

Terms of reference (ToRs) for the procurement of services below the EU threshold

Preparation and Implementation of the Digital and Future Skills National Conference	Project number/ cost centre: 18.2132.1-001.00
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
DCDT	Department of Communications and Digital Technologies
DS4JI	Digital Skills for Jobs and Income
ToRs	Terms of reference

1. Context

1.1 Introduction

The increased deployment and adoption of digital technologies in the economy and society has changed the way people live, work, and interact with each other. Government entities, private sector firms and development institutions increasingly rely on digital technologies to drive economic growth and promote social development. Various sectors of the economy are now being transformed by digital automation, artificial intelligence (AI), robotics, augmented reality, 3D printing and a range of other digital technologies. As a result, some roles humans perform are disappearing while new jobs such as application developers, data scientists and social media marketers are surfacing.

These rapid technological innovations and deployment imply that people will soon be sharing workplaces with artificial intelligence platforms and robots. As new digital technologies automate tasks routinely performed and completed by humans, citizens and the workforce need to acquire new digital skills to enable them to take up new employment, entrepreneurial and self-employment opportunities. In this regard, employers across the sectors of the economy are training and capacitating their workforce with a variety of critical digital skills required to achieve their business objectives and remain competitive. These changes have also increased the demand for specialized digital skills to create, implement and maintain such technologies.

With the increasing deployment and adoption of new technologies in the economy and society, digital skills remain the key to employability and economic growth. Therefore, South Africa must advance digital skills among the workforce and citizens to benefit from the changes. As this exercise requires significant investments, Government must join efforts with various role players from the private sector, civil society, labour, academia, and youth fraternities to successfully deploy digital skills in the country.

1.2 Digital Skills Development Efforts

There are numerous efforts to ensure that general citizens and youth acquire new skills to adapt to the changing roles and responsibilities. One such effort is the approved National Digital and Future Skills Strategy and its Implementation Programme developed by the Department of Communications and Digital Technologies (DCDT). The Strategy emphasizes, among others, the need to roll out a large-scale digital literacy programme to focus on building digital competence in information, media and data literacy, communication and collaboration, digital content creation, safety, devices and software operations, problem-solving, and career

as well as entrepreneurship-related information and knowledge. In addition, the digital literacy programme should also include cyber awareness and cyber security conduct among millions of citizens.

Another effort aimed at Digital Skills Development is through GIZ South Africa, which implements the Digital Skills for Jobs and Income (DS4JI) project funded by the Federal Ministry for Economic Cooperation and Development. The project's objective is to ensure that young people's, especially young women and girls, access to quality vocational training and innovative skills development is improved in the context of digital transformation.

1.3 Context of the National Conference

The Strategic Element Five (5) of the approved National Digital and Future Skills Strategy recommends that a massive awareness campaign focuses on the critical importance of digital skills in preparing citizens to participate in the opportunities associated with the 4IR effectively.

The DS4JI project aims to bring together different role players to improve the digital skills of the youth, particularly women.

As part of the efforts to bring partners together and support the Strategy Element Five of the Strategy, GIZ and DCDT plan to organize a National Conference on Digital and Future Skills. The conference intends to bring together different role players to improve the digital skills of the youth, women and citizens in general. Furthermore, the bringing together of role players is meant to ensure continued conversation in the sector and collaboration and pulling of resources to achieve a common objective.

The proposed venue for the conference is physically at eThekweni Metropolitan Municipality, Kwa-Zulu Natal Province. In addition, a virtual link to the conference will be provided for extensive participation.

1.4 Objectives National Conference

The following are the objectives of the Digital and Future Skills National Conference:

- 1.1.1. To establish, galvanize as well as strengthen partnerships for the Digital Skills Programme;
- 1.1.2. To address the concerns and challenges brought by the digital skills gap; and
- 1.1.3. Discuss and develop a funding mechanism for the Digital Skills Programme.
- 1.1.4. To create and stimulate interest in Digital and Future Skills
- 1.1.5. To share available digital skills training opportunities with youth
- 1.1.6. To share critical skills sets required for the future

- 1.1.7. To share resources available for youth empowerment as well as job seekers.
- 1.1.8. To share and discuss approaches to deliver digital and future skills to vulnerable groups, especially young women and girls
- 1.1.9. To establish, galvanize as well as strengthen partnerships for the #eSkills4Girls Initiative

1.5 Target Group National Conference

The DS4JI Conference is anticipated to bring together 200 participants comprising public and private sector representatives (40%), civil society and international development organizations (10%), researchers and academics (10%), youth organizations and young emerging digital entrepreneurs (30%), training providers and practitioners (10%).

1.6 Format National Conference

The Digital and Future Skills National Conference will be a two days physical event in eThekweni Metropolitan Municipality in a venue to be identified. The event will be supported by a live stream video feed. This will allow public participants who are not able to attend the physical to join the event through a link that will be provided.

The conference is anticipated to run on dates to be defined (proposal: early November 2022). The event will consist of plenary sessions and supported by side events in different break away rooms. The side event will be hybrid. Formal keynote address and formal presentations will take place in the plenary sessions. The plenary session will also allow the various stakeholders to present digital skills programmes and initiatives aligned to opportunities beyond training, such as work placement programmes. The side events will be focused discussions or workshops that will be conducted. Live demonstrations such as online registration on courses offered by partners will be part of the side events.

Sharing information would not be enough to entice people into acquiring digital skills if they cannot have a glimpse of the digital future. Therefore, organizing an exhibition to showcase the future of work and the roles humans are expected to perform after acquiring the critical skill sets will more likely increase their appetite to participate in digital skills training programmes.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

2.1 Preparatory phase (Work package 1)

2.1.1 Venue allotment and contracting

Identify and book a suitable venue in at eThekweni Metropolitan Municipality, Kwa-Zulu Natal Province in consultation with DCDT and GIZ. The venue should provide the following needs:

- a) suitable and sufficient hotel accommodation for approx. Two hundred (200) guests, must include breakfast facilities.
- b) suitable and adequate conferencing rooms, including one large room for plenary sessions and several smaller rooms for breakout sessions/ side events.
- c) Sufficient space for lunch and coffee breaks.
- d) Sufficient space for the exhibition of selected partners to showcase their work.
- e) sufficient space for networking purposes.
- f) Alternative accommodation should be at a close distance if secured accommodation reaches capacity.
- g) acceptable distance to the local airport and accessibility by car.
- h) High-speed internet and WiFi.
- i) The venue should be barrier-free, allowing access to persons with disabilities and wheelchairs.

Suggestions for suitable venues should be submitted to the GIZ/ DCDT task team before bookings are made.

Site visits to the selected conference venue should be done together with DCDT/ GIZ task team one month before the conference date.

2.1.2 Programme Development

Assist DCDT and GIZ with developing a suitable programme outline for both conference days. The programme should include

- a) Opening Ceremony
- b) Panel Discussions
- c) Side Events (Workshops, Presentations, Networking Sessions)
- d) Gala Dinner

All titles and content need to be approved by GIZ and DCDT. The DCDT/ GIZ task team will provide a concept note and programme suggestions.

The service provider should assist with the coordination and distribution of invitations to panelists, speakers, and the selection of moderators, facilitators, and MCs. The service provider should provide guest list management services through an online platform.

2.1.3 Marketing and Communication Collateral

The service provider should assist with the development and distribution of marketing and communications collateral including but not limited to:

- a) Social media-designed banners, GIFs
- b) Social media-themed post templates, and
- c) Event brochures containing the preliminary program within agreed timelines
- d) Bulk email marketing, a reminder to the event participants (a 1 to 2 weeks before the event)
- e) SMS event reminders

The preliminary developed program should include, but not exclusively,

- a) Theme of the conference
- b) Logos and Names of DCDT and GIZ (if applicable: other partners or sponsors)
- c) Date and Location of the Conference
- d) Registration Information
- e) Preliminary programme outline (if available: names of speakers, moderator/facilitators, MC etc.)
- f) Contact Details of Event Organizer (Contractor)

The development and distribution of brochures containing the final program must be finalized within the agreed timelines. This includes marketing and communication collateral that will be used to promote and market the event. The final program should include, but not exclusively,

- a) Theme of the conference
- b) Logos and Names of DCDT and GIZ (if applicable: other partners or sponsors)
- c) Date and Location of the Conference
- d) Final programme outline
- e) Names and titles of facilitators, speakers, panelists, and other relevant participants
- f) Name and descriptions of the session content
- g) Further logistical information
- h) Contact Details of Event Organizer (Contractor),
- i) QR code links to the Conference pack and digital program

Set up a temporary conference website within agreed timelines. The service provider will work collaboratively with DCDT and GIZ on content support and approval of the website. The temporary conference website should include, but not exclusively,

- a) Theme of the conference
- b) Logos and Names of DCDT and GIZ (if applicable: other partners or sponsors)
- c) Date and Location of the Conference
- d) Online registration function for all participants
- e) Information about the Conference and speakers,
- f) Links to social media pages,
- g) Access for media registration,
- h) Access for Exhibitor to registers
- i) Access to the list of exhibitors,
- j) Access to the exhibition floor plan
- k) Event co-ordinator contact details, (This includes contact details for GIZ and DCDT)
- l) Logistical information (Directions, Information for participants with disabilities)
- m) Preliminary and a final programme outline and brochures for download
- n) Further communication material for download including the conference information pack,

The website should be developed in a safe and secured environment to protect personal data. The back-end registration platform should provide guest list management functionality.

The service provider is to prepare and procure other marketing and communication collaterals working with DCDT and GIZ for final approval. The marketing and communication collaterals include, but are not exclusively,

- a) Finalized programme booklet as specified above (digital and printed and should include the QR code links)

- b) Wall background video /LED stage background
- c) Conference roll-up banners and teardrop banners in with DCDT and GIZ guidelines,
- d) Live stream functionality in different media platforms
- e) Press releases, Media interviews
- f) Provide a photographer and videographer to take images and video footage during the event
- g) Conference Goodie Bags (Branded conference bags, notepads, and pens inclusive of any other marketing and communications material for dissemination)

Ensure timely production and ordering of print material. All communication material has to follow the corporate communication guidelines of DCDT and GIZ and has to be approved by DCDT and GIZ.

All branding (logos and theme) will be provided by DCDT and GIZ.

2.1.4 Guest list, registrations, invitations, and accreditation management

Ensure timely participant registration and accreditation. This includes, but is not limited to,

- a) Sending out invitation letters to selected speakers and VIP's identified by DCDT/ GIZ.
- b) Setting-up online registration on a temporary website
- c) Sending out confirmation e-mails for registered participants until the specified deadline or capacity is reached.
- d) Liaise with GIZ and DCDT about the registration and guest list management for selecting participants in case capacity is reached before the deadline.
- e) Sending out e-mail accreditations to participants.
- f) Ensure all speakers, facilitators and panelists are invited, registered, and accredited.
- g) Prepare lists and corresponding name tags for all accredited participants, including function and organization names. Ensure correct spelling.
- h) Provide directives through email communications on how the guests will receive their accreditation,

2.1.5 Travel and Accommodation Logistic Management

- a) Manage travel bookings/ room reservations for delegates, keynote speakers, and other relevant people identified by the organizers.
- b) Ensure room reservations set aside for DCDT/ GIZ delegations.
- c) Ensure all dietary requirements are known and catered for.
- d) Ensure clear, thoughtful, and kind communication with all delegates and participants. For example, send out information to all delegates indicating clear timelines (arrival details, hotels, covid-19 protocols, general info etc.).
- e) Where appropriate, protocol arrangements for VIP delegates and speakers invited by GIZ/DCDT.

During the Preparatory Phase regular meetings with the DCDT/ GIZ Task team are to be hold to ensure close cooperation and ccoordination.

2.2 Implementation Phase (Conference) (Work-package 2)

2.2.1 Venue Setting

Ensure all meeting rooms (for plenary and breakout sessions) are arranged and ready for the conference as per the conference programme. This includes but is not limited too

- a) Make sure all necessary audio-visual equipment, including microphones and HQ quality sound speakers, is available.
- b) Setting up PowerPoint presentation including uploading of content and videos
- c) Running technology, equipment and sound checks before the start of the programme.
- d) Ensuring technological support is available throughout the conference for troubleshooting purposes.
- e) Ensuring rooms are fully equipped with communication material (banners, programmes etc.).
- f) Ensuring all rooms are equipped with refreshments, notebooks and pens etc.
- g) Ensure the venue has available workstations, including charging ports for conference delegates.

2.2.2 Delegation Management

Ensure all participants, including speakers and delegates, are assisted and cared for at all times. This includes

- a) Welcoming and accrediting arriving participants, including handing out name tags, programme brochures and floor plans. Ensure pre-conference workshop registration lists are available and accurate.
- b) Assisting conference participants and delegates with special needs.
- c) Ensure shuttle services from and to the airport, hotel, conference, and dinner venue.
- d) Prepare and set up a general information support service/information kiosk for delegates on-site where they can register and ask for assistance/information.
- e) Handout of conference materials at the venue.
- f) Ensure clear, thoughtful, and kind communication with all delegates and participants. Send information to all delegates indicating clear timelines (arrival details, hotels, covid-19 protocols, general info etc.).
- g) Where appropriate, protocol arrangements for VIP delegates and speakers invited by GIZ/DCDT.

2.2.3 Catering

Ensure catering is available for all delegates and that special dietary needs are catered for. Catering includes

- a) Breakfast catering is to be available at hotels.
- b) Two coffee and tea break daily, including refreshments and light snacks.
- c) Lunch catering.

Ensure that sufficient catering staff is available for preparation and service.

2.2.4 Programme

Ensure smooth programme flow throughout the conference. This includes

- a) timely start and end of all sessions.
- b) Assisting with set-up and conduction of a suitable opening ceremony.
- c) Assisting with set-up and conduction of panel discussions.
- d) Assisting with set-up and conduction of workshops and side events.
- e) Assisting moderators and facilitators with conducting programme sessions.

- f) Recording of the proceedings and transcribe for close out report.
- g) Provide support in preparing and arranging virtual links for the side events/breakout events.

2.2.5 Gala Dinner

Organize a gala dinner for guests at the end of day one. This includes

- a) Provide GIZ/DCDT with suggestions of possible venues where the Gala Dinner can be hosted.
- b) Secure Gala Dinner venue and liaise with the venue on banqueting.
- c) Ensure dinner provides for all dietary requirements.
- d) Identify and book local entertainment for Gala Dinner (e.g. dance group, local musicians etc.) in consultation with DCDT/GIZ.
- e) Organize return transportation of delegates from the conference venue to Gala Dinner.
- f) Provide technical sound and audio support to the Gala Dinner.

2.2.6 Media and Communication

During the conference following communication tasks should be ensured:

- a) Distribution Presentation slides (digital only)
- b) Distribution of programme booklets (print version and digital)
- c) Organize streaming services for the plenary room.
- d) Liaise with media personnel requesting interviews with speakers.
- e) Ensure photographers are on-site for both days and gala dinner.
- f) Prepare social media posts that can be shared via the GIZ and DCDT channels.

Liaise with communication task team from DCDT/ GIZ for any communication purposes.

2.2.7 General logistics

- a) Hire sign language interpreter for main plenary session.
- b) Facility use plan to align with conference plan and floor map provided.
- c) Set up a secretariat room – including adequate staff on site.
- d) Set up a private counselling room.
- e) Prepare the space, furniture and equipment required for presentations and the exhibition area.

2.3 Post-Conference Phase (Work-package 3)

2.3.1 General Logistics

Ensure proper closure and wrap-up of the conference, including

- a) dismantling of the conference venue, including all material to be shipped back to DCDT or GIZ
- b) Settling all bills (venues, catering, transportation, social programme etc.)

2.3.2 Evaluation and Reflection

Conduct a post-conference feedback survey for all speakers and participants for internal monitoring and evaluation purposes. The survey should reflect feedback on the conference

content (programme) and conference logistics (operations). Liaise with the M&E team from GIZ/ DCDT and approve the survey before distribution. Share consolidated survey results in the form of a short close-out report.

2.3.3 Media and Communication

Ensure post-conference communication. This includes

- a) Prepare and publish newspaper articles about the conference in liaison with DCDT/ GIZ communications team
- b) Communications desk for requests by participants or media to be open at least two weeks post-conference
- c) Share conference pictures taken with DCDT and GIZ for further communication purposes

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term and at particular locations:

Milestone	Deadline/place/person responsible
Kick-off meeting with DCDT/GIZ conference task team	September 2022
Submit Project Plan and Inception Report	September 2022
Publish temporary conference website and call for registrations and sending out invitation letters	September 2022
Submit a final list of participants and final programme outline	31 October 2022
Conference Implementation	15-16 November 2022
Submit a close-out report, including a feedback survey	30 November 2022

Period of assignment: From September 2022 until 30 November 2022.

3. Eligibility Criteria

The bidder should fulfil following minimum eligibility criteria

3.1 Commercial register entry

3.2 Average annual turnover for the last three financial years of at least 8,000 EURO (130,000 ZAR)

3.3 Average number of employees and managers for the past three calendar years: At least 5 persons

3.4 The bidder must also provide examples of three (3) projects (conference and event management) of similar scope and size (minimum commission value: 1,500,000 ZAR) in the last 8 years through a brief description of the project, the dates and who the services were provided for.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

4. Concept

In the bid, the bidder must show how the objectives defined in Chapter 2 are to be achieved, if applicable, under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder must consider the tasks to be performed regarding the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the Strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder must present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder must present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder must describe the critical **processes** for the services for which it is responsible and create a schedule explaining how the services are to be provided according to Chapter 2. In particular, the bidder must describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors per Chapter 2.

The bidder must describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

Risk Management Strategy

Provide a risk management strategy that stipulates possible risks for all three work packages (Preparation, Implementation and Post-Conference phases) and suitable risk mitigation strategies.

Inclusivity Strategy

To ensure inclusion of differently abled participants please provide a inclusivity strategy that stipulates how participation for various disabilities can be ensured.

Project management of the contractor

The bidder must explain its approach for coordination with the GIZ project.

The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.

The contractor makes equipment and supplies (consumables) available and assumes the associated operating and administrative costs.

The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that list all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team, complete with the allocation of work steps as set out in the schedule.

5. Personnel concept

The bidder must provide personnel suited to filling the positions described based on their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines).
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, in particular, identifying the need for short-term assignments within the available budget, planning and steering assignments and supporting local and international short-term experts.
- Regular reporting per deadlines.

Qualifications of the team leader

- Education/training (2.1.1): University qualification in Communication, Social Sciences or Education or a Degree in Event Management
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 20 years of professional experience in the Event Management sector
- Specific professional experience (2.1.4): 10 years in Project Management
- Leadership/management experience (2.1.5): 6 years of management/leadership experience as a project team leader or manager in a company
- Regional professional experience (2.1.6): 10 years in South Africa
- Specific professional experience (2.1.8): 6 years in Conference Management

Short-term expert pool with minimum 2, maximum 4 members

Tasks of the short-term expert pool

- Support team lead with preparation, implementation and post-processing phase of the conference.
- Carry out tasks as laid out in Chapter 2.
- Communicate and liaise with GIZ and DCDT throughout all phases.
- Contribute to the technological and methodological conceptualization of the conference (developing conference programme)

Qualifications of the short-term expert pool

- Education/training (2.6.1): 1-2 experts with a university qualification in Communications or similar degree in Event Management, 1-2 experts with a university qualification in Social Science, Education or similar subjects.
- Language (2.6.2): 2-4 experts with excellent language skills in English
- General professional experience (2.6.3): 1-2 experts with at least 6 years of experience in the Event Management sector, 1-2 experts with at least 6 years of professional experience in the Education, Skills Development and Employment sector
- Specific professional experience (2.6.4): 1-2 experts with at least 5 years of experience in Communications and PR, 1-2 experts with at least 5 years of professional experience in Project Management
- Regional professional experience (2.6.5): 6 years in South Africa
- Other (2.6.7): Experience in Conference Management, Programme Development, Graphic Design, and Website Development is an asset

The bidder must provide a clear overview of all proposed short-term experts and their qualifications.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

6. Costing requirements

Assignment of personnel

Team leader:

Short-term expert pool:

180 days for all experts combined

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses. This includes travel expenses for up to five (5) experts.

Other costs

All costs for conference venues, catering, gala dinner, accommodation and transportation of invited participants, communication material, moderation/ facilitation services etc. should be budgeted for and handled by the selected service provider.

7. Inputs of GIZ or other actors

GIZ and other actors are expected to make the following available:

- Task team to support the selection of participants, provide inputs to programme outline and invitation of guest speakers/ panellists, communication requests and M&E tasks.
- Any GIZ and DCDT-related branding and communication material (logos, banners etc.).
- Concept note and suggestions for programme outline.

8. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organized per the positively weighted criteria in the assessment grid (not with zero). In addition, it must be legible (font size 11 or larger) and formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed per Chapter 5 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 1 page per CV. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your price bid based precisely on the costing as mentioned above requirements.

9. Data protection

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GDPR's data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is NOT in any way responsible for such processing.

7. Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **29th August 2022** all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in ZAR.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.
- **Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.**
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.
- In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.
- Similarly, the Bidders must disclose in their proposal their knowledge of the following:

- a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
 - **Questions & Answers will be placed on the link provided.**
 - **Bids sent via Dropbox and WeTransfer will not be accepted.**