



Request for Proposals (RFP)

The provision of services for marketing, hosting, and administration of webinar courses for relevant healthcare professionals in rural and urban settings across South Africa

RFP No. 995/06/06/2022

Date of Issue	Monday, 23 May 2022	
Compulsory briefing session	None	
Closing Date	Monday, 06 June 2022	
Electronic Submission	Email: tender@csir.co.za If the size of the documents exceed 30MB, send multiple emails. Use the tender number and description as the subject on the email.	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

Table of Contents

SECTION A – TECHNICAL INFORMATION	4
1. INTRODUCTION.....	4
2. BACKGROUND.....	4
3. INVITATION FOR PROPOSAL.....	5
4. PROPOSAL SPECIFICATION.....	5
5. FUNCTIONAL EVALUATION CRITERIA	6
6. ELIMINATION CRITERIA	7
7. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION	7
SECTION B – TERMS AND CONDITIONS.....	8
8. VENUE FOR PROPOSAL SUBMISSION.....	8
9. TENDER PROGRAMME	8
10. SUBMISSION OF PROPOSALS	8
11. DEADLINE FOR SUBMISSION	9
12. AWARDING OF TENDERS	9
13. EVALUATION PROCESS.....	9
14. PRICING PROPOSAL	10
15. VALIDITY PERIOD OF PROPOSAL	10
16. APPOINTMENT OF SERVICE PROVIDER	10
17. ENQUIRIES AND CONTACT WITH THE CSIR	11
18. MEDIUM OF COMMUNICATION	11
19. COST OF PROPOSAL	11
20. CORRECTNESS OF RESPONSES	11
21. VERIFICATION OF DOCUMENTS.....	12
22. SUB-CONTRACTING	12
23. ENGAGEMENT OF CONSULTANTS.....	12
24. TRAVEL EXPENSES.....	13
25. ADDITIONAL TERMS AND CONDITIONS.....	13
26. CSIR RESERVES THE RIGHT TO.....	14

27.	DISCLAIMER	14
28.	DECLARATION BY TENDERER	14
29.	ANNEXURE "A" FUNCTIONALITY EVALUATION SCORE SHEET	16

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

The CSIR, under the contractual agreement with the US Centres for Disease Control and Prevention (CDC), will be supporting the National Department of Health (NDoH) through capacity building and training of their staff to help improve Infection Control in their respective facilities.

The overall objective of this request is to identify and select a service provider to market, host, facilitate, administer (register and provide documented records) and moderate the online webinar sessions for healthcare professionals in rural and urban settings across South Africa.

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 (CPD) course on IPC in the era of COVID-19.

This document describes the general terms and conditions to which all tenderers must comply.

3. INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services for marketing, hosting, and administration of webinar courses for relevant healthcare professionals in rural and urban settings across South Africa.

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.

This course to be hosted includes all aspects of a comprehensive strategy for TB prevention, diagnosis and treatment including;

- 1) The Epidemiology of COVID-19 and TB,
- 2) Clinical management of COVID-19 and TB
- 3) Administrative and managerial controls for COVID-19 and TB.
- 4) Engineering Control for airborne and contact transmission
- 5) Personal Protective Equipment
- 6) Risk management, and
- 7) Introduction of the BROAD Risk assessment mobile application.

4. PROPOSAL SPECIFICATION

The CSIR will provide learning material and skilled presenters. The course is to be hosted on internet platforms used for webinars or similar online platforms that can host virtual conferences.

Training will consist of the following:

- 1) Four sets of five synchronous sessions, on a suitable online platform,
- 2) Each session should be 2 hours long, presented Monday to Friday, or any suitable sequential dates.
- 3) Technical support to delegates and presenters for the duration of the course.
- 4) Post-course report after every session (including delegate details, requests by delegates, feedback from delegates, presenter and course evaluations).
- 5) Updating and submission of delegate database.
- 6) A minimum of 100 participants attending all five sessions per set.
- 7) Attendance certificates are to be provided to participants who attended all sessions.
- 8) Provide data at 40 strategic data points for every set of session (40 data points x 4 sets).

- 9) Make provision for Continuing Professional Development (CPD) accreditation for Healthcare Professionals.
- 10) Service provider (SP) to ensure and facilitate all communication with delegates and send invitations.
- 11) Service provider (SP) to ensure and facilitate all necessary communication with faculty members, send invitations and update faculty members on all relevant information.
- 12) Host and facilitate all synchronous sessions.

The last day of the first synchronous set of sessions is to be presented before July 8 2022.
The last day of the last set is to be presented before 26 August 2022.

The proposal must meet all set specifications, if the service provider identifies additional items, a separate quote must be provided.

The proposal must detail:

- 1) A marketing strategy for the course.
- 2) Registration of all delegates (for a minimum of 100 delegates per session in each set).
- 3) Detailed description of online platform and method of delivery and facilitation, including online interactive audience response systems for polls.
- 4) The costs for data vouchers for 40 eligible delegates who will attend 5 days per set of sessions.
- 5) Publishing and dissemination of course material immediately after every set of sessions, including presenters' slides and other resources.
- 6) CPD accreditation and timeous distribution of CPD certificates to delegates as appropriate, and certificates of attendance to all delegates.
- 7) Costs for recording and editing one and packaging one set of synchronous webinar sessions selected from all 4 sets of webinar sessions to produce a high quality 5-day course that can be used by the CSIR for future dissemination.

5. FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

	Criteria	Weight
1	Number of years' relevant experience in the health sector training	30
2	References: Contact details of references.	10
3	The proposal includes a plausible strategy for reaching the target audience and securing the requisite participation.	20

4	Propose a well-defined, practical, achievable delivery methodology including moderating of sessions.	30
5	Proposal to include a strategy for CPD accreditation and certificate distribution as well as material dissemination.	10
	Total	100

Proposals with technical scores of less than the predetermined minimum overall percentage of 70% or less than 50% on any of the individual criteria will be eliminated from further evaluation.

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 an incorrect email address;
- Failure to sign declaration by tenderer
- National Treasury restricted suppliers

7. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

All Applicants must submit documents containing the following information together with documentary proof:

- 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;
- 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);
- B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations.

SECTION B – TERMS AND CONDITIONS

8. VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at: tender@csir.co.za

The CSIR requires that all tender submissions be submitted electronically to: tender@csir.co.za. Should tender file size exceed 30 MB, tenderers can submit tender in multiple emails. Use the tender number **995/06/06/2022** and description of the tender as the subject on your email.

9. TENDER PROGRAMME

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

Table 1:Tender Programme

● Issue of tender documents:	Monday, 23 May 2022
● Compulsory Briefing session:	None
● Closing date for technical enquiries:	Wednesday, 01 June 2022 at 16:30
● Closing / submission Date:	Monday, 06 June 2022 at 16h30

10. SUBMISSION OF PROPOSALS

All proposals must be submitted at: tender@csir.co.za.

All proposals are to be clearly marked with the RFP number under the subject on each e-mail submission.

Proposals must consist of two (2) parts, each of which must be submitted in a separate e-mail package clearly marked with the RFP Number and the description of the tender:

PART 1: Technical Proposal: RFP No.: 995/06/06/2022

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

RFP No.: 995/06/06/2022

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

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

11. DEADLINE FOR SUBMISSION

Proposals shall be submitted to tender@csir.co.za no later than the closing date of **Monday, 06 June 2022** at 16:30.

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

12. AWARDING OF TENDERS

Awarding of tenders will be published on the National Treasury e-tender portal website.

No regret letters will be sent out.

13. EVALUATION PROCESS

Evaluation of proposals:

All proposals will be evaluated by an evaluation team for technical capability, 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 the successful tenderer.

A two-phase evaluation process will be followed.

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

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

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

Price needs to be provided in South African Rand (excl. VAT or Inc. VAT where applicable), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.

A detailed pricing schedule must be provided.

Price should indicate the Rand/Dollar exchange rate and the cost of the forward cover valid for **SIX (6) Months** from the date of the proposal, if applicable.

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.

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 **six (6) months** calculated from the closing date.

16. APPOINTMENT OF SERVICE PROVIDER

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.

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, the CSIR reserves the right to appoint an alternative supplier.

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. **995/06/06/2022** – The provision of services for marketing, hosting, and administration of webinar courses for relevant healthcare professionals in rural and urban settings across South Africa” as the subject.

The closing date for technical enquiries is **Wednesday, 01 June 2022**.

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

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.

The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21. VERIFICATION OF DOCUMENTS

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.

The CSIR requires that all suppliers submit proposals electronically to CSIR at tender@csir.co.za

Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document.

22. SUB-CONTRACTING

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.

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:

Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

Prescribed by the body - regulating the profession of the consultant.

24. TRAVEL EXPENSES

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

- Only economy class tickets will be used.
- A maximum of R1 400 per night for accommodation, dinner, breakfast and parking will be allowed.
- No car rentals of more than a Group B will be accommodated.

25. ADDITIONAL TERMS AND CONDITIONS

A tenderer shall not assume that information and/or documents supplied to the 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.

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

In case of a 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.

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.

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

During Contracting, the CSIR will negotiate with the winning tenderer to convert any Partial Compliance Scores that they have received in their tender response to become fully compliant. This is done to ensure that the tenderer fully complies with all of the CSIR's requirements. Furthermore, this will be done at no additional cost to the CSIR.

26. CSIR RESERVES THE RIGHT TO

- Extend the closing date;
- Verify any information contained in a proposal;
- Request documentary proof regarding any tendering issue;
- Give preference to locally manufactured goods;
- Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- Award this RFP as a whole or in part to a single supplier or multiple suppliers;
- 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 and 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: 995/06/06/2022

I hereby undertake to render services described in the attached tendering documents to the CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 995/06/06/2022** 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

<p>WITNESSES</p> <p>.....</p>

29. ANNEXURE “A” FUNCTIONALITY EVALUATION SCORE SHEET

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Criteria	Evidence	Weight	0	5	8	10
Number of years' experience in terms of marketing, hosting, and administration of webinar courses for relevant healthcare professionals	Track record of previous similar projects	30	No information	1 – 2 years of experience	3-4 years of experience	5 years or more experience
<i>References:</i> Contact details of references.	Contactable references verifying track record	10	No information	Contact details of at least one suitable and relevant reference provided.	Contact details of at least three suitable and relevant references provided.	Contact details of more than three suitable and relevant references provided.
Plausible strategy for reaching the target audience and securing the requisite participation	Marketing strategy to reach target audience is described and is realistic.	20	No information	No Marketing strategy to reach target audience included.	Satisfactory marketing strategy to reach target audience included.	Detailed and suitable marketing strategy to reach target audience included
Well-defined, practical, achievable delivery methodology.	Delivery methodology, including appropriate platform and moderation of sessions.	30	No information	Proposed a poorly-defined, unclear delivery methodology; no moderator allocated	Satisfactorily defined, delivery methodology with moderator.	Comprehensively defined, practical, achievable delivery methodology with moderator.
Strategy for CPD accreditation and certificate distribution as well as material dissemination.	Description of strategy for CPD accreditation and certificate distribution as well as material dissemination	10	No information	Poorly defined strategy	Satisfactorily defined strategy	Comprehensively defined strategy.
Total		100				

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on any of the individual criteria will be eliminated from further evaluation

END OF RFP