



SCM /Tender Ref #:	DPME 16 - 2026/27
Request for proposals for:	Systematic documentation of the Hospital Twinning Programme of the Public Health Sector.

Bid closing date and time as well as the date and time of briefing session are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted. Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
November 2026	24 months

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents.

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal must contain all the information required to evaluate the bid against the requirements stipulated in this term of reference. The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team (Must use attached Excel template)
- **Annexure B2:** Summary of past experience of team members (Must use attached Excel template)
- **Annexure B3:** Deliverables and allocation of time to team members (Must use attached Excel template).
- **Annexure B4:** Pricing information. Price proposals must include VAT and must be fully inclusive to deliver all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Proof of 3 or more projects conducted as per minimum experience. Provide attached summaries or a link to the reports.
- Copies of qualifications must be attached as a requirement.
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (specified above) will be considered. Bids must be valid for a minimum period of 90 days after the closing date.

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ENQUIRIES		
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1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Proposed methodology / approach
- Deliverables and time frames

2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spread sheet **must** be used to summarise qualifications, skills and past experience and to cost the proposal.

2.1. Team composition, qualifications and experience

Annexure B1 must be completed and the required details of each team member must be provided. Team members indicated in the proposal must be available for the duration of the project and must play a meaningful role in the project. Replacement of team members may only be done in consultation with DPME and replacement team members must have the same PDI profile as well as qualifications / experience as those they are replacing.

Bidders will demonstrate adequate experience and relevant qualifications. The attached template must be used to summarise experience and the proposal must contain details about projects completed for other clients, including roles, cost and duration.

Expertise	Qualifications*	Specific experience** (minimum 10 years experience)
Public Health	Minimum: At least Master's degree in Public Health Advantage: Doctoral Degree in Public Health	Minimum: At least 10 years of academic or consulting experience in Public Health. Has an understanding of South African Health Systems and hospital environment. • Has demonstrated analytical report writing skills and at least three (3) article publications in peer-reviewed journals. • Conducted a minimum of three (3) similar research projects. • Has at least three (3) years' experiences of working with Government and the Health Sector with relevant experience in a combination of at least 3 of the following: - Conducting study using Monitoring, Evaluation and Learning Approach (MELA), - Review / analysis of business unit and cost centre management practices, - Conducting governance arrangements, practices, processes, systems and structures analysis, - Conducting financial, supply chain management, people management/HR analysis, - Stakeholder engagement, particularly with government departments and /or entities,

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		- Formulating policy recommendations, and - Advice on public sector governance reform, institutional strengthening and health system transformation. Advantage: More than ten (10) years' work experience in academic or consulting experience in Public Health. Has an understanding of South African Health Systems and hospital environment. Has demonstrated analytical report writing skills and more than three (3) article publications in peer-reviewed journals. Conducted more than three (3) similar research projects. Has more than three (3) years' experiences of working with Government and the Health Sector with relevant experience in a combination of at least 4 of the following: • Conducting study using Monitoring, Evaluation and Learning Approach (MELA), • Review / analysis of business unit and cost centre management practices, • Conducting governance arrangements, practices, processes, systems and structures analysis, • Conducting financial, supply chain management, people management/HR analysis, • Stakeholder engagement, particularly with government departments and /or entities, • Formulating policy recommendations, and • Advice on public sector governance reform, institutional strengthening and health system transformation.
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**Minimum qualifications must be attached as a requirement, supported by a portfolio of evidence for each resource*

2.2. Confirmation of experience and qualification

The following **must** be submitted:

- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Proof of 3 or more projects conducted as per minimum experience. Provide attached summaries or a link to the reports.
- Copies of qualifications must be attached as a requirement.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

2.3. Project management and proposal

The bid proposal submitted by the bidder must include a detailed project proposal. A summary of deliverable dates must be included in Annexure B3. The start of the project will depend on the DPME procurement process. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control).

3. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B4 must be used to summarise costing.

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4. EVALUATION OF BIDS

4.1. Administrative requirements

Annexures B1 to B4 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

4.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

4.3. Functional evaluation Part 1 – Quantitative criteria

Part 1: Minimum functional requirements: Only bids that scored at least the minimum overall score of 65% will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Functional Evaluation Criteria		Weight	Min. Score
1.1	Public Health (par 2.1 of ToR and Annexures B1 and B2): 1= Proposed Public Health Expert does not meet the minimum requirement for Master qualification. 3= Proposed Public Health Expert meets the requirement for Master qualification. 4= Proposed Public Health Expert exceeds the requirements for qualification and has Doctoral Degree.	3	9

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1.2	1= Has published less than three (3) article publications in peer-reviewed journals. 3= Has published at least three (3) article publications in peer-reviewed journals. 4= Has published more than three (3) article publications in peer-reviewed journals.	3	9
1.3	1= Has conducted less than three (3) similar research projects 3= Has conducted at least three (3) similar research projects 4= Has conducted more than three (3) similar research projects.	3	9
1.4	1= Has less than three (3) years prior experience of working with Government and the Health Sector. 2= Has at least three (3) years prior experience of working with Government and the Health Sector. 3= Has more than three (3) years prior experience of working with Government and the Health Sector.	3	9

4.4. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may evaluate and score bids based on the bid documents and proposals submitted

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 workings. If a bidder is for a second time unable to attend a bid presentation, then the bid must be evaluated based on the bid documents and proposals submitted only.

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Part 2: Minimum functional requirements: Only bids that obtained the minimum overall score of at least 65% for both functional evaluation parts 1 and 2, will proceed to Price/PPPFA evaluation.

Functional Evaluation Criteria		Weight	Min. Score
2.1	Understanding the brief. The proposal by the service provider: 1= Did not address the purpose, objectives and scope of the project. 2= Proposal shows minimal understanding of the requirement and partially addresses the purpose, objectives and scope of the project. 3= Proposal shows good understanding of the need and fully addresses the purpose, objectives and scope of the project. 4= Proposal shows exceptional understanding of the need and responded innovatively through added value to the project.	5	15
2.2	Extent to which the approach, methodology and project plan is realistic given the scope and time frames of the project 1= Approach, methodology and project plan submitted does not meet the scope of work and desired outcome as set out in the Terms of Reference. 2= Approach, methodology and project plan submitted partially meet the scope of work and desired outcome as set out in the Terms of Reference 3= Approach, methodology and project plan submitted meet the scope of work and desired outcome as set out in the Terms of Reference. 4= Approach, methodology and project plan submitted comprehensively meet the scope of work and desired outcome as set out in the Terms of Reference.	5	15
2.3	Project proposal (par 2.3 of ToR and Annexure B3): 1= No project proposal included in bid. 2= Project proposal does not fully address all deliverables or does not indicate completion within the required time frames. 3= Project proposal addresses all deliverables and indicates completion of the project within the required time frames. 4= Project proposal exceeds the deliverables and/or addresses all deliverables and indicates completion of the project in significantly less than the envisaged time frames.	3	9

4.5. Price / BBBEE / PPPFA

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations include your BBBEE certificate/ Affidavit – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1. Points to be allocated as follows:

The specific goals allocated points in terms of this tender (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated (80/20 system) (To be completed by the organ of state)	POINTS TO Applicable to 80/20AWARD >= More than < = Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point

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Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
TOTAL	20	

5. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tender website. Bidders should familiarise themselves with the content of the standard template.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a nonexclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 6.1 The department has the right to fully award or cancel the bid.
- 6.2 The bidder shall include structured skills transfer activities as part of the project implementation plan to build the capacity of DPME officials supporting the project. These activities should facilitate knowledge sharing, strengthen technical competencies, and ensure the effective transfer of expertise throughout the project lifecycle.
- 6.3 In the event that any key personnel assigned to the project resign or become unavailable during the contract period, the bidder shall replace such personnel with individuals possessing equivalent or higher qualifications, experience, and expertise, subject to the approval of the DPME, to ensure the uninterrupted implementation of the project.

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- 6.4 Where gaps are identified in the envisaged timeframe for meeting the deliverables, DPME will review and adjust the time allocation accordingly.
- 6.4 Intellectual property of the (1) Phase One Baseline and Phase Two report, both full and in 1/5/25 format, in electronic format; (2) an audio-visual presentation of the report lessons learned, analysis, findings and recommendations; and (3) all datasets, metadata and documentation in electronic format produced during the development of the report is the property of DPME and will be vested in, owned and submitted to DPME.

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