

TERMS OF REFERENCE (TOR)

RFQ 145/2024/HPCSA: PROVISION FOR SUPPLY CHAIN MANAGEMENT THREE BID COMMITTEE TRAINING SERVICES

1. BACKGROUND:

The Health Professions Council of South Africa (HPCSA or Council) is a statutory body, established in terms of the Health Professions Act, 1974. The Council, together with the twelve Professional Boards that operate under its jurisdiction, is committed to:

- Determining standards of professional education and training.
- Setting and maintaining fair standards of professional practice.
- Promoting the health of South Africa's population; and
- Fostering international relations with other health related regulatory authorities

2. OBJECTIVES:

- a) The objective of the Request for Quotation is to appoint a suitably qualified and experienced Service Provider to provide Three Bid Committee Training to the Health Profession Council of South Africa (HPCSA).
- b) The proposal must be customized for the HPCSA delegates – The training must be customized to equip the HPCSA delegates with the attributes and Demonstrate knowledge and insight into a Bid Committee Functions.
- c) The primary objectives of the service required are as follows:
 - To understand when electing the chairs of the different Bid Committees and understand the different responsibilities and roles in each committee.
 - To understand critical issues to consider when developing specification.
 - To understand critical issues to consider when evaluating bids.
 - To understand critical issues to consider when awarding bids.
 - To Ensure that HPCSA understand, identify, and adhere to the procedures when advertising bids.

3. SCOPE OF WORK:

- a) To build the capacity of Bid Committee members who serve on Bid Specification, evaluation, and Adjudication committees as well as Supply Chain Management practitioners who are responsible for support functions of the Bid Committee Function.
- b) The training intervention is aimed at all candidates who are Supply Chain Management Practitioners, Senior Managers, Managers, CFOs, Accounting Officers, and End Users who operate in cross functional teams.

4. EXPECTED DELIVERABLES

- a) The delegates must be able to understand the roles, responsibilities, and functions of various bid Committee (Specification, Evaluations and Adjudications)
- b) Bid committee meeting procedures and code of conduct.
- c) Understand and apply appropriate guidelines for bidding process.
- d) Implement cost effective and transparent bidding process.
- e) Understand the regulatory framework that governs Supply Chain Management within the public service to demonstrate an understanding of how each legislation and/or prescript regulates the decision making of bid committees.
- f) Know the ethical conduct for Supply Chain Management practitioners with the public service and how this impact on bid committee member behaviour.
- g) Compile tender documentation and bid invitation for a specific commodity, according to SCM Regulations, PPPFA and other regulatory framework to ensure that the process is fair, cost effective, competitive, transparent, and equitable.
- h) Evaluate bids and compile a written submission to the Bid Adjudication Committee recommending the award of the bid to a provider according to bid specification criteria to ensure compliance and ensure that value or money is attained.

- i) Consider for the adjudication of bids, the written submissions from the Evaluation Committee for fairness, correctness, and compliance against predetermined bid criteria or for the drawing up of a resolution to the relevant authorities for the award of the bid to a provider.
 - j) Application of the preference points systems and the calculation of points
5. Number of Delegates - Training provided will be for **44** Delegates.
 6. Mode of training - **Virtual Training**.
 7. Training should be **2-3 working days**.
 8. The bidder must present methods, tools, templates, techniques etc.
 9. The bidder must be accredited with relevant Sector Education and Training Authority (SETA)

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