REQUEST FOR PROPOSALS

INDIVIDUAL CONSULTANTS/CONTRACTORS/CONSULTANCY FIRMS


REQUEST FOR SERVICES FOR A CONSULTANT FOR MAINTAINANCE OF THE SADC ELIMINATION EIGHT WEBSITE

1. The SADC Malaria Elimination Eight Secretariat (E8 Secretariat) is inviting Individual Consultants/Contractors to submit their CV and Financial Proposal for the following services:

   **The maintenance with necessary updates of the SADC Elimination Eight Website**

   The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Proposal.

2. Consultants/Contractors are eligible for this assignment if they fulfil the following eligibility criteria:
   
a) they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;

   b) they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);

   c) they have not been declared guilty of grave professional misconduct proven by any means which E8 Secretariat can justify;

   d) they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;

   e) they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the E8 Secretariat' financial interests; or they are not being currently subject to an administrative penalty.
3. The estimated period of engagement will be 12 months contingent on the availability of funding for the E8 secretariat.

4. Your Proposal must be presented as per Standard Proposal Forms attached as Annex 2 to this request for proposals, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

5. Your proposal must be sent by email to procurement@elimination8.org in PDF and must be password protected. It must be clearly marked “REFERENCE NUMBER E8-CPA-002/2021. with “MAINTAINANCE OF THE SADC ELIMINATION EIGHT WEBSITE” in the subject line of the email.

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is 15 May 2021 at 17:00 hours. The password should be sent on the Bid Closing Date, after 17:00 hours in a separate email to procurement@elimination8.org

7. Your proposal will be evaluated against the Technical criteria in Annex 2.

8. Your proposal should be submitted as per the following instructions and in accordance with the annexed Technical Proposal format in this Request for proposals.

   i. PRICES:
      The financial proposal shall be inclusive of all expenses deemed necessary by the Contractor/Firm/Individual Consultant for the performance of the contract.

   ii. EVALUATION AND AWARD OF THE CONTRACT:
      Proposals determined to be formally compliant to the requirements will be further evaluated technically.

      A Proposal is considered compliant to the requirements if:
      - It fulfils the formal requirements (see Paragraphs 2,3,4,5 and 6 above),
      - The financial proposal does not exceed the proposed number of days available for the contract.

   iii. VALIDITY OF THE PROPOSAL:
      Your Proposal should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

9. CONTRACT AWARD

   i. The E8 Secretariat entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Consultant or any obligation to inform the affected Consultant or Consultants of the grounds for the E8 Secretariat’s action.
Prior to expiration of the period of proposal validity, the E8 Secretariat will award the contract to the qualified Consultant whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

An interview with consultants may be held during evaluation process, if deemed necessary.

ii. E8 Secretariat’s reserves the right to vary requirements at time of award
The E8 Secretariat reserves the right at the time of award of contract to vary the quantity of services and goods specified in the request for proposals without any change in price or other terms and conditions.

iii. Signing of the contract
Within Five (5) days of receipt of the contract the successful Consultant shall sign and date the contract and return it to the E8 Secretariat.

10. Your proposal is received on the basis that you fully understand and accept these terms and conditions.

11. The assignment is expected to commence within seven (7) days from the signature of the Contract.

12. Additional requests for information and clarifications can be made until five (5) working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Malaria Elimination Eight Secretariat**
Contact person: Mr Dumisani Shaba, Acting Head of Finance, Grants and Operations
Telephone: +264 61 242 849
E-mail: procurement@elimination8.org
Copy: bphulu@elimination8.org

Clarifications will be sent to all invited Consultants before the deadline for submission of the proposals.

To enable you to submit a proposal, please find attached the following documents:
ANNEX 1: Terms of Reference

TERMS OF REFERENCE

CONTRACTOR FOR MAINTAINANCE OF THE SADC ELIMINATION EIGHT WEBSITE

Contract title: MAINTAINANCE OF THE SADC ELIMINATION EIGHT WEBSITE
Cluster/Project: SADC Malaria Elimination Eight (E8)
Assignment: To provide maintenance and update the E8 website
Duration: 12 Months (Contingent on the availability of Funding)
Reporting to: Head of Communications, Partnerships and Advocacy – E8S

1. Background

The Malaria Elimination Eight Initiative (E8) is a subsidiary of the Southern Africa Development Community (SADC) serving as the regional Malaria Desk of SADC. Formed in 2009, the E8 provides a platform for the coordination of regional malaria efforts and facilitates the malaria control and elimination agenda in the SADC region with the support of all Malaria partners at the regional and global level. The E8 is reinforcing regional collaboration towards malaria elimination with the aim to accelerate zero local transmission in four low transmission “frontline countries” – Botswana, Eswatini, Namibia and South Africa by 2025 and to pave the way for elimination in four middle to high transmission “second line countries” – Angola, Mozambique, Zambia and Zimbabwe and the whole SADC countries, through a phased approach beginning in the southern part of the SADC region and moving towards the northern parts with the ultimate goal of covering the entire region by 2030.

Malaria remains one of the major causes of death in the region, due in part to several factors such as high degree of interconnectivity among countries, which fuel the transmission of malaria across porous borders. In addition, cross-border movement of mobile and migrant populations contribute to parasite movement and affect progress towards malaria elimination, as progress of one country’s efforts is limited by the success of another.

Since its establishment the E8 has through a phased approached designed and developed a website (see www.malariaelimination8.org) that acts as a tool to raise awareness of and to promote the E8 Initiative and support its success, sustainability and visibility in the region and internationally. The website is for communication and collaboration between the E8 stakeholders for the sharing of expertise, knowledge, and resources to strengthen the network of professionals, partners and information to the public on malaria elimination initiatives and share data among the 8 countries. It is against this background that the E8 is seeking an expert individual or firm with experience in the development of websites for leading global
health institutions to update and maintain the E8 website for enhanced design of the website, hosting and periodic regular maintenance of the site.

2. **Purpose, scope and objectives**

The purpose of the assignment is to update and maintain the E8 website to ensure its enhancement, update and continued functionality in its use as a communication and interactive tool for the E8 and its stakeholders.

3. **Scope of work/key deliverables**

The website update and maintenance plan should consider the current website infrastructure and technology and be modelled around maintaining the website functionality according to the following requirements and specifications.

<table>
<thead>
<tr>
<th>MAINTENANCE AREA</th>
<th>Maintenance</th>
<th>Security</th>
<th>Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintenance (and were needed development) site theme development &amp; customization, Custom functionality, Content Layout, Search Engine Optimization,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


4. **Key deliverables and outputs**

The contractor will be responsible for the delivery and technical quality of the website as well as updating the website to enhance its efficiency as a communication tool.

5. **Payment schedule**

Payments will be made monthly upon generation of invoices for work done in the maintenance of the website as agreed in the contractual agreement with the successful bidder.

6. **Institutional Arrangement**

The SADC Malaria Elimination Eight Secretariat is the contracting authority and in collaboration with SADC will support the contractor with access to the website and other resources necessary for the execution of the contract activities.

7. **Education & Experience**

- The contractor must demonstrate the availability of qualified staff for the contractual requirements for maintain the website with relevant degrees master’s degree in a relevant field in the areas of computer studies, software development, engineering and information technology.
- At least 5 years professional experience in website development and maintenance
- Prior working experience in development website development and maintenance.
- Experience with global health and development organizations and capacity to undertake the contract.
- Demonstrated experience in working with government and development partners and other stakeholders in public sector development programs especially in the area of information technology.
- Evidence of having undertaken similar assignments.
• Ability to handle effectively multiple tasks without compromising quality and positive working relationships.
• Ability to work under tight timelines.

8. Duration of assignment

This contract is expected to be awarded for a period of 12 months contingent on the availability of funding for the E8 secretariat. At the end of the duration of assignment the contract may be extended at the discretion of the E8 secretariat contingent on availability of funding.

Applications should be emailed to procurement@elimination8.org not later than 15 May 2021 at 4.00pm Central African Time (CAT).
ANNEX 2: Proposal Forms

PROPOSAL SUBMISSION FORMAT
(On Company Letterhead for Firms)

REF: E8-CPA-002/2021
The Executive Director Date:
E8 Secretariat
10 Platinum Street, Erf 490 Prosperita
Windhoek, Namibia

Dear Sir

We/I, the undersigned, hereby offer to provide ............ Services in accordance with your Request for Proposal dated ............ 2021. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal, in separate emails.

We/I hereby declare that:

a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;

b) We/I are/am not bankrupt, wound up, or have their affairs being administered by the courts, have not entered into arrangements with creditors, have no suspended business activities, subject to proceedings concerning matters, or similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;

c) We/I have not been convicted of offences or misconduct concerning my professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);

d) We/I have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we/I Am established or with those countries where the contract is to be performed;

e) We/I are/am currently not on the removed or suspended vendor list of Global Fund, United Nations agencies, or other such lists of other similar organisations, nor are we associated with, any company or individual appearing on the World Bank’s Listings of Ineligible Firm and Individuals or World Bank’s Corporate Procurement Listing of Non-Responsible Vendors or in a “UN Ineligibility List” or declared as ineligible by and Government or other international donor organisations;

f) We/I do not employ, nor anticipate employing, any person who is or was recently employed by the E8 Secretariat.

g) We/I understand that any resulting contract will be a framework contract, with estimated quantities subject to change on actual work done within the contract amount.

We/I confirm that we/I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of E8 Secretariat’s Framework Contract for consulting services.

We agree to abide by this Proposal as per the duration of any signed contract days. We undertake, if our Proposal is accepted, to initiate the services not later than the date to be agreed upon by the parties.
We fully understand and recognise that the E8 Secretariat is not bound to accept this Proposal, that we shall bear all costs associated with its preparation and submission, and that the E8 Secretariat will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Sincerely,

Authorised Signature

Name and Title of Signatory:

__________________________________

DOCUMENTS ESTABLISHING ELIGIBILITY AND QUALIFICATIONS OF THE BIDDER

Bidder Information Form
Date of Proposal Submission………………………………………………

RFP No. E8-CPA-002/2021

1. Bidder’s Legal Name:

2. In case of Joint Venture (JV), legal name of each party:

3. Actual or intended Country of Registration/Operation:

4. Year of Registration (Firms 4 & 5):

5. Countries of Operation

6. Legal Address/es in Country of Registration/Operation:

7. Value and Description of Top three (3) Biggest Contract for the past five (5) years:

8. Latest Credit Rating (if any):

9. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:

10. Bidder’s Authorized Representative Information
   Name:
   Address:
   Telephone/Fax numbers:
   Email Address:

11.  Are you in the in the World Bank’s Listings of Ineligible Firm and Individuals or World Bank’s Corporate Procurement Listing of Non-Responsible Vendors or in a “UN Ineligibility List” or declared as ineligible by any Government or other international donor organisations? ☐ YES or ☐ NO

12. Attached are certified copies of original documents of: [check the box(es) of the attached original documents]
   ☐ All eligibility documents supporting academic and eligibility requirements in this document
   ☐ Articles of Incorporation or Registration of firm. (For Firms)
   ☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

QUALIFICATION AND EVALUATION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
<th>Responsive or Non-responsive</th>
</tr>
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</table>

10
### Mandatory requirements detail

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td><strong>Mandatory requirements (Firms &amp; Companies)</strong></td>
<td>Submit company incorporation/registration certificate and valid Tax clearance certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mandatory requirements (Individuals)</strong></td>
<td>Income Tax compliance certificate in country of operation</td>
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</table>

Submission of the above is MANDATORY and any tender deemed non-responsive at this stage will not be considered further.

### TECHNICAL EVALUATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum points allocated</th>
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<tbody>
<tr>
<td>1  Understanding of TOR</td>
<td>20</td>
</tr>
<tr>
<td>2  Proposed Methodology for Assignment</td>
<td>20</td>
</tr>
<tr>
<td>3  Education and Training (Skills set) of Key Staff</td>
<td>30</td>
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<tr>
<td>4  Specific Experience</td>
<td>20</td>
</tr>
<tr>
<td>5  General Experience</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Proposals not obtaining a minimum score of 70% will be rejected.
Note: Technical Proposals not submitted in this format may be rejected.
The financial proposal should be sent in a separate email.

<table>
<thead>
<tr>
<th>Name of Proposing Firm / Individual</th>
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<tbody>
<tr>
<td>Country of Registration:</td>
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<tr>
<td>Name of Contact Person for this Proposal:</td>
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<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Phone / Fax:</td>
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<tr>
<td>Email:</td>
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1: EXPERTISE OF FIRM/ INDIVIDUAL

This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Company/ Individual Biography: Provide a brief description of the company/consultant submitting the proposal, e.g legal mandates/authorised business activities, the year and country of incorporation (firms), types of activities undertaken, including reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

<table>
<thead>
<tr>
<th>Name of project</th>
<th>Client</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
<th>Status or Date Completed</th>
<th>References Contact Details (Name, Phone, Email)</th>
</tr>
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# 2- APPROACH AND IMPLEMENTATION PLAN/METHODOLOGY

This section should demonstrate the Bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

## 2.1. Approach to the Service/Work Required:
Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to the mandate of the project, geography and environmental factors of the supported region (SADC 8 countries).

## 2.2. Technical Quality Assurance Review Mechanisms:
The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.

## 2.3 Implementation Timelines:
The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

## 2.4. Risks / Mitigation Measures:
Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

## 2.5. Reporting and Monitoring:
Please provide a brief description of the mechanisms proposed for this project for reporting to the E8S and partners, including a reporting schedule.

## 2.6. Partnerships:
Explain any partnerships with local, international or other organisations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

## 2.7. Statement of Full Disclosure:
This is intended to disclose any potential conflict in accordance with the definition of “conflict” under this document, if any.

## 2.8. Other:
Any other comments or information regarding the project approach and methodology that will be adopted.

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### FINANCIAL PROPOSAL FORMAT

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response. The components comprising the total price must provide sufficient detail to allow E8 Secretariat to determine compliance of proposal with requirements as per TOR of this RFP. The Bidder shall include a
complete breakdown of the cost elements associated with each line item for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, should be listed separately.

In addition, the Financial Proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the Fees in words and figures
   i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
      - An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert.
      - Disbursements, if applicable.
      - Summary of total cost for the services proposed.
   ii. **Schedule of payments:** Payments will be made monthly upon generation of invoices for work done in the maintenance of the website as agreed in the contractual agreement with the successful bidder.

**Signature of Financial Proposal**

The Financial Proposal should be authorized and signed as follows: Duly authorized to sign the Proposal for and on behalf of:

__________________________________________________________
(Name of Company/Individual)  Name of representative (For Firm/Company)

__________________________________________________________
Signature/Stamp of Entity/Date