification of Correctness - Completed and signed.	<b>Yes</b>				
<b>Prospective Service Providers MUST provide the following as per the Mandatory Requirements:</b>						
<b>1</b>	Proof of ownership of the bidding entity.	<b>Yes</b>				
<b>2</b>	Certified ID Documents for Directors/Shareholders/ Members/ Partners/ Sole Proprietors.	<b>Yes</b>				
<b>3</b>	A certified copy of the consortium/joint venture agreement.	<b>Yes If Applicable</b>				

**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 CLOSING TIME OF PROPOSAL WILL RESULT IN THE DISQUALIFICATION OF THE BIDDER.**



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**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 B: DECLARATION OF THE BIDDER'S INTEREST**

To disclose relationships between the bidding entity and persons listed in Table A and any employees of the KZN-GFSP; and to restrict business interests of its employees, the bidding entity must give the following details. An employee taking remunerative work outside public service (RWOPS) should first obtain necessary approval, failure to submit proof of such authority, where applicable, may result in the disqualification of the proposal.

<b>B1.</b>	Are any persons listed in Table A employees of the KZN-GFSP? <i>(If yes, complete Table B and attach "RWOPS Approval")</i>	NO	YES
<b>B2.</b>	Are any employees of the entity also employees of the KZN-GFSP? <i>(If yes complete Table B and attach "RWOPS Approval")</i>	NO	YES
<b>B3.</b>	Are any family members of the persons listed in Table A employees of the KZN-GFSP? <i>(If yes complete Table B)</i>	NO	YES

**TABLE B**

Details of persons connected with the bidder who are employees of the KZN-GFSP as defined should be disclosed in Table B below.

FULL NAME OF KZN-GFSP EMPLOYEE	IDENTITY NUMBER	DESIGNATION OF EMPLOYEE	RELATIONSHIP TO BIDDER**	EMPLOYEE NO./PERSAL NO. (Indicate if not known)

**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.

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

<b>C3.</b>	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
<b>C4.</b>	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)? (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , 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.)	NO	YES
<b>C5.</b>	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
<b>C6.</b>	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**

*The form should be signed by a duly authorised representative of the entity before a commissioner of oaths.*

I, ..... hereby swear/affirm:

	<ul style="list-style-type: none"> <li>i. that the information disclosed above is true and accurate;</li> <li>ii. that I understand the contents of the document;</li> <li>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.</li> <li>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.</li> </ul>
	<hr style="width: 30%; margin: 0 auto;"/> <p><b>DULY AUTHORISED REPRESENTATIVE'S SIGNATURE</b></p>
	<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:</p> <p>1.1 Do you know and understand the contents of the declaration? ANSWER: .....</p> <p>1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....</p> <p>1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER: .....</p> <p>1.4 Do you want to make an affirmation? ANSWER: .....</p> <p>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.</p> <p>.....</p> <p><b>SIGNATURE</b> <span style="float: right;"><b>FULL NAMES</b></span></p> <p>Commissioner of Oaths</p> <p>Designation (rank) .....ex officio: Republic of South Africa</p> <p>Date: .....Place .....</p> <p>Business Address: .....</p>

**SECTION F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

The value of the Proposal is estimated to exceed/not exceed R 1 000 000 (All applicable taxes included) and therefore the **90/10** 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:

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

**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:

$$80/20 \qquad \qquad \qquad \text{or} \qquad \qquad \qquad 90/10$$

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \qquad \text{or} \qquad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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	8	16
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: twenty (20) calendar months or up to 31 March 2019 (whichever is reached sooner).

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

FOR OFFICIAL PURPOSES ONLY				
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"><i>IMPORTANT</i></td> </tr> <tr> <td style="text-align: center; padding: 5px;">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. <b>IF APPLICABLE:</b> DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY 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 documents as specified in Section C) which should include the following:

- A company or organisational profile.
- Brief CV/profile with clear educational background, skills and experience of key staff.
- Methodology and approach to execute tasks, oversight and coordination of programmes (Refer to Annexure A: Terms of Reference).
- Evidence of experience and expertise in the coordination and implementation of donor funded programmes **and** project management (include 2 recent references).
- Outline of the proposed activities to achieve required deliverables (Refer to Annexure A: Terms of Reference).
- An indicative budget that includes travel-related costs.

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:

- |          |          |                  |
|----------|----------|------------------|
| <b>1</b> | <b>:</b> | <b>Poor</b>      |
| <b>2</b> | <b>:</b> | <b>Average</b>   |
| <b>3</b> | <b>:</b> | <b>Good</b>      |
| <b>4</b> | <b>:</b> | <b>Very Good</b> |
| <b>5</b> | <b>:</b> | <b>Excellent</b> |

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 Please refer to Annexure A: Section 5 for evaluating criteria.

**SECTION I: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**N. B.:** THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE PROPOSAL.

Site/building/institution involved: **KwaZulu-Natal Global Fund Supported Programme**

**Proposal No.** .....

**Goods/ Service:** .....

**COMPULSORY BRIEFING SESSION**

**DATE & TIME:** .....

**VENUE:** .....

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH

THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

(PRINT NAME)

**DATE:** .....

.....  
**SIGNATURE OF KZN-GFSP REPRESENTATIVE**

(PRINT NAME)

**KZN-GFSP STAMP:**

(OPTIONAL)

**DATE:** .....

**SECTION J: 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 K: AUTHORITY TO SIGN A PROPOSAL**

**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 proposal to do so, as well as to sign any contract resulting from this proposal and any other documents and correspondence in connection with this proposal and/or contract on behalf of the company must be submitted with this proposal, that is before the closing time and date of the proposal.

**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 proposal 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 proposal as well as any contract  
 resulting from the proposal and any other documents and correspondence in connection with this proposal  
 and /or contract on behalf of:

.....	.....	.....
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
(PRINT NAME)	(PRINT NAME)	(PRINT NAME)
.....	.....	.....
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

**D. CLOSE CORPORATION**

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

By resolution of members of the Co-operative at a meeting held on .....20.....  
at .....Mr/Mrs/Miss.....,  
whose signature appears below, has been authorised to sign all documents in connection with this proposal 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 proposal, 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 proposal 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 proposal, 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 proposal 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 .....



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**ANNEXURE A: TERMS OF REFERENCE****1. Background**

- 1.1 The Global Fund (TGF) is the largest financier of programmes to reduce HIV and AIDS, Tuberculosis (TB) and Malaria in the world. The Global Fund (GF) approved the South Africa Country Coordinating Mechanism (CCM) request for funding for HIV/TB programs under the New Funding Model. In KwaZulu-Natal (KZN), the Principal Recipient (PR) for the grant is KZN Provincial Treasury. The overall goals of the programme are to reduce new HIV infections among key populations and to improve the quality of life.
- 1.2 The Kwa-Zulu Natal Global Fund Supported Programme KZNGSP intends to appoint a Technical Advisor to facilitate the coordination of Global Fund activities in the target districts in the province.

**2 Scope of Work**

- 2.1 The KZNGFSP Supported programme would like to appoint a suitably qualified individual/organisation for the provision of a suitably qualified resource that will provide technical leadership and implementation support to the programme management unit of the Global Fund grant. Support will encompass engaging with political leadership, identifying and addressing implementation bottlenecks as well as quality assurance.

**3 Specific Tasks****3.1 Technical Oversight**

- Provide leadership and technical guidance to the implementation of KZN Global Fund grant for YW&G programme including Cash plus Care and Other Vulnerable Populations programme.
- Ensure implementation partners adhere to standard protocols and guidelines and international best practices.
- Provide support to the Geospatial mapping technical committee, Geospatial mapping technical advisor, and Kwa-Zulu Natal Department of Health.
- Develop a high level implementation checklist for supervisory support visit.

**3.2 Governance & Stakeholder Coordination**

- Keep provincial and district leadership abreast on progress and address any emerging issues;
- Facilitate coordination of OPCO, MANCO and EXCO meetings to discuss implementation progress and address challenges; and
- Facilitate the coordination of SRs for effective implementation.

**3.3 Implementation Support**

- Work closely with Projects Director to identify bottlenecks and fast-track implementation of Cash plus Care and Other Vulnerable populations programme;

- Ensure that sub-recipients' receive the organizational and technical capacity needed to successfully complete their grant-funded activities.
- Facilitate to unblock implementation barriers with the relevant stakeholders.
- Support strengthening of OSS structures for effective programme implementation
- Participate and conduct on-going lessons learned with key staff and partners/sub-recipients' and consistently look for more effective and efficient implementation methods and opportunities to increase impact.

### **3.4 Reporting and Evaluation**

- Prepare briefing reports to MANCO, EXCO, DACs and District leadership
- Work closely with M&E Director to design and implement Impact Evaluation for both Cash plus Care and Other Vulnerable Populations.

## **4. Minimum Qualifications**

The resource requirements for the above mentioned project are as follows:

Technical Assistant:

- 1) Bachelor's degree in Health Sciences, or Social Science, or Development Studies.
- 2) A minimum of 10 years of demonstrated relevant experience in health or HIV/AIDS, development programmes of which 5 should be in senior management.
- 3) Has good knowledge of HIV and TB in South Africa and developing countries.
- 4) Strong analytical, conceptual and research skills.
- 5) Has excellent computer skills.
- 6) Ability to work in a team and with minimum supervision.
- 7) Good communication (both verbal and written) and presentation skills.
- 8) Experience and knowledge of The Global Fund and or other Foreign Donor Agencies funding mechanisms will be an added advantage.

## **5. Time Frame and Proposal Submission**

The duration of the contract is 20 months or from date of appointment to the 31<sup>st</sup> of March 2019 (whichever is reached sooner).

It is important to note that resource must possess a valid driver's license and own vehicle, as resource will be required to travel throughout the Province.

- The proposal should be submitted via email to the following address [siresha.moodley@kzntreasury.gov.za](mailto:siresha.moodley@kzntreasury.gov.za) and a copy to [vuyiswa.mkhize@kzntreasury.gov.za](mailto:vuyiswa.mkhize@kzntreasury.gov.za) and [leevani.pillay@kzntreasury.gov.za](mailto:leevani.pillay@kzntreasury.gov.za) or hand delivered to:

**Ms Siresha Moodley**

Finance Officer: KZN Global Fund Supported Programme  
Maritzburg Arch Lifestyle Centre  
39/45 Chief Albert Luthuli Street  
Pietermaritzburg  
KwaZulu-Natal

- Clearly marked with the following in the subject line (if emailed)/on sealed envelope (if hand delivered):  
Bid Ref: GF075/08/2017: Technical Assistant to Kwa-Zulu Natal Global Fund Supported Programme to Support Coordination and Implementation of The Global Fund Grant on Young Women and Girls and Other Vulnerable Populations

**Proposals are due by 16h00 on 01 SEPTEMBER 2017. NO LATE PROPOSALS WILL BE CONSIDERED.**

Proposals should include:

- A company or organisational profile (including company registration documents and BEE certification if any).
- Brief CV/profile with clear educational background, skills and experience of key staff
- Methodology and approach to execute tasks, oversight and coordination of programmes.
- Evidence of experience and expertise in the coordination and implementation of donor funded programmes **and** project management (include 2 recent references).
- Outline of the proposed activities to achieve required deliverables
- An indicative budget that includes travel-related costs.

All questions can be emailed to [vuyiswa.mkhize@kzntreasury.gov.za](mailto:vuyiswa.mkhize@kzntreasury.gov.za)

Questions about this call for proposals may be submitted by email until 31<sup>ST</sup> AUGUST 2017. All emailed questions must contain the subject line:

*GF075/08/2017 Technical Assistant to Kwa-Zulu Natal Global Fund Supported Programme to Support Coordination and Implementation of the Global Fund Grant on Young Women and Girls and Other Vulnerable Populations.*

## 5. Evaluation Criteria

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

Evaluation Criteria	Weighting (A)	Maximum Score (B)	Total Maximum Score (A) X (B)
Technical merit of proposal: Methodology and approach	3	5	15
Proposed activities to achieve required deliverables	3	5	15
Proof of experience and expertise in in the coordination and implementation of donor funded programmes <b>and</b> project management	2	5	10
Contactable References	2	5	10

### Please note the following:

- KZN GFSP reserves the right to not award the tender and re-advertise if submitted proposals are not suitable.
- Only the successful consultant/organisation will be contacted.
- The decision of the evaluation committee is final.