

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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CALL FOR PROPOSALS WITH QUOTATIONS: REPORT WRITING AND PRODUCTION OF REPORT FOR A WORKSHOP OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

Deadline for Submissions: 19 September 2022

SAHRC RFP 14-2022

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.

In 2007, South Africa ratified the United Nations Convention on the Rights for Persons with Disabilities (CRPD or Convention). Under Article 33(2) of the UNCRPD, "States Parties shall, in accordance with their legal and administrative systems, maintain, strengthen, designate or establish within the State Party, a framework, including one or more independent mechanisms, as appropriate, to promote, protect and monitor implementation of the present Convention . . .". In 2019, the Commission was found to be an Independent Monitoring Mechanism in terms of Article 33(2) by operation of law. Accordingly, the Commission has created a Disability Advisory Committee to assist it to achieve its obligations under the CRPD.

2. Project Scope

This RFQ serves as an invitation to submit a quotation for the provision of report writing and production services for the Commission's Disability Advisory Committee workshop on the Independent Monitoring

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Mechanism of the UNCRPD. The Bidder is requested to supply its proposal, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Officer identified in this document. By submitting a quotation in response to this RFP or participating in this RFP process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFP document.

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of RFP process are and will be covered by the non-disclosure agreement to be signed between the Commission and the Bidder.

The Bidder may be an individual or a registered company.

3. No Obligation to proceed

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. Required Services

The Commission requires report writing and production services for its Disability Advisory Committee workshop on the Independent Monitoring Mechanism of the United Nations Convention on the Rights of Persons with Disabilities on 27-29 September 2022.

5. Deliverables:

- 5.1. A 1-2 page media summary of the DAC workshop including the purpose and key takeaways of the event.
- 5.2. A 2-5 page high level summary of the DAC workshop including including the purpose and key takeaways of the event.
- 5.3. A detailed report that accurately and comprehensively reflects the following information:
 - 5.3.1. Executive Summary
 - 5.3.2. Commissioner's Note
 - 5.3.3. What the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) is.
 - 5.3.4. South Africa's obligations under the UNCRPD.
 - 5.3.5. The role of the Commission as an Independent Monitoring Mechanism (IMM) in terms of article 33(2) of the UNCRPD.
 - 5.3.6. Background and history that led to the formation of the Disability Advisory Committee (DAC).

- 5.3.7. Profiles of the members of the DAC.
- 5.3.8. The role of the DAC.
- 5.3.9. The assigned roles of the respective members of the DAC within the DAC.
- 5.3.10. Detailed strategic and annual plan of the IMM and DAC as resolved at the workshop.
- 5.3.11. Resolutions of the DAC.
- 5.4. The report must be in publishable format in both electronic and hardcopy versions.
 - 5.4.1. The Commission will provide 100-200 edited high resolution photos to be included in the report.
 - 5.4.2. The Commission will provide high resolution photos of the DAC members.
 - 5.4.3. The service provider must make provision for a designer in the quotation that they submit.

6. Project Timelines

The workshop will commence on 27 September and end on 29 September 2022. The final reports should be submitted to the Commission on 17 October 2022.

7. Evaluation Criteria

Please note that all quotes 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**

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

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

7.3 The minimum threshold for qualification by functionality is 70%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting	Score
1.	Evidence of previous experience working on similar projects in the form of a portfolio and/or links to previous work. The portfolio and/or links must clearly indicate that the product was produced by the company, service provider or individual making the submission. 0 – no evidence of previous work submitted 1 – 1 example of experience working on a similar project submitted	30	

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	<p>2 – 2 examples of experience working on a similar project submitted</p> <p>3 – 3 examples of experience working on a similar project submitted</p> <p>4 – 4 examples of experience working on a similar project submitted</p> <p>5 – 5 or more examples of experience working on a similar project submitted</p>		
2.	<p>Skills and competencies of the bidder.</p> <p>0 – no CVs submitted</p> <p>1 – relevant qualifications.</p> <p>2 – relevant and appropriate qualifications and experience.</p> <p>3 – relevant qualifications, experience and skills relevant to the terms of reference.</p> <p>4 – qualifications, experience, skills relevant to the terms of reference and contactable references.</p> <p>5 – qualifications, experience, skills relevant to the terms of reference, contactable references and motivational letter.</p>	20	
3.	<p>Workplan to ensure deliverables.</p> <p>0 – no workplan.</p> <p>1-2 – only workplace or action plan, with no clear details or timelines.</p> <p>3 – detailed workplan with action plan to ensure that deliverables are submitted timeously.</p> <p>4 – detailed workplan with comprehensive action plan to ensure that deliverables are submitted timeously. Detailed action plan of measures that will be taken to ensure adherence with the stipulated timelines.</p> <p>5 – high-level workplan with comprehensive action plan detailing timelines and milestones to ensure that deliverables are submitted timeously. Detailed action plan of measures that will be taken to ensure adherence with the stipulated timelines. Assignment of specific roles and responsibilities with internal timelines.</p>	20	

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	<p>Substantive knowledge.</p> <p>0 – no experience with disability</p> <p>1-2 – some knowledge of disability rights and/or human rights and social justice, and/or UNCRPD.</p> <p>3 – either academic background or practical work experience in of disability rights and/or human rights and social justice, and/or UNCRPD.</p> <p>4 – academic background and practical work experience in and functional knowledge of disability rights and/or human rights and social justice, and/or UNCRPD.</p> <p>5 – academic background and practical work experience in and functional knowledge of disability rights, human rights and social justice, and the UNCRPD.</p>	15	
4.	<p>Quotation</p> <p>High level costs breakdown indicating the major costs drivers.</p>	10	
6.	<p>Diversity of the team: preference will be given to bidders who have a team composition that represents persons at different intersections, and members of historically disadvantaged communities.</p>	5	
	Total	100	

Bidders must obtain a minimum threshold of 70% on Functionality to proceed to the next stages of the evaluation process. Failure to obtain the minimum of 70% will result in your bid being considered non-responsive.

Price evaluation

Only Bidders that meet the 70% threshold will be considered for price evaluation. The Bidder with the lowest total quotation, out of the quotes that meet the 70% threshold, will be the successful.

8. Submission Requirements and Contact Details

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- 8.1 To be considered as the preferred service provider, kindly submit the following:
- 8.2 Proposal
- 8.3 Bee Certificate
- 8.4 Company profile including profiles of individual members who will work on the project
- 8.5 SBD 4 document signed
- 8.6 SBD 6 document signed
- 8.7 SBD 7.2 document signed
- 8.8 Latest CSD report at the time of quotation

9. **Please submit quoted proposals via email by 19 September 2022, before 11h00.**

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

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

For further information or clarification please contact Seadimo Tlale: stlale@sahrc.org.za