

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

27 Stiemens Street
JD House
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



CALL TO FORM PART OF A PANEL TO CARRY OUT THE CONDUCT OF MONITORING ACTIVITIES IN THE NORTH WEST

Deadline for Submissions: 29 August 2023

SAHRC PANEL RFQ 05-2023

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 through the promotion, protection and monitoring of human rights. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

To strengthen its reach in communities, the Commission initiated a Human Rights Champions programme, in terms of which it seeks to partner with community-based human rights activists and organisations to address human rights issues in the communities where these activists and organisations are based. To enhance this programme, in 2020, the Commission concluded a Memorandum of Understanding (MOU) with the Community Advice Offices South Africa (CAOSA), in terms of which the respective organisations agreed to strengthen collaboration to ensure the effective delivery of their respective mandates. Specifically, the parties agreed to collaborate in the promotion, protection and monitoring work of the Commission, with CAOSA agreeing to undertake promotion, protection and monitoring work on behalf of the Commission as may be agreed upon from time to time. CAOSA is a national coordinating body of the Community Advice Office Sector in South Africa, with over 300 community-based advice offices throughout the country.

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2. Project Scope

To operationalise the MOU, the Commission is making a Request For Service providers to form part of a panel from community-based advice offices affiliated with CAOSA for the conduct of monitoring activities in the North West. Specifically, service providers are required for the conduct of monitoring activities within the following municipalities:

- Rustenburg Local Municipality;
- Madibeng Local Municipality;
- City of Matlosana;
- Maquassi Hill Local Municipality;
- Moretele Local Municipality;
- Moses Kotana Local Municipality;
- Naledi Local Municipality;
- Lekwa-Teemane Local Municipality;
- Ramotshere Moiloa Local Municipality;
- Greater Taung Local Municipality.

The specific monitoring activities to be conducted per Local Municipality are:

- Monitoring of the right to education in 10 schools;
- Monitoring of the right health care services in 6 Clinics;
- Monitoring of service delivery in 6 communities;
- Monitoring of the rights of the elderly in 4 Old Age Homes;
- Monitoring of the rights of persons with disabilities in 4 Disability Centres;
- Monitoring of children's rights in 2 Orphanages;
- Monitoring of 1 Traditional Court.

Monitoring tools will be provided by the Commission for purposes of the monitoring.

The prospective panel members are requested to supply their proposal, in writing, by the date specified. **The prospective panel member should only make a proposal in respect of the municipality in which the prospect panel member works or operates.** To the extent that a prospective panel member operates in more than one municipality, separate proposal should be submitted for the different municipal areas.

Should the prospective panel member require any clarification, the clarification should be submitted by e-mail to the Procurement Officer identified in this document. By submitting a proposal in response to this

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request or participating in this request process, the prospective panel member accepts that it is subject to and bound by all the terms and conditions contained in this request document.

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

The prospective panel member must be a registered NPO or NGO. The personnel to conduct the monitoring must have been vetted within the last 6 months for criminal records. No person convicted of or charged with sexual offences, any offence against children or otherwise any other serious offence may be appointed to conduct monitoring on behalf of the Commission by the successful panel members.

3. No Obligation to proceed

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

4. Required Services

The Commission requires the conduct of monitoring activities in the North West as outlined in clause 2 above.

5. Deliverables:

- 5.1. The conduct of monitoring activities in the North West as outlined in clause 2 above.
- 5.2. The accurate completion of monitoring tools as evidence of the monitoring in accordance with the agreed quality standards.

6. Project Timelines

The monitoring should be conducted from 18 September 2023 to 17 October 2023.

All monitoring tools are to be couriered or hand-delivered to the Commission by 30 October 2023, which will mark the completion of the project.

7. Pricing

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Each successful panel member for each of the different Municipalities/Areas will be given equal funding to carry out the project scope as per paragraph 2. This amount stipulated will be non-negotiable and no further funding will be allocated for the project to be finalised.

Successful panel members would be required to sign for the funding and/or sign a contractual document and declare that the project scope will be achieved with the funding distributed. Failure to do so will result in the Commission recovering any or all of the funding from the panel member in question.

Successful panel members will be contacted by the Commission and details regarding the project will be carried out by a date determined by the Commission.

8. Evaluation Criteria

The Commission reserves the right to choose a winning panel member as per their own discretion after service providers have passed functionality. The panel will consist of at least 12 panel members, where less submissions are made the Commission will take this into consideration to determine if the services will be rendered efficiently.

Where different service providers pass functionality for a specific area, the Commission will choose a winning panel member by means of identifying which NPO/NGO has been registered for the longest period of time.

Please note that all panel members making submissions will be evaluated based on the following criteria:

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

Please note that the following evaluation criteria will be used:

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

Table 1: Functionality evaluation

	Criteria	Percentage weighting	Score
1.	Registered NPO or NGO 0 = Not registered as an NPO/NGO	20	

	<p>1 = Registered as an NPO in the last year</p> <p>2 = Registered as an NPO in the last 2 years</p> <p>3 = Registered as an NPO in the last 3 years</p> <p>4 = Registered as an NPO in the last 4 years</p> <p>5 = Registered as an NPO for 5 or more years</p>		
2.	<p>Evidence of affiliation with CAOSA with a certificate or letter or any other evidence that is proof that the NPO/NGO is affiliated with CAOSA</p> <p>0 = Not affiliated with CAOSA</p> <p>1 = Affiliated with CAOSA in the last year</p> <p>2 = Affiliated with CAOSA in the last 2 years</p> <p>3 = Affiliated with CAOSA in the last 3 years</p> <p>4 = Affiliated with CAOSA in the last 4 years</p> <p>5 = Affiliated with CAOSA for 5 or more years</p>	40	
3.	<p>Vetting of the monitoring team for criminal records</p> <p>0 = No Police Clearance or NRSO Certificate or clearances older than 6 months</p> <p>5 = A Police Clearance or NRSO Certificate not older than 6 months.</p>	40	
	Total	100	

Prospective panel members must obtain a minimum threshold of 70% on Functionality to proceed to be considered as a panel member. Failure to obtain the minimum of 70% will result in your submission being considered non-responsive.

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Price and BEE will not form part of this panel as the South African Human Rights Commission will allocate equal funding per panel member to carry out the duties and responsibilities as per the scope of work.

Criteria for breaking deadlock in scoring

Where multiple service providers make a submission for one Municipality, the following scoring will be carried out for the deadlock in selecting at least two service providers per Municipality where applicable. This will be solely at the discretion of the South African Human Rights Commission.

8.(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

(2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

9. Submission Requirements and Contact Details

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

9.1 Proposal

9.2 Bee Certificate

9.3 Organisational profile, including profiles of individual members who will work on the project

9.4 SBD 4 document signed

9.5 SBD 7.2 document signed

9.6 Latest CSD report at the time of quotation

9.7 Affiliation certificate with CAOSA

9.8 Police Clearance or NRSO Certificates of employees who will be conducting the monitoring not older than 6 months.

10. Please submit quoted proposals via e-mail by 29 August 2023, before 11:00.

10.1 All documentation must be e-mailed to: Tenderoffice@sahrc.org.za

10.2 Submissions should be made using **PANEL RFQ 05-2023** for ease of reference

For further information or clarification, please contact Poppy Mochadibane: pmochadibane@sahrc.org.za.

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