

# **PROCUREMENT OF A FURTHER EDUCATION AND TRAINING COLLEGE TO PRESENT THE NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION/ MANAGEMENT OVER A PERIOD OF 30 MONTHS TO OFFICIALS WISHING TO SERVE ABROAD AS THIRD SECRETARIES (ADMINISTRATION) OR CORPORATE SERVICES MANAGERS**

## **PURPOSE**

The Department of International Relations and Cooperation (DIRCO) wishes to engage the services of and partner with a Further Education and Training College (FET) in Gauteng to present the National Diploma in Public Administration / Management or any other relevant field to officials who wish to serve abroad as administrative staff.

The purpose of this project is to train officials in fundamental public administrative principles and practice and to recognise practical skills training presented by DIRCO to enable the officials to qualify for the National Diploma in Public Administration / Management.

## **1. BACKGROUND**

The Diplomatic Academy of DIRCO is proposing that the Foreign Affairs Attache Course (FAAC) and Mission Administration Course (MAC) programmes should be articulated with the National Diploma in Public Administration / Management in order to improve quality and encourage career mobility within and outside of DIRCO. In order to achieve this, a partnership with a Further Education and Training (FET) College is required to present training in the fundamentals and theory of Public Administration / Management and to recognise the practical training offered by the Diplomatic Academy.

DIRCO's Diplomatic Academy will provide the venue for training and the officials who will be registered with the FET.

## **2. DELIVERABLES**

The following are the deliverables of the project:

The FET shall provide a copy of the curriculum and the content of each module to facilitate a study of the content by DIRCO to ascertain applicability.

The FET shall provide an outline for the delivery of the fundamental courses according to the N4, N5, and N6 schedules and indicate whether the content can be presented in the mornings to allow officials to undertake practical work in the afternoons related to the modules being trained. FET shall be required to specifically assign lecturers to DIRCO for the duration of the training contract that will be concluded with the successful bidder.

The FET shall indicate the process and timelines for combining the results from the FET fundamental courses and the practical evidence to present to the Department of Higher Education and Training (DHET) and also on how long the process will take for the DHET to issue the National Diploma.

The FET shall confirm in writing and list the Institutions of higher learning that they have engaged and from which it has received written confirmation that the National Diploma delivered by the FET will be articulated/accepted to allow officials to further their academic careers in post graduate studies.

The FET shall endeavor, to the best of their ability, to accommodate officials with disabilities.

The FET shall be required to conclude a Service Level Agreement with DIRCO.

## **3. DURATION**

The minimum duration of the contract will be 30 months with an option to renew the contract for a further term.

## **4. COST**

The bid proposal should be comprehensive in scope and indicate the total amount to be charged for the work outlined as above. The proposal must indicate, as separate line items, the following:

1. The total cost per official to be trained which is to be broken down as follows:
  - 1.1 Registration Fees
  - 1.2 Tuition Fees
  - 1.3 The cost of transport to and from Pretoria, if applicable
  - 1.4 Cost of Study Material
  - 1.5 Examination Costs (if not included in Tuition Fees)
2. Any other expenses involved which must be listed individually and to be agreed upon.

## **5. EVALUATION**

### **Phase 1: Responsive criteria**

To be considered for phase two of the evaluation, bidders must comply with the special conditions or responsiveness criteria that are set out below.

The minimum requirements that must be met by prospective bidders in order to pass to the next stage of the evaluation process are the submission of the following documentation:

- Valid Tax Clearance Certificate
- SBD4
- SBD 6.1 (BBBEE Certificate)
- SBD 8
- SBD 9

**If the responsive criteria are not met, the bid will automatically be disqualified.**

### **Phase 2: Functionality evaluation**

A panel will evaluate all bids received on basis of functionality. A bidder that scores less than 60% in respect of functionality will be regarded as having submitted a non

responsive bid and will be disqualified. For purpose of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the evaluation criteria.

<b>CRITERIA</b>	<b>WEIGHT</b>
Proposed Methodology/ Project Plan	45
Level of detail in outlining the developmental process and requirements	5
Interpretation of requirements and the proposed outputs against expected deliverables	10
Quality controls	10
Technical expertise and capacity to deliver on the project	20
Level of experience and qualifications of possible trainers (Provide CVs)	10

### **Phase 3: Price and Preference**

All qualifying bids will be evaluated on the 80/20 preference principle, where 20 point will be allocated to preference criteria and 80 points will be allocated for price. The 80/20 principle will be applied for bids below R1 000 000.00.

Specific contract participation goals include the values that will be applied for this bid. The values and its respective preference point system are outlined below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18

3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

DIRCO is committed to the promotion of Black Economic Empowerment (BEE) and the PPPFA (Preferential Procurement Policy Framework Act 5 of 2000). Bidders are requested to provide information on their B-BBEE status and how they will ensure fulfillment of the Broad Based Black Economic Empowerment objectives through this tender.

## 6. Confidentiality

It is a specific condition of this contract with DIRCO that bidders whose bid is accepted shall be required to provide an undertaking not to disclose, or use for their own benefit, any confidential information obtained during the course of the work without the prior written consent of DIRCO.

## 7. Submission of Proposal

Prospective service providers will be expected to attend a briefing session at 10:00 on 22 February 2013 at DIRCO, OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria.

Bonded proposals in a sealed envelope with the details of the specific tender clearly indicated on the outside of the envelope should be submitted in the following manner:

### By Hand:

Tender Box: OR Tambo Building

Department of International Relations and Cooperation

460 Soutpansberg Street

Rietondale

PRETORIA  
0001

Submissions should be posted to be received or hand delivered to the above mentioned addresses on or before 11h00 on the 22 March 2013.

**E-mailed or faxed submissions will not be accepted**