

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

27 Stiemens Street
JD House
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



Call for proposals with quotations: Appointment of a service provider to update the current SCM policy in line with Treasury Regulations and meeting the needs of the South African Human Rights Commission

Deadline for Submissions: 01 September 2022

SAHRC RFP 11-2022

1. Introduction and Context

The South African Human Rights Commission (SAHRC) or (Commission) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The Constitution mandates the Commission to contribute to the creation of a human rights culture in the country. The Commission carries out its mandate through advocating and communicating human rights to the public with a view to creating public awareness of both rights and responsibilities. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

The Commission is one of the Chapter 9 institutions in South Africa. It has a national footprint through its nine (9) Provincial Offices, and its headquarters are based in Braamfontein, Johannesburg.

2. Project scope and deliverables

This RFP serves as an invitation to submit a proposal for the update of the SCM policy in line with the latest instruction notes released by National Treasury i.e. PFMA SCM Instruction No 2 of 2021/2022 and PFMA SCM Instruction No 3 of 2021/2022 and ensuring that it meets the objectives of the South African Human Rights Commission.

The scope would be to amend the current policy, make changes in line with the regulations and best practice.

Ensuring that the policy details how each business unit functions can be managed efficiently especially acquiring the services of pro bono basis attorneys without resulting in irregular expenditure.

3. No Obligation to proceed

Transforming society. Securing rights. Restoring dignity.

Chairperson: B C Majola; **Deputy Chairperson:** F Chohan; **Commissioners (Full-Time):** A H Gaum; A M Makwetla; B Malatji; P Ntuli
Commissioners (Part-Time): A C Nissen, J B Sibanyoni; **Chief Executive Officer (Acting):** C Kisoona

The Commission reserves the right to discontinue the RFP evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFP process.

4. Deliverables

a) Amended policy for approval be the CEO

5. Project Timelines

The amended policy changes should be done within 2 months from the time of award to the applicable service provider

6. Evaluation Criteria

Please note that all proposals received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

6.1 Please note that the following evaluation criteria will be used:

6.2 Price evaluation based on the 80/20 preferential point system.

6.3 The minimum threshold for qualification by functionality is 75%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting	Score
1.	Previous experience working on similar projects Industry experience in the form of reference letters The reference letters must include the following: Dated and signed by the company On the approved letter head of the company 0 – No reference letters submitted 1 – 1 reference letter submitted 2 – 2 reference letters submitted 3 – 3 reference letters submitted 4 – 4 reference letters submitted 5 – 5 reference letters submitted	25	

2.	Skills and competencies of the experts in the form of curriculum vitae's 0 – no CV submitted 1 – Qualifications 2 - Qualifications and experience 3 – Qualifications and experience and skills relevant to the terms of reference 4 to 5 – Qualifications, experience, skills relevant to the terms of reference, contactable references	25	
3.	Comprehensiveness on the approach that will be used, the methods to ensure compliance with legislation and frameworks to be applied.	35	
5.	High level work-plan with an overview of timelines, key milestones and a costs breakdown indicating the major costs drivers.	15	
	Total	100	

Bidders must obtain a minimum threshold of 75% on Functionality to proceed to the next stages of the evaluation process. Failure to obtain the minimum of 75% will result in your bid being considered non-responsive.

Price and BBBEE evaluation

Only Bidders that have met the 75% threshold to be considered for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

i. Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation	80

Transforming society. Securing rights. Restoring dignity.

Chairperson: B C Majola; **Deputy Chairperson:** F Chohan; **Commissioners (Full-Time):** A H Gaum; A M Makwetla; B Malatji; P Ntuli
Commissioners (Part-Time): A C Nissen, J B Sibanyoni; **Chief Executive Officer (Acting):** C Kisoona

$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$	
---	--

The following formula will be used to calculate the points for price:

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

ii. Stage 2 – BBEE Evaluation (20 Points)

a. BBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

Transforming society. Securing rights. Restoring dignity.

Chairperson: B C Majola; **Deputy Chairperson:** F Chohan; **Commissioners (Full-Time):** A H Gaum; A M Makwetla; B Malatji; P Ntuli
Commissioners (Part-Time): A C Nissen, J B Sibanyoni; **Chief Executive Officer (Acting):** C Kisoona

- B-BBEE Certificate

7. Submission Requirements and Contact Details

7.1 To be considered as the preferred service provider, kindly submit the following:

7.2 Proposal

7.3 Valid Tax Clearance Certificate

7.4 BBBEE Certificate.

7.5 Company Profile

7.6 SBD 4 document signed

7.7 SBD 6 document signed

7.8 SBD 7.2 document signed

7.9 Latest CSD report at the time of quotation

8. Please submit quoted proposals via email by 01 September 2022, before 11h00.

8.1 All documentation must be emailed to: Tenderoffice@sahrc.org.za

8.2 Submissions should be made using the **RFP number** for ease of reference

For further information or clarification please contact Abdul Rassool: arassool@sahrc.org.za