
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A TRAINING PROGRAMME OF FIRST RESPONDERS FOR NUCLEAR AND RADIOLOGICAL EMERGENCIES, FOR A PERIOD OF 8 WEEKS

1 BACKGROUND

- 1.1 The Department of Energy conducted an assessment, which recommended the need for training of first responders for nuclear and radiological emergencies. This poses a need for emergency 1st responders to be suitably trained and qualified so that they understand the radiological environment in order for them to perform their duties safely and effectively.
- 1.2 The nuclear and radiological emergency first responders include members of the South African Police Service, South African National Defence Force, Radiation Monitoring Teams, Fire Brigade/Fighters and Emergency Medical Services.

2 OBJECTIVES

- 2.1 In line with the Disaster Management Act, it is the responsibility of government to ensure adequacy in terms of emergency preparedness and response. The Department of Energy therefore seeks to appoint a service provider to develop a training programme for emergency 1st responders.
- 2.2 The outcomes of this project will position the Department of Energy to:
 - 2.2.1 Have the current arrangements for response to nuclear and radiological emergencies by emergency 1st responders assessed.
 - 2.2.2 Have the training needs for emergency first responders identified.
 - 2.2.3 Have a training programme for emergency 1st responders developed.

3 SCOPE OF WORK

The service provider is expected to address adequately as a minimum the following:

- 3.1. Analysis of current training capabilities for emergency first responders in South Africa.
- 3.2. A benchmark study comparing South Africa with other similar nuclear power countries in terms of the training issued to emergency 1st responders.

- 3.3. Need analysis of the situation in South Africa and identification of gaps in the training of emergency first responders.
- 3.4. Development of an appropriate course outline and content requirements within the associated National Qualification Framework standards.
- 3.5. The service provider must develop a training programme that will inform the manner in which the training will be offered (e.g. formal courses, workshops and seminars) for different emergency 1st responders.
- 3.6. Develop a train-the-trainer programme.
- 3.7. The service provider is thus expected to develop a training programme that focuses on the following: content of the learning materials, delivery, support, quality-assurance of the training.
- 3.8. The training programme should take cognisance of the level of education of the emergency 1st responders.

4 PAYMENTS

- 4.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance to the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

5 REPORTING REQUIREMENTS AND PROGRESS MEETINGS

- 5.1 It is envisaged that the DoE will require an initial meeting with the successful service provider to agree on the project process and options to be investigated. Bi-weekly meetings will then follow to discuss the progress of the study until completion.
- 5.2 Progress meeting feedback shall be held as and when necessary, but at least twice a month for a period of two months. The venue for these meetings will be at **Matimba Building, 192 Visagie Street, Pretoria**-the DoE Head Office (Pretoria). Representatives from the service providers' organisation shall be obliged to attend at their own costs. Where applicable, conference calls shall be held to facilitate such meetings.
- 5.3 Progress reports shall be submitted to the Department prior to meetings and will be in the form of PowerPoint slides and written report.

6 DOCUMENTATION

- 6.1 For all the identified milestones of the project, the successful service provider shall submit two copies of progress reports after completion of each phase. The progress reports shall be organised in a systematic way, with adequate indexing. The progress reports shall contain all documents produced including copies of minutes of meetings.
- 6.1 The copyright in the end product will vest in DoE and be presented with its logo, and it will be at liberty to use the report and results as deemed necessary.

7 COMPLETION DATE

- 7.1 The duration of the project is 8 weeks after signing of the contract with the successful service provider.

8 TAX CLEARANCE CERTIFICATE

- 8.1 The selected service provider is required to submit an original and valid Tax Clearance Certificate issued by the South African Revenue Services together with the quotation documents before the closing date and time of the quotation.
Failure to comply with this condition will invalidate the bid.

9 CONFIDENTIALITY OF INFORMATION

- 9.1 The names of all the members of the service provider team must be disclosed for the prior approval of DoE. Any changes, replacements and additions should be submitted for prior approval of DoE.
- 9.2 All members will have to sign a Non-Disclosure Agreement before project commencement, and may be required to undergo security screening and tests as the DoE deems necessary.

10 CONFLICT OF INTEREST

- 10.1 A comprehensive list of service provider team members involved in the study must be disclosed as part of the response documentation. For each team member there must be:
- 10.1.1 A concise resume detailing the members related experience.

- 10.1.2 Each member shall declare any possible conflict of interest in terms of this section.
- 10.2 DoE reserves the right to exclude any member whom DoE deems, at its own discretion. In this case the service provider will be requested to replace the excluded member with another suitable candidate. The replacement candidate must submit the above mentioned resume and declaration and be approved by DoE in writing.
- 10.3 A service provider (including members of a joint venture, consortium, or other unincorporated grouping) is not allowed to have an interest, whether direct or indirect that is regarded as creating an actual or perceived conflict of interest. Any party that intends to become involved in the study in such a capacity and that has a relationship with the service provider as described will be disqualified, in addition to any other steps that may be taken against the service provider.
- 10.4 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.
- 10.5 Please note that DoE reserves the right to disqualify any service provider in circumstances where a conflict of interest exists or is perceived to exist or where a service provider has failed to disclose any conflict of interest or any other material information that may have affected the award of the service.
- 10.6 A service provider may be considered to have a conflict of interest with one or more parties in this process if:
- 10.6.1 They have controlling partners in common;
 - 10.6.2 They receive or have received any direct or indirect subsidy from any of them;
 - 10.6.3 They have the same legal representative for purposes of this proposal; or
 - 10.6.4 They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or

influence on, the proposal of another service provider or to influence the decisions of DoE regarding this process; or

10.6.5 The service provider is affiliated with a firm or entity that has been hired (or is proposed to be hired) by DoE.

11 EVALUATION METHODOLOGY

11.1 COST

11.1.1 The service provider will be requested to provide a detailed quotation regarding the work to be undertaken for this project.

11.1.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e. Rands).

11.1.3 The service provider should provide the hourly rates as prescribed by the Department of Public Service and Administration (DPSA) and or the body regulating the profession of the consultants.

11.1.4 The service Provider should provide (S&T) rates that are in aligned to the National Treasury instruction note as follows:

- (i) Hotel Accommodation – R1300 per night per person, including breakfast, dinner and parking
- (ii) Air travel must be restricted to economy class
- (iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of SA

11.1.5 Costing should be aligned with the project activities/ project phases.

11.2 BROAD BASED BLACK ECONOMIC EMPOWERMENT

11.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.

11.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their quotes, to substantiate their B-BBEE rating claims.

11.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

11.2.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.

11.2.5 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agencies:

11.2.5.1 Bidders other than EMEs

- (a) Verification agencies accredited by ECSA
- (b) Registered auditors approved by IRBA

11.2.5.2 Bidders who qualify as EMEs

- (a) Accounting officers as contemplated in the CCA; or
- (b) Verification agencies accredited by SANAS; or
- (c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates).

11.2.5.1 The table below depicts the B-BBEE status level of contribution:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|---|--|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

11.3 COMPANY EXPERIENCE

Service providers should have at least recent five (5) years of experience in the nuclear energy sector, preferably with demonstrated expertise of training in nuclear emergency management; and meet the following requirements and expertise:

11.3.1 Have expertise in the development of training programmes.

11.3.2 Have a grasp of the dynamics and challenges of the nuclear energy sector.

11.3.3 Proof must be provided from three (3) contactable references indicating that similar projects were executed.

11.4 QUALIFICATIONS AND EXPERIENCE OF TEAM LEADER AND TEAM MEMBERS

11.4.1 Team leader must possess at least a postgraduate degree in Natural Science or related disciplines.

11.4.2 The team leader must have at least 5 years of experience in the nuclear energy sector, specifically in nuclear emergency management and knowledge in training.

11.4.3 Team member(s) must possess at least a degree in Natural Science or related disciplines.

11.4.4 Team member(s) of the team should have at least 3 years of experience in the nuclear energy sector and knowledge in training.

11.4.5 Curriculum Vitae's (CV's) of the team leader and team members must be attached to the technical proposal. Failure to attach CV's, bidders will forfeit functionality point.

11.4.6 The role, location and commitment of each member in the team during the assignment must be clearly specified.

11.5 Independence

11.5.1 The service provider must assure its independence from all government departments involved with nuclear emergency management as this could create actual or perceived conflict of interest.

11.6 Project Plan

11.6.1 The service providers must provide:

- A project proposal that demonstrates comprehension and competence to deliver on what is required.
- A preliminary project plan outlining key activities, time frames and budget.
- A schedule of resources to be committed to the project, including brief resumes of team members.

The key milestones will be used as a measure of performance in the project.

12 EVALUATION PROCESS

12.1 Bids will be evaluated on **80/20 preference point system** as outlined in the PPPFA of 2011. The proposals will be evaluated in two phases:

Phase 1:Service providers will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Service providers who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

| Evaluation criteria | Weight |
|--|--|
| <p>1. Company Experience</p> <p>Service providers should have at least recent five (5) years of experience in the nuclear energy sector, preferably with demonstrated expertise of training in nuclear emergency management; and meet the following requirements and expertise:</p> <p>1.1 Have expertise in the development of training programmes.</p> <p>1.2 Have a grasp of the dynamics and challenges of the nuclear energy sector.</p> <p>1.3 Proof must be provided from three (3) contactable references indicating that similar projects were executed.</p> | <p>23</p> <p>10</p> <p>10</p> <p>3</p> |
| <p>2. Qualifications and Experience of Team Leader and Team Members</p> <p>Qualifications:</p> <p>2.1 Team leader must possess at least a postgraduate degree in Natural Science or related disciplines.</p> <p>2.2 Team member(s) must possess at least a degree in Natural Science or related disciplines.</p> <p>2.3 The Team Leader and Team Member(s) must submit certified copies of certificates.</p> <p>Experience:</p> <p>2.4 The team leader must have at least 5 years of experience in the nuclear energy sector, specifically in nuclear emergency management.</p> <p>2.5 Team members should have at least 3 years of experience in</p> | <p>17</p> <p>10</p> <p>5</p> <p>2</p> <p>20</p> <p>10</p> <p>5</p> |

| Evaluation criteria | Weight |
|---|---------------|
| nuclear energy sector. | |
| 2.6 Curriculum Vitae's (CV's) of the team leader and team members must be attached to the technical proposal. Failure to attach CV's, bidders will forfeit functionality point. | 5 |
| 3 Independence | |
| 3.1 The service provider must assure its independence from all government departments involved with nuclear emergency management as this could create actual or perceived conflict of interest. | 4 |
| 4 Project Plan | 36 |
| 4.1 The service provider is expected to do the following: | |
| – Situational Analysis of current training capabilities for emergency first responders in South Africa. | 5 |
| – Conduct a benchmark study comparing South Africa with other similar nuclear power countries in terms of the training issued to emergency 1 st responders. | 5 |
| – Need analysis of the situation in South Africa and identification of gaps in the training of emergency first responders. | 5 |
| – Develop an appropriate course outline and content requirements within the associated National Qualification Framework standards. | 5 |
| – Develop a train-the-trainer programme | 4 |
| 4.2 The service providers must provide: | |
| – A project proposal that demonstrates comprehension and competence to deliver on what is required. | 2 |
| – A preliminary project plan outlining key activities and milestones, time frames and budget. | 2 |
| – A schedule of resources to be committed to the project, including brief resumes of team members. | 2 |
| – The training programme must inform the manner in which the training will be offered (e.g. formal courses, workshops and | 2 |

| <i>Evaluation criteria</i> | <i>Weight</i> |
|--|----------------------|
| seminars) for different emergency 1 st responders. | |
| - The training programme must also focus on the content of the learning materials, delivery, support, and quality-assurance of the training. | 2 |
| - The key milestones will be used as a measure of performance in the project. | 2 |

Phase 2: Price and B-BBEE

| <i>Evaluation criteria</i> | <i>Weight</i> |
|-----------------------------------|----------------------|
| Price | 80 |
| B-BBEE Compliance | 20 |

12.2. COMPULSORY INFORMATION SESSION

12.2.1. Briefing session will be held in on **10 December 2014 at 10H00**, at the Department of Energy, at 192 Corner Paul Kruger and Visagie Streets (Matimba Building)

13. FORMAT AND SUBMISSION OF THE PROPOSAL

13.1 All official standard bidding forms (SBD) must be completed in all respects by service providers. Failure to comply will invalidate a quote.

13.2 Service providers are requested to submit two (2) copies: 1 original plus 1 copy of the proposal and quote documents.

14. CLOSING DATE

14.1 Proposal must be submitted on or before **18 December 2014 at 11H00**, the Department of Energy, 192 Visagie Street, Corner of Visagie and Paul Kruger Street, Pretoria in the Quote Box marked Department of Energy. **No late quotes will be accepted.**

15. ENQUIRIES

15.1 All technical enquiries to be directed in writing to

Mr Katse Maphoto

Tel: 012 406 7498

Email: katse.maphoto@energy.gov.za

15.2 All bid enquiries to be directed to

Ms Rachel Moerane or Ms Daisy Maraba

Tel: 012 406 7742/ 7748

Email: Rachel.Moerane@energy.gov.za, Daisy.Maraba@energy.gov.za