



delta environmental Centre

NON PROFIT COMPANY
ENVIRONMENTAL EDUCATION, TRAINING AND CONSULTATION
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TEMPLATE FOR TERMS OF REFERENCE

Request for expression of interest from suitable qualified service providers to be enlisted on the Panel of Qualified Service Providers of Delta Environmental Centre (DEC) for the implementation of the Youth Environmental Services Programme for the period of 3 years.

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1. PURPOSE

To invite qualified service providers to apply for registration on DEC's Panel of Qualified Service Providers. The panel will be utilised over three years as and when required by the Youth Environmental Services Programme.

2. INTRODUCTION AND BACKGROUND

2.1 DEC is an implementer of the Youth Environmental Services Programme for the Department of Environmental Affairs. As an implementing Agent, DEC aims to cover the purpose of this Programme, being alleviation of poverty, through addressing the following:

- Job creation
- Skills development
- Support of SMMEs.

2.2. It is within this context that DEC wishes to request interested and suitably qualified service providers to submit proposals to be registered on DEC's Panel of Qualified Service Providers, a panel which will be used to source service providers to provide various services e.g. training, community facilitation, catering, transport, protective clothing, supply of trees, etc as and when a need arises.

2.3. Qualified service providers can apply for more than one service category. Providers will be evaluated based on set criteria and **qualifying** providers will be registered on DEC's Panel of Qualified Service Providers to provide service if and when a need arises.

3. OBJECTIVES OF THE PROPOSAL

To invite relevant qualified service providers with skills and experience to register their services on the Panel of Qualified Service Providers for services listed on Annexure A1.

4. SCOPE AND EXTENT OF WORK

The purpose of this bid is to get qualified service providers to register their services on DEC's Panel of Qualified Service Providers which will be utilised for various purposes as and when required by DEC. The tasks to be carried out on appointment are as follows but not limited to:

- Training facilitation
- Community facilitation
- Training workshop facilitation
- Catering
- Transport
- Protective Clothing
- Marketing and branding
- Supply of trees
- Performance Measurement
- Research
- Assessors
- Moderators
- Occupational Health and safety Training
- HIV and wellness

- Tools and equipment's
- First Aid Training

5. EXPECTED DELIVERABLES/OUTCOMES

On appointment, the Qualified Service Provider will ensure that the services are provided efficiently and according to agreement with DEC.

6. PERIOD/DURATION OF PROJECT/ASSIGNMENT

The registration on DEC's Panel of Qualified Service Providers will be for 3 years. It must be noted that the registration on DEC's Panel of Qualified Service Providers is in no way a guarantee that a Service Provider will be awarded a contract as such will only depend on the demand for such services. The Service Level Agreement (SLA) will only be signed with the appointed Service Provider as and when required.

7. COSTING/COMPREHENSIVE BUDGET

To be determined by DEC using its norms and standards.

8. MANDATORY REQUIREMENTS

Must be completed by bidder by answering Yes or No.

REQUIREMENT	YES / NO
Valid letter and certificate of the Service Provider from an authorised body	
Central data base registration with National Treasury	
Tax clearance certificate	
Business Proposal with CV of qualified staff members	
Reference Letters	

9. SPECIAL CONDITIONS OF CONTRACT

9.1. On appointment, the performance measures for the delivery of the services will be closely monitored by DEC.

9.2. Appointed Service Provider/s will submit monthly progress reports to the Programme Manager, within 3 days after the end of each month for the duration of the project. Failure to submit the required reports on time will result in penalties to be specified.

9.3. The Programme Manager shall do the ongoing management of the SLA.

9.4. The Service Provider/s must guarantee the presence of the senior in charge of service listed throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least a month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

9.5. Bidders must score a minimum of 75% for Stage 1 (functionality/technical) of the evaluation to qualify for registration.

9.6. The proposal should include, amongst others, the following:

- a) A list of references
- b) Full CVs' of all person's part of the project team
- c) Ability to ensure continuing of staff on the project.

9.7. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate may result in the invalidation of the bid.

9.8. Certified copies of the Tax Clearance Certificate will not be acceptable.

9.9. The bid proposals should be submitted with all required information containing technical information.

9.10. DEC will not be held responsible for any costs incurred by the bidder in the preparation, presentation and submission of the bids.

9.12. Travelling costs and time spent or incurred between home and office of service providers will not be for the account of DEC.

9.13. Skills transfer to project beneficiaries where applicable.

9.14. SEPARATE APPLICATIONS MUST BE SUBMITTED IF THE BIDDER WISHES TO APPLY FOR REGISTRATION ON DIFFERENT SERVICES AND CLEARLY SPECIFY THE NAME OF THE SERVICE TO BE PROVIDED FOR. IN THE EVENT THE SERVICE PROVIDER SUBMITS ONE APPLICATION FOR MORE THAN ONE SERVICE, ONLY THE FIRST CHOICE WILL BE EVALUATED.

9.15. DEC reserves the right to register more than one service provider or only part thereof.

9.16. Before any work can commence the SLA must be signed by both parties (DEC and the successful bidder) as well as the issue of an official order/letter and should there be any dispute regarding the finalization of the agreement, DEC reserves the right to cancel the contract with no costs implications for DEC.

9.17. The evaluation of the bids can only be done on the basis of the information required by DEC.

9.18. Bidders failing to meet all the mandatory requirements will automatically be disqualified.

9.19. Service providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA or an Affidavit together with their bids to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.

9.20. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score (0) points out of 20/10 for B-BBEE.

9.21. 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.

9.22. 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 each separate bid.

9.24. The following documents must be submitted:

- 9.24.1. Application form
- 9.24.2. Tax Clearance
- 9.24.3. B-BBEE Status Level Verification Certificate
- 9.24.4. Reference letters
- 9.24.5. CVs and certified certificates of CV bearers where relevant
- 9.24.6. Profile
- 9.24.7. Agreement between the service providers in case of Joint Ventures/Partnerships etc

9.25. In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted.

10. PAYMENT TERMS

DEC undertakes to pay-out in full within 60 (sixty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding service not submitted by the service provider/s until that outstanding service is submitted.

11. EVALUATION CRITERIA

All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria should be as follows:

Values: 0 = non-compliance, 1=Poor, 2= Fair, 3= Average, 4=Good, 5 = Excellent

Stage 1 evaluation criteria: The bidder must score a minimum of 75% during Stage 1 (functionality/technical) of the evaluation to qualify for registration.

STAGE 1				
NO.	CATEGORY	WEIGHT/ VALUE	SCORE	TOTAL (Weight x Value awarded)
A	FUNCTIONALITY	100		
1.	Years of experience of the project team support by CVs (and where relevant, certified certificates) Average year of experience: 1 year = 1, 2 years = 2, 3 years = 3, 4 years = 4, 5 > = 5	40		
2.	Reference letters for completed projects. Number of services in relation to completed projects. 1=1, 2=2, 3=3, 4=4, 5>=5	15		
3.	Bidders understanding of the brief	15		
4.	Capability and experience	15		
5.	Track record	15		

NB: a bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score 0 out of a maximum of 10/20 points for B-BBEE.

IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:

- **Bidder's understanding of the brief –** The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidder's own roles and functions in this regard.
- **Capability and experience –** The bid provides a clear indication that the bidders' team comprises of people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- **Track Record –** The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general service provision related projects.

Technical Enquiries

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Please Note

Independent contractors can also apply; however, they will need to provide supporting documents e.g proof that they are registered for tax, assessors, moderators, reference letters, personal profile, CV, proof of qualifications and relevant accreditations etc. Emailed bids will not be accepted.

Bids can be drop off at Reception
Addressed to: Finance Department

Closing Date

01 December 2017

