

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

**Invitation for a Service Provider to provide French language
training for the Department of International Relations and
Cooperation for a period of two years**



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FRENCH LANGUAGE TRAINING FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

1. PURPOSE

- 1.1 To invite proposals for the provision of French language training for the Department of International Relations and Cooperation (“DIRCO” or “the Department”) for a period of two (2) years (24 months).

2. BACKGROUND

- 2.1 Foreign language proficiency is a critical skill in diplomacy. As such, the acquisition of foreign language skills is essential and important for DIRCO officials within the framework of the Department’s pursuit of its Foreign Policy objectives.
- 2.2 These Terms of Reference (TOR) serve as an invitation to suitable service providers that are able to effectively and efficiently address the training needs required for proficiency in the French language for DIRCO officials stationed at its Head Office in Pretoria as well as at its State Protocol Lounge in Johannesburg.
- 2.3 An average of 2 800 (two thousand eight hundred) hours of French language training will be required to be provided over a period of two (2) years (24 months).

3. SCOPE OF WORK:

- 3.1 The DIRCO requires the services of a service provider/s to provide French language training to officials. The training shall be conducted at the Department’s Head Office in Pretoria as well as at its State Protocol Lounge in Johannesburg.

3.2 SPECIFICATIONS

3.2.1 French language training at DIRCO Head Office and at its State Protocol Lounge in Johannesburg

NO.	ITEM/SERVICE	DESCRIPTION
1	French language training	French language training, between 08:00 and 16:30, Monday to Friday, depending on the needs of the Department and not exceeding 24 hours of training per trainer per week. The rate should be based on contact hours (excluding pauses) and include class preparation time and the preparation and marking of assessments.

3.2.2 Training material

NO.	ITEM/SERVICE	DESCRIPTION
1	Text and activity book (refer to 7.2.3: Course outline and training material)	A1 level Text book and CD-ROM x 200 A1 level Exercise book and CD x 200 A2 level Text book and CD-ROM x 30 A2 level Exercise book and CD x 30 B1 level Text book and CD-ROM x 15 B1 level Exercise book and CD x 15 B2 level Text book and CD-ROM x 10 B2 level Exercise book and CD x 10

4. GENERAL CONDITIONS

- 4.1 The Government Procurement General Conditions of Contract shall be applicable to this bid.
- 4.2 The DIRCO reserves the right to conclude a Service Level Agreement with the successful bidder/(s) to supplement the General Conditions of Contract.

- 4.3 The DIRCO shall not be held responsible for any costs incurred by the bidder/(s) in the preparation and submission of the proposal.
- 4.4 The DIRCO is not obliged to select or to appoint any bidder/(s) submitting proposals.
- 4.5 Evaluation on functionality criteria can only be done on the basis of information which was requested. The comprehensiveness of the proposal will therefore be decisive in the awarding of the tender.
- 4.6 The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender).
- 4.7 DIRCO reserves the right to appoint more than one bidder.

5. **SPECIAL CONDITIONS**

- 5.1 DIRCO reserves the right to procure the services of (a) bidder/(s) for less hours than those stipulated under 2.3.
- 5.2 The successful bidder/(s) shall only be paid for the number of hours for which actual training was rendered.
- 5.3 DIRCO shall only procure training material as and when required subject to the training needs of its officials and the quantities of such procurement will therefore vary from time to time.

6. **VALIDITY PERIOD OF BID**

Validity period from date of closure of bids: 120 days

7. **EVALUATION METHODOLOGY**

The bid shall be evaluated in three phases (responsive, functionality, price and BBBEE)

7.1 **PHASE 1: Responsive Criteria**

The minimum requirements that must be satisfied / met by the prospective bidder/(s) in order to proceed to the next stage of the evaluation process are the following:

- 7.1.1 Valid Tax Clearance Certificate must be submitted with the bid documents;
- 7.1.2 Completion and submission of the following Standard Bid Documentation (SBD): SBD 1, SBD 2, SBD 3.1, SBD 3.2, SBD 4, SBD 6.1, SBD 8, SBD 9 completed and signed
- 7.1.3 Attendance of compulsory briefing session.

NB: If all the above-mentioned requirements are not met, the bid shall be considered as Non-responsive.

7.2 **PHASE 2: Functionality Criteria**

- 7.2.1 The following criteria for the appointment, apart from those laid down in the preferential procurement Regulations 2001, pertaining to the preferential Policy Framework of 2000 shall apply:
- 7.2.2 The bidder/(s) that fail(s) to meet 60% in respect of functionality criteria shall be regarded as having submitted a non-responsive bid and shall be disqualified.
- 7.2.3 The evaluation criteria and its respective weights are the following:

Criteria		Weight						
		100						
Experience of the service provider	<p>Bidders shall be required to provide proof of a minimum of three (3) years experience in providing French language training.(Provide company profile)</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Three (3) years experience</td> <td>3</td> </tr> <tr> <td>Four (4) years experience</td> <td>4</td> </tr> <tr> <td>Five (5) years experience and more</td> <td>5</td> </tr> </table>	Three (3) years experience	3	Four (4) years experience	4	Five (5) years experience and more	5	30
Three (3) years experience	3							
Four (4) years experience	4							
Five (5) years experience and more	5							
Capacity to deliver	<p>Bidders shall be required to indicate the number of trainers available per 90 hour cycle (Evidence of employment contracts)Evaluation Matrix</p> <table border="1"> <tr> <td>Three (3) full-time French language trainers</td> <td>3</td> </tr> <tr> <td>Four (4) full-time French language trainers</td> <td>4</td> </tr> <tr> <td>Five (5) full-time French language trainers</td> <td>5</td> </tr> </table>	Three (3) full-time French language trainers	3	Four (4) full-time French language trainers	4	Five (5) full-time French language trainers	5	25
Three (3) full-time French language trainers	3							
Four (4) full-time French language trainers	4							
Five (5) full-time French language trainers	5							
Course outline and training material	<p>Bidders shall be required to provide evidence that their course outlines and training material are aligned to the Common European Framework of Reference for Languages (Attach course outlines per level and indicate proposed text books).</p>	25						
Compatibility with DIRCO classroom technology	<p>Service providers should indicate in writing whether their trainers are familiar with the use of Smart Boards®</p>	20						

7.3 PHASE 3: Price and Preference Criteria

7.3.1 The criteria with regard to preference points shall apply according to the principles as laid down in the Preferential Procurement Regulations, 2001 and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

7.3.2 The applicable formula (90/10) shall be utilised to evaluate the bid, of which ninety (90) points are allocated for price and the remaining ten (10) points are allocated for BBBEE points as allocated for in the enclosed form SBD6.1 that must be completed in detail.

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8

4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

The DIRCO is committed to the promotion of BBBEE and the Preferential Procurement Policy Framework Act, Act No.5 of 2000 (PPPFA)

8. FEES AND PAYMENT SCHEDULE

- 8.1 Prices must be quoted in South African Rand;
- 8.2 All prices quoted must include VAT if the Bidder is VAT-registered;
- 8.3 The hourly rate quoted should be all-inclusive (include costs such as transport, accommodation, freight, if applicable).
- 8.4 DIRCO shall pay the service provider for services rendered within thirty (30) days after the receipt of a valid invoice, provided that such services were rendered to the Department's satisfaction.

9. CONTACT PERSONS AND SUBMISSIONS

- 9.1 All enquiries can be directed in writing to the Supply Chain Management of the Department of International Relations and Cooperation.

Ms Ivy Kubayi

kubayii@dirco.gov.za

Tel: 012 351 1928

or Mr Lukholo Nyondo

nyondol@dirco.gov.za

Tel: 012 351 1755

- 9.2 Prospective bidders should submit their bound proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

Per Hand

Bid Nr. DIRCO 09/2015/16

to

The Tender Box – Main gate

Department of International Relations and Cooperation

OR Tambo Building

460 Soutpansberg Road

PRETORIA

0002

Submissions must be hand-delivered to the above-mentioned address on or before 11h00 on the closing date 29 March 2016

Prospective bidders are encouraged to submit their proposals on or before the closing date and time, as late submissions shall not be accepted.

E-mailed, posted or faxed submissions shall not be accepted.

Non - compliance with any of the above conditions shall result in the bid being disqualified.

A compulsory briefing session shall be held at the Department of International Relations, 460 Soutpansberg Road, Rietondale, Pretoria on the 09th March 2016 at 10:00.