



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

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| NAME & ADDRESS OF FIRM | DATE: November 16, 2021 |
| | REFERENCE: TRAIN SELECTED LECTURERS IN BLENDED LEARNING TECHNIQUES |

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **TRAIN SELECTED LECTURERS IN BLENDED LEARNING TECHNIQUES**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** bid.pretoria@undp.org no later than **16h00 Friday, December 03, 2021**

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
11/15/2021*

Description of Requirements

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| Context of the Requirement | <p>2.1 The public TVET Colleges are governed by the Continuing Education and Training Act, Act 16 of 2006 and fall within the jurisdiction of the Department of Higher Education and Training (DHET). According to the Act, the task of a public TVET College is to -</p> <p>(a) Register students for all learning and training programmes leading to qualifications at levels 2 to 4 of the National Qualifications Framework or such further education and training levels determined by SAQA and 50 contemplated in the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), which levels are above general education but below higher education; and;</p> <p>(b) take responsibility for the registration of students, the provision and delivery of the curriculum and the assessment of students.</p> <p>2.2 The UNDP, in association with DHET identified three public TVET Colleges to be supported to improve their offerings to students in engineering studies with a focus on the automotive manufacturing sector.</p> <p>2.3 The three beneficiary colleges are –</p> <p>2.3.1 Northlink College, Belville and Wingfield Campuses, Cape Town, Western Cape</p> <p>2.3.2 Coastal KZN College, Swinton Road Campus, Mobeni, eThekweni</p> <p>2.3.3 Tshwane South TVET College, Centurion, City of Tshwane.</p> |
| Implementing Partner of UNDP | Department of Higher Education and Training |
| Brief Description of the Required Services ¹ | <p>Train selected lecturers on modern blended learning techniques. This batch is a single product what will assist lecturers to improve their capacity to deliver blended learning technologies. The proposed solution should target TVET College lecturers.</p> <p>In preparing Colleges to implement the solution, bidders should make proposals on how training will take place – on-site or on-line and will it be done per college or can all lecturers be trained together.</p> |
| List and Description of Expected Outputs to be Delivered | <ol style="list-style-type: none"> 1. Methodology and workplan 2. Implementation of the training 3. TVET College lecturers capacitated for blended learning techniques <p>(For detailed information be found in terms of references)</p> |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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| Person to Supervise the Work/Performance of the Service Provider | UNDP Project Team and a technical lead of each college. |
| Frequency of Reporting | <i>AS and when required in the workplan</i> |
| Progress Reporting Requirements | <p>The service provider will be appointed through UNDP procurement processes.</p> <p>Following the contracting process, the service provider is expected to participate in an inception meeting and engage closely with the UNDP Project Team and the assigned contact person within each college throughout the implementation of the work.</p> <p>Whilst the contract is held with UNDP, the training will be implemented in close coordination with the TVET Colleges. UNDP and the TVET Colleges will have the overall responsibility for supervising the technical quality of the deliverables, scheduling and convening all meetings with the service provider, and administration of the overall day-to-day interaction directly with the service provider. UNDP is responsible for processing the payments of the invoices against this contract and all the administration associated with the contract management. It is expected that there will be regular meetings with the consultant, UNDP, and the assigned contact persons to present progress reporting - the frequency of which will be arranged as needed during the implementation period. Any proposed deviations from the original workplan shall be communicated to UNDP in writing.</p> <p>The consultant is expected to present regular progress reports detailing:</p> <ul style="list-style-type: none"> - Progress against the workplan - Risks/current challenges identified - Items flagged for attention and decision making. <p>The report(s) must be submitted in electronic format (word and PDF) in English.</p> |
| Location of work | <input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location |
| Expected duration of work | 2 months |
| Target start date | Upon signing of the contract by both parties |
| Latest completion date | February 2022 |
| Travels Expected | n/a |
| Special Security Requirements | <input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A) |
| | <input type="checkbox"/> Office space and facilities |

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| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Currency of Proposal | <input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands) |
| Value Added Tax on Price Proposal ² | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted |
| Payment Terms ³ | 1. Inception report including a workplan that specifies an approach strategy and methodology for the fulfilment of the consulting objectives. (40) 2. Implementation of all the training for lecturers at the 3 TVET Colleges and submission of the final report. (60) All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP |

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNDP will approve and certify each deliverable and authorise payments. | |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract | |
| Criteria for Contract Award | <input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal. | |
| Criteria for the Assessment of Proposal | Technical Proposal (70% of the overall proposal - 100 points) | |
| | Evaluation criteria | Max score (100) |
| | Proposed Methodology and Approach: A clear methodology for the training must be described, and the methodology must outline how the training will be carried, including a proposed training programme. | 25 |
| | Proposed Work Plan: A detailed work plan with intermediate and final outputs and identified timeframes / milestones and resources and designated responsibilities of the team of consultants must be indicated in the proposal for achieving of the deliverables. | 25 |
| | Institutional Technical Capability: expertise and record of accomplishment of previous work done that relates to the deliverables of this assignment and knowledge in lecturer development, pedagogy, TVET, ICT in education or other related fields.. Previous experience in engaging with TVET Colleges or other educational institutions. The bidder should submit full details of at least three reliable contactable signed references for training of a similar scope which was successfully completed previously. | 15 |
| | Academic Background of the Team Leader: Master’s degree ideally in pedagogy, TVET, ICT, or related fields | 15 |

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

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| | Academic Background of Other Team Member(s): Minimum of 3- or 4-year university qualification in similar studies | 5 |
| | Experience of the Team Leader: A minimum of 15 years of experience in the areas of lecturer development, pedagogy, TVET, and ICT in education. Demonstrated experience in leading teams in similar assignments. | 10 |
| | Experience of Other Team Member(s): A minimum of 5 years of experience in the same fields. | 5 |
| (minimum qualifying score – 70 points) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. | | |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: | |
| Annexes to this RFP ⁵ | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify] | |
| Contact Person for Inquiries (Written inquiries only) ⁸ | <i>Procurement Unit</i> procurement.enquiries.za@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |
| Other Information [pls. specify] | | |

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.