



Tender Ref #:	COGTA (T) 17/2024	Tender Description:	The Appointment of a Service Provider to Develop Training Material and Provide Physical Training on Impact-Based Early Warning Systems to Local Municipality Councilors over a period of three (3) Years: Phase 1
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PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying service providers to Develop Training Material and Provide Physical Training on Impact-Based Early Warning Systems to Local Municipality Councillors over a period of Three (3) Years as part of the phased approach targeting high risk local municipalities.

2. Bid / Proposal format

Package 1: The following should be submitted – :

- SBDs 1, 3.1 or 3.2 (*SBD 3.1= Goods, SBD 3.2: Services*), 4, and 6.1.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).

Package 2: Pricing information. Separate envelope. Price proposals must include 15% VAT and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.

PART B –ADMINISTRATIVE REQUIREMENTS

General principle: In cases where bidders submitted insufficient evidence which does not affect the scoring, the SCM may request such information. However, the SCM will not request information which will affect the score after the closing date. 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 under any circumstances.**

1. BID DOCUMENTS

Only bids that comply with all administrative requirements will be evaluated further onto the Mandatory Requirement stage.

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹	
1.3	SBD 1 completed and submitted.	
1.4	SBD 3.2 completed and submitted.	
1.5	SBD 4 completed and submitted.	
1.6	SBD 6.1 completed and submitted	
1.7	Director(s)/Owner(s) have been convicted on charges related to fraud and corruption.	
	If so, furnish particulars:	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time after the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

2. VERIFICATION OF INFORMATION PROVIDED

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

This clause does not apply to bidders that are government departments/entities.

NB: *The Department may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.*

3. MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirement		
#	Criteria	Yes / No
3.1	Summary of Bidder Experience (Annexure A) attached.	
3.2	Proposed project core team (Annexure B) attached.	
3.3	Proposal and project execution plan submitted.	
3.4	Pricing information (Cost Breakdown) (Annexure C) attached.	
3.5.	Team Leader or Project Manager Accredited NQF certification.	

Only bids that comply with the administrative and mandatory requirements will be evaluated further.

PART C – DETAILED REQUIREMENTS

1. Purpose of assignment

DCoG is in the process to contract an experienced service provider to develop training material and provide physical training on Impact-Based Early Warning Systems to local municipality Councillors over a period of three (3) years. A total of eighteen (18) workshops will be conducted at selected local municipalities as part of Phase 1. Venues and catering costs will be arranged and administered by the National Disaster Management Centre (NDMC).

2. Introduction and background

The National Disaster Management Centre is governed by the Disaster Management Act 57 of 2002(as amended); Section 17(1) of this Act requires that the National Disaster Management Centre (NDMC) must act as a repository of, and conduit for, information concerning disasters and disaster management. The above-mentioned Act indicates the need for a geographic information-based systems that can address the ability for information and knowledge management requirements. Disasters in South Africa have become increasingly frequent and intense. Many past disasters have led to large scale damage and duration of communities.

A key component of disaster management is understanding hazards and proactive measures to deal with hazards at community levels. Early warnings mechanism is a crucial component of Disaster management as it must ensure that the populations or communities receiving it can understand and act upon it. Councillors are leaders and decision makers in municipal governance. It is important to ensure that they are well versed with the environment that they operate in, including the operations that have a local footprint. This includes policy and requires legislation that regulates the municipal functioning, developmental local government, and responsive leadership. Disaster occurrences take place in the spatial context of local government and councillors are one of the key decision makers in this space. Training of councillors to the new impact-based early warning system will ensure that the awareness creation for response efforts is localised and implemented to save lives and ensure that livelihoods are protected. In phase 1, high risk local municipalities will be selected across several provinces.

3. Problem Statement

The NDMC manages and coordinates disaster management as a function in South Africa through the National Disaster Management Act and the enabling Disaster Management Framework. Section 17 of the Act provides for the ability of information, data and services to be provided to all spheres of government in a proactive manner. This includes information on early warning protocols and warning procedures. Local government have various entities and actors responsible for managing citizen engagement of early warnings information for severe weather hazards like storms, hail and windstorms. One of these is local councillors as they act as first points of information to communities. Early warnings information needs to be understood by local councillors in high-risk areas for it to be both translated into local meaning and transferred to local communities. They also assist in other avenues of community awareness linked to disaster management.

4. Scope of the assignment

- 1) Perform a desktop study of impact-based early warning systems, DRR concepts, risk and vulnerability in South Africa. Knowledge of international response standards will also be required in this regard. Working in tandem with the NDMC select the group of local municipalities that qualify for training in this first phase (Phase 1) period.

- 2) Conduct Interviews with a representative of the SA Weather Service, Provincial Disaster Management Centres and the NDMC to gain an in-depth understanding of impact-based warnings and its related concepts in its latest form
- 3) Prepare a concept report, schedule and training plan for the anticipated training workshops.
- 4) Develop training and awareness material, practical exercises and an evaluation test for the target group.
- 5) Develop a set of case studies that are provincially/ regionally significant for provincial specific hazards.
- 6) Conduct a phased training plan for eighteen (18) National Workshops in nine (9) Provinces according to project plan and in tandem with the NDMC logistical planning and arrangements.
- 7) Develop a concise post training report with key recommendations.

5. Deliverables and time frames

- 5.1 Develop a concept note for Impact-Based Early Warnings Training for local municipality councillors.
- 5.2 Develop a training schedule with all necessary concepts and activities in an annual phased approach until the end of the three-year period.
- 5.3 Align training schedule into a project plan with defined and detailed milestones for target audience.
- 5.4 Conduct physical training in each province and perform post training evaluation.
- 5.5 Compile concise handover post training report with all necessary supporting documents.
- 5.6 Conduct training in the medium in English and delivery mode and discussion in the language of choice depending on the preference of the target audience.
(Deliverables must be costed individually).

6. Skills, Knowledge and experience requirements:

- a) The envisioned service provider should have a formal recognised qualification in Disaster management or a closely related field such as emergency management, fire services and early warnings.
- b) The envisioned service provider should have a good orientation of disaster management, impact based early warnings systems and legislative prescripts for these subject areas and its various facets in South Africa.
- c) The Service provider must have the ability to conduct physical training for local councillors in national government by working in tandem with the NDMC team.
- d) Develop a evaluation test for the training. content
- e) The ability for team members to provide the verbal part of the training in more than one of the official languages.

7. Form of proposal

Bidders should be requested in the TOR to comply with a specific format when submitting their bids. It is suggested that the format specified in the TOR corresponds with the various elements of the bid evaluation system to facilitate the evaluation and scoring of bids.

Bidders must include a detailed work-plan/methodology, the detailed budget reflecting all costs and the implementation plan as per proposal in their bid. Failure to submit the detailed work plan, with the implementation plan and budget containing cost-breakdowns according to the deliverables (as per the proposal) together with the bid will result in the bidder's bid being viewed as invalid and therefore rejected. The following information must be included in the work plan:

- (a) Project implementation Plan that indicates the following:
 - Clearly defined milestones that are 100% aligned to each of the key objectives and the expected outputs/ deliverables as outlined in the scope of work.
 - Well-defined timelines for each of the activities and deliverables.

- Allocation of Human Resources & Cost-breakdown of each activity and deliverables.
- (b) Proposed Governance Arrangements to support project implementation which must include, but not limited to:
- The establishment of a project steering committee.
 - The establishment of a project management team inclusive of the service provider and the DCoG team.
 - Provision of secretariat support for the governance structures that will be established.
- (c) The service provider should be willing to coordinate the logistics and planning for the physical meeting in tandem with the NDMC team.
- (d) Previous and current similar contracts awarded to the bidder and client references.

Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.

PART D – FUNCTIONAL EVALUATION – To be evaluated by the BEC

General principle: In cases where bidders submit 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 under any circumstances.**

Each Bid Evaluation Committee (BEC) member will evaluate acceptable bids based on the proposals and bid documents submitted. The following scoring system will be applied to the evaluation of all functional criteria:

Scoring system
0- Does not meet any of the minimum requirements
1- Meets one of the minimum requirements
2- Meets two of minimum requirements
3- Meets three requirements
4- Exceeds three minimum requirements

The **Score obtained for each criterium** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterium. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part E – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part E – Price Evaluation

The Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all mandatory administrative requirements to present their bids.

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 cannot attend a bid presentation on the date requested by the Bid Evaluation Committee, the bidder must be afforded another opportunity within 5 working days. If a bidder is unable to attend a bid presentation for the second time, the bid must be evaluated based on the bid documents and proposals submitted only.

1. FUNCTIONAL EVALUATION STAGE 1

STAGE 1 CRITERIA

1.1	The bidders experience (in years) with developing training material and conducting physical training for public sector institutions. (Attach reference Letters from public sector institutions confirming that the bidder has the capacity to deliver the service.	Weight	10
Evaluation			Score
The Bidder has no experience with developing training material or conducting physical training for public sector institutions.			0
The Bidder has 1 year of experience with developing training material or conducting physical training for public sector institutions with 1 reference letter.			1
The Bidder has 2 years of experience with developing training material or conducting physical training for public sector institutions with up to 2 reference letters.			2
The Bidder has 3 years of experience with developing training material or conducting physical training for public sector institutions with up to 3 reference letters.			3
The Bidder has 4 or more years of experience with developing training material or conducting physical training for public sector institutions with 3 reference letters.			4

1.2	The Team Leader or Project Manager's qualification in disaster management or relevant field such as emergency management/ fire services or early warnings. (Certified copy of qualification must be provided.) 1) Undergraduate Diploma (NQF level 6) in disaster management or relevant field as stated above. 2) Undergraduate Degree (NQF level 7) in disaster management or relevant field as stated above. 3) Postgraduate (Honors NQF level 8) Degree in Disaster management or relevant field as stated above. 4) Master's degree or doctorate (NQF 9 or 10) in Disaster Management Qualification (Postgraduate) or relevant field as stated above.	Weight	5
Evaluation			Score
Team Leader or Project Manager has no disaster management or relevant qualification.			0
Team Leader or Project Manager has an undergraduate Diploma (NQF Level 6) (or other similar) in the field of disaster management or relevant field.			1
Team Leader has an undergraduate Degree (NQF level 7) in disaster management or relevant field			2
Team Leader has a postgraduate (highest Honors) (NQF level 8) in disaster management or relevant field			3
Team Leader has a postgraduate (Masters or Doctorate) (NQF level 9 or 10) in disaster management. or relevant field.			4

1.3	Bidder's Ability to Deliver Training in English and other South African Languages: 1) English and one (1) South African Language as delivery mode 2) English and two (2) South African languages as delivery mode 3) English and three (3) South African languages as delivery mode 4) English and four (4) South African languages as delivery mode	Weight	10
Evaluation			Score
Bidder's team cannot deliver training in English and other South African languages			0
Bidder's team can deliver training in English and one (1) South African language			1
Bidder's team can deliver training English and two (2) South African languages			2
Bidder's team can deliver training in English and three (3) South African languages			3
Bidder's team can deliver training in English and four (4) or more South African languages			4

STAGE 1 SCORING SUMMARY

Criterium	Weight	Score	Weighted score	Maximum possible score
1.1	10		4	40
1.2	5		4	20
1.3	10		4	40
TOTAL		-		100
Overall Score (Total Weighted Score / 100)			%	--
Minimum qualifying score			70%	

FUNCTIONAL EVALUATION STAGE 2
STAGE 2 CRITERIA

2.1	Bidder's proposed Methodology, Execution Plan and Approach to Delivery of the Scope of Assignment: 1) Addresses a maximum of 1 to 2 of the 7 scope elements listed in Part C, Paragraph 4 (Scope of Assignment) 2) Addresses a maximum of 3 to 4 of the 7 elements listed in Part C, Paragraph 4 (Scope of Assignment). 3) Addresses a maximum of 5 to 6 of the 7 elements listed in Part C, Paragraph 4 (Scope of Assignment) 4) Addresses all seven (7) of the elements listed in Part C, Paragraph 4 (Scope of Assignment)	Weight	10
Description			Score
Does not meet any of the scope elements listed in Part C, Paragraph 4 (Scope of assignment).			0
Meet a maximum of 1 to 2 of the elements listed in Part C, Paragraph 4 (Scope of assignment).			1
Meet a maximum of 3 to 4 of the elements listed above in Part C, Paragraph 4 (Scope of assignment).			2
Meet a maximum of 5 to 6 of the elements listed above in Part C, Paragraph 4 (Scope of assignment).			3
Meet all Seven (7) elements listed above in Part C, Paragraph 4 (Scope of assignment).			4

2.2	Bidders Detailed Cost Plan per milestone and overall Budget Part C, paragraph 4 (Scope of assignment). 1) Addresses costs for a maximum of 1 to 2 elements listed in Part C, Paragraph 4 (Scope of Assignment). 2) Addresses costs for a maximum of 3 to 4 elements listed in Part C, Paragraph 4 (Scope of Assignment). 3) Addresses costs for a maximum of 5 to 6 elements listed in Part C, Paragraph 4 (Scope of Assignment). 4) Addresses costs for all of 7 the elements listed in Part C, Paragraph 4 (Scope of Assignment).	Weight	10
Description			Score
Bidder does not address cost and total budget for items listed in Part C, Paragraph 4 (Scope of Assignment).			0
Addresses cost for a maximum of 1 to 2 of the elements listed in Part C, Paragraph 4 (Scope of Assignment).			1
Addresses cost for a maximum of 3 to 4 of the elements listed in Part C, Paragraph 4 (Scope of Assignment).			2
Addresses cost for a maximum of 5 to 6 of the elements listed in Part C, Paragraph 4 (Scope of Assignment).			3
Addresses all Seven (7) elements listed in Part C, Paragraph 4 (Scope of Assignment)			4

2.3	The Bidders Portfolio of completing local government level training workshops with accompanying agenda in the last 3 years. 1) Maximum of 1 workshop with accompanying agenda in the last 5 years 2) Maximum of 2 workshops with accompanying agenda in the last 5 years 3) Maximum of 3 workshops with accompanying agenda in the last 5 years 4) 4 or more workshops with accompanying agenda in the last 5 years	Weight	5
Evaluation			Score
The Bidder has not completed workshops at local government level in the last 3 years			0
The Bidder has completed a maximum of one (1) workshop with accompanying agenda in the last 5 years			1
The Bidder has completed a maximum of two (2) workshop with accompanying agenda in the last 5 years			2
The Bidder has completed a maximum of three (3) workshop with accompanying agenda in the last 5 years			3
The Bidder has completed four 4 or more workshops with accompanying agenda in the last 5 years			4

STAGE 2 SCORING SUMMARY

Criterium	Weight	Score	Weighted score	Maximum possible score
2.1	10		4	40
2.2	10		4	40
2.3	5		4	20
TOTAL	25	-		100
Overall Score (Total Weighted Score / 100)			%	--
Minimum qualifying score			70%	

PART E – PRICE EVALUATION AND AWARD– To be evaluated by the BEC

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – 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.

1. SPECIFIC GOALS

Specific Goals	Points	
	80/20	90/10
Black ownership	7	4
Women ownership	6	3
Youth ownership	4	2
Disability ownership	3	1

SPECIFIC/PREFERENTIAL GOALS FOR 80/20	80/20	SPECIFIC/PREFERENTIAL GOALS FOR 90/10	90/10
<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	7 a) 0 b) 1 c) 3 d) 5 e) 7	<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4
<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	6 a) 0 b) 1 c) 2 d) 4 e) 6	<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 20%) c) (21% - 50%) d) (51% - 100%)	3 a) 0 b) 1 c) 2 d) 3
<u>Youth Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4	<u>Youth Ownership (51% or more)</u> a) (0%) b) (1%-50) c) (51% -100%)	2 a) 0 b) 1 c) 2
<u>Disability (51% or more)</u> a) (0%) b) (1% - 25%) c) (26% 50%) d) (51% 100%)	3 a) 0 b) 1 c) 2 d) 3	<u>Disability (51% or more)</u> a) (0%) b) (1% -50%) c) (51% -100%)	1 a) 0 b) 0.5 c) 1

PART F – SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

1. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 1.1. The Department may, at its sole discretion, cancel this bid.
- 1.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for 10 years.
- 1.3. The Department may, at its discretion, require that each employee of appointed service providers, each contractor or other participants, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 1.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
 - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
 - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.
 - The lead applicant shall be held responsible for the delivery of services and meeting conditions outlined in this bid.
 - A copy of the agreement entered into and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
 - Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

2. CONTRACT MANAGEMENT

- 2.1. The successful bidder will be expected to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.
- 2.2. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously.
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.

- 2.3. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 2.4. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.
- 2.5. Bidders should note that:
- All information related to this bid, or information provided to the service provider after 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 DCOG.
 - All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during 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 DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, 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 DCOG 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 DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables to perform 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 DCOG.
 - The Copyright of any Bespoke Deliverables shall vest in DCOG.
- 2.6. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (Company/entity name)	Workshop title and Brief Description of expected outcomes	Start date	End date	Total Budget

Bidders are welcome to provide more workshops relating to this bid on a separate sheet.

Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives of this project or.

Bidders must attach reference letters and/or contactable references for projects listed above.

ANNEXURE B: PROJECT TEAM SUMMARY AND QUALIFICATIONS

Role	Surname, Name	Highest Qualification	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Team Leader or Project Manager					
Research Assistant or Sub Technical lead					
Primary Training Facilitator					
Secondary Training Facilitator					
Language Assistant or Translator					
Administration and scribe					

The above represents the core team required or any variations of the above. Bidders must quote as per the above.

Attach detailed CV as well as confirmation of availability for each person listed above.

Attach copies of qualifications for each person listed above and evidence of workshops performed in the last 5 years.

Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.

ANNEXURE C: PRICING INFORMATION

Deliverables and time frames

The following table reflects the key project areas and timeframes which should be adhered to for purposes of undertaking the whole project:

Milestones	Activities	Timeframes	Responsibility as per team members	VAT Inclusive Costs (per milestone)
1. Perform a Desktop study with Results of: a) Impact-based early warning systems, DRR concepts, Risk and vulnerability in South Africa. b) international response standards. c) Finalise a shortlisted municipalities at risk.				
2. Perform an Interviews with a set of key stakeholders to gain a depth understanding of Impact based warnings and it's related in its latest form.				
3. Development of a concept report, schedule and training plan for the anticipated training workshops				
4. Develop training and awareness material, practical exercises and an evaluation test for the target group.				
5. Develop a set of nine (9) case studies that provincially/ regionally significant for provincial specific hazards.				
6. Conduct a phased training plan for eighteen (18) National Workshops in nine (9) Provinces according to project plan and in tandem with the NDMC logistically planning and arrangements.				

Milestones	Activities	Timeframes	Responsibility as per team members	VAT Inclusive Costs (per milestone)
7. Develop a concise post training report with key recommendations.				
Total Bid Price				

No disbursement will be applicable for travelling and related costs. Venue and catering costs will be catered for by the host.