

Request for Proposals (RFP)

The provision of the International Clinicians Course on Tuberculosis Management and Control continuing professional development course for the CSIR

RFP No. 3288/23/04/2019

Date of Issue	Monday, 08 April 2019	
Closing Date	Tuesday, 23 April 2019	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	Enquiries: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

South Africa is part of the 22 countries in the world with the highest burden of TB. Nearly 500 000 new cases of TB are notified annually. The TB epidemic in SA has been exacerbated by the emergence of drug resistant forms of the TB bacteria. Although a lot of strides have been achieved to stabilise the magnitude of the TB problem, a lot of effort still need to be given to providing quality healthcare to TB patients. Provision of continuing professional development and education for private and public sector clinicians as well as other relevant categories of healthcare workers is part of the multiple strategies to help achieve improved quality of healthcare provision to TB patients.

In keeping with this, the CSIR are extending a request for proposals for the provision of a continuing professional development (CDP) course on Tuberculosis (TB) and Drug Resistant TB (DR TB) Management and Control.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of the *International Clinicians Course on Tuberculosis Management and Control* continuing professional development course for the CSIR.

This request for proposal is extended to public higher education institutions registered in terms of the Higher Education Act (Act no. 101 of 1997), and accredited by the Council on Higher Education as multipurpose public training providers in higher education and training and to institutions registered as a private higher education institution in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No. 101 of 1997), and Regulation 16(4)(a) of the Regulations for the Registration of Private Higher Education Institutions.

Applicants must offer or have offered short learning programmes that are not unit standard based and not credit bearing as defined in the South African Qualifications Authority (“SAQA”) criteria and guidelines for short courses.

The proposal is for the preparation and hosting of the *International Clinicians Course on Tuberculosis Management and Control* continuing professional development course for South Africans in consultation with the CSIR. The course is to bring together a body of local and international expertise common to the management and control of TB.

This course should include all aspects of a comprehensive strategy for TB prevention, diagnosis and treatment including; 1) Case finding, 2) TB Preventive Therapy, 3) Infection control, 4) Treatment and 5) Integration with the HIV prevention and treatment.

Technical content of the course must be up-to-date, scientifically and clinically sound information, and should include (but not be limited to) practices, tools, drugs and technologies in screening, diagnosis, treatment, care and support. There should be some focus on considerations for high risk and vulnerable groups such as children, the elderly, co-infected patients, diabetics and other immune suppressed individuals, miners, correctional services inmates and healthcare workers.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format **specified** in this RFP. However, tenderers are welcome to submit additional information over and above the originally specified herein; and **only** this additional information should be in a format at the discretion of the applicant.

The course is to be approximately four days long, preferably from Thursday to Sunday, and hosted in a South African city in English. It must be completed before 31 August 2019. The course is to include lectures, practical illustrations, case studies, facilitated problem solving sessions and examples of how data, technology and new drugs have improved patients outcomes in real settings.

Faculty are to be verifiably renowned experts in fields such as medicine, infectious diseases, immunology, microbiology, radiology, pharmacology, nursing, community health, medical technologies, health information management, health systems management and patient safety. It is of great advantage if any national or provincial Department of Health is included in the programme and/or provides a letter of support for the course.

The proposal should include a proposed curriculum, with course objectives and learning outcomes defined, a full four-day draft programme with identified facilitators/ presenters, CVs of presenters, and indicative course material. Permission must be obtained from proposed course presenters to make use of their CVs in the proposal. The course content is to be accredited for CPD points with all the professional bodies for; medical doctors, nurses and other healthcare professionals. The proposal should identify the method/s of distributing course material to all categories of delegates (students, invited guests and presenters).

The cost of attendance for invited guests and presenters and South African citizen students, must be as low as possible. The costs associated with non-South African participation as students will not be accepted within the scope of this funding arrangement. Applicants are encouraged to obtain supplementary / other funding for non-South African applications (which will be advantageous) and which must be detailed in the proposal.

The targeted audience for the course is medical doctors and other relevant healthcare professionals, hospital managers and correctional services health officials responsible for and/or involved in the TB prevention, care and treatment program. While this course is meant for both private and public sector, the public sector employees should receive preference.

The proposal must detail:

- Marketing strategy for the course.
- Course application and acceptance process.

- Registration of participants for a minimum of 40 students and a maximum of 80 students, in addition to presenters and up to six invited guests.
- Apply standard policy and rates to fairly compensate presenters for their contributions.
- Recommended venue, amenities and accommodation; funding of which is excluded from the scope of this RFP and will be covered by a different funding mechanism.
- A quote accompanying the recommended venue, amenities and accommodation with costs for a conference package inclusive of morning coffee/tea, mid-morning light refreshments, lunch and afternoon refreshments for registered students, presenters and up to three CSIR, and three CDC nominated guests; funding of which is excluded from the scope of this RFP and will be covered by a different funding mechanism.
- Transport and accommodation for local and international presenters costs and arrangements are to be included.
- Interactive audience response system (ARS Voting or Clickers) to provide feedback/report of the results is an advantage.
- Case studies and relevant practical activities are to be described.
- Course feedback.
- CPD certificates to delegates as appropriate, and certificates of attendance to all participants.
- Options for supplementary / other funding for non-South African applications will be advantageous.
- The option of providing filming of course lectures for purposes of providing online version in future will be advantageous. This is to be costed separately

The successful tenderer will be required to cooperate with the CSIR in finalisation of programme, development of criteria and selection of successful applicants.

Venue, amenities, accommodation, conference package and transport is beyond the scope of this proposal. The CSIR may take on the process of securing the venue, amenities, accommodation, conference package, under a different budget. Transport will completely be the responsibility of students.

Lastly and in summary, tenderers must indicate clearly and take note of the following:

- Cost per delegate (excluding VAT) for 40 students for 4 day accredited CPD course
- Total cost excl VAT = 40 x cost per delegate

- Total cost incl VAT

This includes:

- Lecturers (fair compensation, travel, S&T and accommodation)
- Course material
- Certificates of attendance

It excludes:

- Student travel
- Student accommodation

Please list all extras:

- Venue for course including conference package (midmorning, midday and midafternoon refreshments) per delegate excl VAT
- Video taping

5 FUNCTIONAL EVALUATION CRITERIA

- 5.1 The evaluation of the functional/technical detail of the RFP will be based on the following criteria:

Criteria	Weight
Company competence: The company / institution must be suitable, competent with experience in providing this type of course.	15%
Course planning: the course must be well-planned in terms of administration, venue, etc.	30%
Course content: The proposed course must have suitable content and be presented by suitable individuals.	40%
Marketing : The proposal must include a strategy for reaching the target audience	15%
Total	100

- 5.2 Proposals with functionality points of less than the pre-determined minimum overall percentage of **80%** will be eliminated from further evaluation.

5.3 Refer to **Annexure A** for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Proposed course dates fall after 31 August 2019;
- Proposed language of course not English;
- Tenderer not a public higher education institution registered in terms of the Higher Education Act (Act no. 101 of 1997); or
- Tenderer not registered as a private higher education institution in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No. 101 of 1997).

7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)
- provide the CSIR with original or certified copy of B-BBEE certificate – where B-BBEE credentials were used as part of evaluation; (RSA suppliers only);

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

Proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria
- Alternatively, soft copies (proposals) may be submitted via e-mail to: tender@csir.co.za with RFP No: **3288/23/04/2019** “The provision of the International Clinicians Course on Tuberculosis Management and Control continuing professional development course for the CSIR” as the subject

9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

Issue of tender documents:	Monday, 08 April 2019
Last date for submission of queries:	Monday 15 April 2019
Closing / submission date:	Tuesday, 23 April 2019
Estimate appointment date of successful tenderer:	Friday, 07 June 2019
Estimated contract duration (in months/years)	02 Months

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: **RFP No.: 3288/23/04/2019**

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.: 3288/23/04/2019

10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.

10.4 The CSIR will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Tuesday 23 April 2019** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

12.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

13.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

14 PRICING PROPOSAL

- 14.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 14.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 14.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 14.5 Payment will be according to the CSIR Payment Terms and Conditions.

15 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

- 16.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 16.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

17 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 3288/23/04/2019 - The provision of International Clinicians Course on Tuberculosis Management and Control continuing professional development course”*** as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

18 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

19 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

20 CORRECTNESS OF RESPONSES

- 20.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 21.2 **One hard copy and one electronic copy (CD or USB memory key)** of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence. Alternatively, soft copies (proposals) may be submitted via e-mail to: tender@csir.co.za
- 21.3 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 21.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

22 SUB-CONTRACTING

- 22.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 22.2 A tenderer 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 exempted micro enterprise that has the capability and ability to execute the sub-contract.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 23.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 23.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 23.3 Prescribed by the body - regulating the profession of the consultant.

24 TRAVEL EXPENSES

24.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:

- 24.1.1 Only economy class tickets will be used.
- 24.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.
- 24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;

- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

25.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

25.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

26 CSIR RESERVES THE RIGHT TO

26.1 Extend the closing date;

26.2 Verify any information contained in a proposal;

26.3 Request documentary proof regarding any tendering issue;

26.4 Give preference to locally manufactured goods;

26.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

26.6 Award this RFP as a whole or in part;

26.7 Cancel or withdraw this RFP as a whole or in part.

27 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

28 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 3288/23/04/2019

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No. **3288/23/04/2019** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

29 ANNEXURE A SCORING SHEET TO EVALUATE FUNCTIONALITY

1. Company competence					
Category Weighting	Criteria	Criteria Weighting	Sub-Criteria	Description	Score
15%	Competency and experience	100%	Evidence of prior experience with format of professional development course presentation.	Evidence of previous related projects provided and appropriate.	10
				Evidence not provided or not appropriate.	0
2. Course Planning					
Category Weighting	Criteria	Criteria Weighting	Sub-Criteria	Description	Score
30%	Course planning	15%	Host city and venues identified.	City is named and venue identified that is suitable for teaching and learning. Venue is easily accessible and conveniently located. Venue includes all of the following: It is habitable, suitably furnished, appropriately sized, has data projection and sound, whiteboard/ black board, safe parking.	10
				Venue deemed unsuitable.	0
		15%	Programme provided	Draft programme provided, lectures named, practical illustrations, case studies and facilitated problem solving sessions detailed .	10
				Vague or poor description of the programme, lectures, practical illustrations, case studies and facilitated problem solving sessions.	0
10%	Endorsement by relevant government departments.	Letters of support and/or consent to speak on programme provided.	10		

				Letters of support and/or consent to speak on programme not provided.	0
		20%	Course curriculum and course materials provided.	Course objectives and learning outcomes clearly defined and course material to be provided is described and course material dissemination described.	10
				Course objectives and learning outcomes are poorly defined or course material to be provided is poorly described and course material dissemination is poorly described.	0
		10%	Presenters' compensation.	Remuneration policy well described and is reasonable and fair.	10
				Remuneration policy is not well described or is not reasonable and fair.	6
				Remuneration policy not detailed.	0
		10%	Certificates and accreditation: Written confirmation in the proposal that CPD points and attendance certificates will be issued	Attendance certificates will be issued AND accredited professional bodies named and CDP confirmed for ALL of the following: medical doctors, nurses and other healthcare professionals	10
				Attendance certificates will be issued AND accredited professional bodies named and CDP confirmed for SOME of the following: medical doctors, nurses and other healthcare professionals	6

				No indication that attendance certificates will be issued and Accredited professional bodies named and CDP confirmed for all of the following: medical doctors, nurses and other healthcare professionals, i.e. NOT COMPLIANT.	0
		10%	Conference package	Conference package is inclusive of morning tea/coffee, mid-morning light refreshments, lunch and afternoon refreshments for all delegates and presenters.	10
				Conference package is not all- inclusive.	0
		10%	Filming of lectures	Option provided and separately costed, including permission obtained from presenters to release at least 80% of the material.	10
				Option not provided.	0

3. Course content specialists and presenters					
Category Weighting	Criteria	Criteria Weighting	Sub-Criteria	Description	Score
40%	Presenters' competency	40%	Presenters are identified.	All presenters are identified and are reputable experts in the relevant field. CV's are provided.	10
				Key presenters are identified and are reputable experts in the relevant field. CV's are provided. There is a plan for identifying the remainder of the presenters.	6
				Presenters are not specifically identified and there is no plan described to source appropriate presenters.	0
		50%	Presenter credentials are satisfactory:	Majority of presenters are suitably qualified with more than 10 peer reviewed articles & evidence provided (e.g. CV/biography listing the published work).	10
				Majority of presenters are suitably qualified presenter(s) with 1 to 10 peer reviewed article(s) & evidence provided (e.g. CV/biography listing the published work).	6
				Majority of presenters with no evidence of published journal article(s)	0
		10%	Inclusion of international presenters	2 or more international presenters are included in the program with proof of confirmation of participation	10
				At least 1 international presenter is included in the program with proof of confirmation of participation	6
				No international presenters are included in the program or if proof of confirmation of participation for any of the speakers listed is not provided	0

4. Marketing and Delegate Selection					
Category Weighting	Criteria	Criteria Weighting	Sub-Criteria	Description	Score
15%	Reaching target audience	30%	Marketing strategy (minimum score: 6)	Marketing strategy to reach target audience is described and is realistic.	10
				Failed to provide plausible marketing strategy.	0
		10%	Selection of delegates (minimum score: 6)	Process of selection and approval of delegates in consultation with the CSIR is described and reasonable AND registration and feedback process is described and reasonable.	10
				Process of selection and approval of delegates in consultation with the CSIR is poorly described or unreasonable OR registration and feedback process is poorly described and unreasonable.	6
				Process of selection and approval of delegates in consultation with the CSIR is not described OR registration and feedback process is not described.	0
		30%	Contingency plan if minimum number of delegates (40) is not reached.	Assurances and / or performance based pricing provided .	10
				Assurances and / or performance based pricing not provided.	0
		30%	Ability to fully fund Non-South African students	Description of non-South African student enrolment process and source of supplementary funds to be used is provided	10
				Description of non-South African student enrolment process and source of supplementary funds to be used is not provided	0

END OF RFP