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VAT No.: 496 026 5751

BID/RFQ NUMBER:	RFQ23/001/10
CLOSING DATE:	27 October 2023
CLOSING TIME	14:00
BID VALIDITY PERIOD:	60 days
DESCRIPTION OF BID:	The Appointment of Service Provider for Review, amendment, development and drafting of policies and SOP's and to ensure that the SANAC Trust policies are compliant with the relevant legislative framework and in line with internal business processes and electronic platforms used.
RFP/ RFQ TO BE EMAILED TO THE FOLLOWING EMAIL ADDRESSES:	
<ul style="list-style-type: none"> - Email address: madoda@sanac.org.za - Copied: Mbali@sanac.org.za 	
Email submission is accepted for this request	

The Appointment of Service Provider for Review, amendment, development and drafting of policies and SOP's and to ensure that the SANAC Trust policies.

1. BACKGROUND

The South African National AIDS Council (SANAC) Trust is a body mandated to coordinate the multi-sectoral response to the HIV, STI and TB epidemics by bringing together multiple sectors, namely, government departments, non-government organization (NGOs), civil society, the private sector, and the donor community, to build consensus and drive a national response to HIV TB and STIs. SANAC has just developed the National Strategic Plan (NSP) for HIV, Tuberculosis (TB), and Sexually Transmitted Infections (STIs) for the period 2023-2028. In its current structure, the SANAC Trust Structure has Seven main departments, namely (i) Governance and Administration; (ii) Strategic Information; (iii) Stakeholder Management and Campaigns; (iv) Communications; (v) NSP Implementation; (vi) Resource Mobilization and Donor Coordination; (vii) Technical Support Under these departments, there are several components and functions that operates to ensure the implementation of the NSP. To further facilitate the implementation of the NSP, the SANAC Trust recently finalised its Annual Performance Plan (APP) which seeks to assist with day-to-day operations of the Trust, as well as guide and measure performance against the goals and objectives of the NSP.

2. OBJECTIVE

The SANAC Trust invites Policy Developers to submit their proposals for assistance in review, amendment, development and drafting of policies and SOP's and to ensure that the SANAC Trust policies are compliant with the relevant legislative framework and in line with internal business processes and electronic platforms used.

3. SCOPE OF SERVICES

- The Policy Developer will be required to consult with the Finance and Administration departmental manager and ascertain their procurement and travel policy requirements. Once the Finance and Administration department needs are established from the managers, the developer will be expected to:
- Review and amend the policies, develop related SOPs to ensure that they align with the legislative framework, internal business processes and electronic platforms used. (Supply chain Management (SCM) and Travel Management Platforms)
- Standardisation of Terms of Reference (ToR)
- Bid Specification, Evaluation and Adjudication workshops
- Staff Training on both SCM and Travel policies and SOP's

4. MINIMUM REQUIREMENTS

- Should have relevant experience in developing, drafting and reviewing policies in line with relevant legislation including but not limited to the Non-profit Organisations Act 71 of 1997 and general Legal and Financial legislative Framework.
- Member of the Chartered Institute of Procurement and Supply (CIPS)

- Must demonstrate maximum capacity / competencies according to their role / expertise based on the project objectives.
- Ability to work under pressure, under minimum supervision and according to deadlines.
- A fully updated CV and / or Company profile with focus on Policy Development experience in Non Governmental and / or Government institutions.
- List of 3 referees being clients previously consulted for, not older than 12 months, along with the contact person and contact details.

5. MANDATORY REQUIREMENTS

The Team leader must have a Master's degree in any of the following: Policy Studies/ Business Management/ or related qualification.

The team must be registered with the relevant

6. PRICING

A monthly retainer fee

The price must be inclusive of VAT

7. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

8. CONFIDENTIALITY

The service provider will hold material and information exchanged in the course of the implementation of this assignment in the strictest confidence, and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the Trust.

9. EVALUATION CRITERIA

All bidders will be evaluated in two stages as below

Stage 1: Functionality

Evaluation Criteria	Score
Experience of the Bidder will be demonstrated by the bidder proving the business profile stating the experience of the company and the registration date. 5 years or more – 25 points 3 to 4 years – 20 points 1 to 2 years – 10 points Zero experience – 0 points	25
Experience of the core team working with NGO/public/ private sector in policy review, amendment and development of SOPs. CV's and relevant qualification of the project team will be used to allocate points as indicated below: More than 20 years combined – 25 points More than 10 years and up to 19 years – 20 points More than 5 years and up to 9 years – 10 points 1 year to 4 years' experience – 0 points	25
Team leader has experience of leading individual or proposed project team working on projects of a similar nature, including the knowledge and expertise in the area of Policy development. CV's relevant qualification of the project team will be used to allocate points as indicated below: More than 20 years combined – 30 points More than 10 years and up to 19 years – 20 points More than 5 years and up to 9 years – 10 points	30
The bidder to demonstrate previous experience relevant to the project by providing contactable references for five years and points distributed as demonstrated below: 3 or more references– 20 points 2 references - 10 points 1 reference – 5 points Zero references – 0 points	20
Total functionality points	100

Only who obtained 70 on Functionality will be evaluated on Price & BEE using preference point system of 80/20 as per the below table:

Stage 2: Price and BBEE

Preference point system (80/20)	Weighting percentage (Must add up to 100 %)
Price	80% of 100 Points
BEE	20% of 100 Points
Total:	100%

The score for functionality shall be calculated as follows:

Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.

The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual respondent for functionality.

10. PRICE CALCULATIONS

A maximum of 80/20 point system has been allocated to this bid on the following basis:

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

i. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. PERFORMANCE MONITORING AND REPORTING

Service providers play a vital role in the performance of the organization as some supporting services are outsourced to service providers. The objective of performance monitoring of service providers is to obtain a measure of the service provider's performance under the contract. Performance assessments during the course of this contract will help both the SANAC Trust and the service provider to reach a common understanding of the requirements of both parties about the work.

A rigorous reporting system will provide feedback to a service provider on its performance on each deliverable. It will help to identify areas that the Service Provider is excelling in and any areas that need improvement. Performance reports will be used in the assessment of a service provider for pre-qualification, registration, evaluation and—in the event of termination—for unsatisfactory performance under a contract.

12. PROPOSAL FORMAT

A detailed proposal in response to this ToR is due on 27 October 2023 at 14h00pm containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Proposals should include the following attachments:

- i) **Annexure A:** Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
- ii) **Annexure B:** Summary of experience. Please attach CVs of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments, three letters of reference or other means of verifying experience
- iii) **Annexure C:** Summary details and qualifications of proposed team
- iv) **Annexure D:** Financial plan must include pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs to deliver the outputs indicated in the terms of reference. The consultant should also include budget notes to justify the cost items.
- v) **Annexure E:** CSD Summary report with a compliant status for businesses
- vi) Successful Bidders will be required to complete the SBD Documents

NB: Service providers to attach their Valid BEE Certificates, Tax Clearance Certificate, Certified ID Copies, Vat Registration Certificate where necessary, CIPC Registration documents. Failure to submit these will invalidate your proposal.