



## TERMS OF REFERENCE

### THREE (3) WEBINARS FOR TRAINING / INFORMATION MASTER CLASSES 2021

Advertisement Date: 06 September 2021  
Closing Date: 24 September 2021

## 1. BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the Sheriffs and relevant Stakeholders;
- To monitor the conduct of Sheriffs;
- Promote the Sheriffs’ Profession; and
- To provide overall Policy directives.

## 2. OBJECTIVES

The SABFS invites Request for Quotations from qualified companies having relevant experience in delivering similar products & services as mentioned in this Terms of Reference (TOR). Only a single technically responsive and financially viable vendor/ service provider will be selected following SABFS procurement procedure on evaluation and awarded with the contract for the expected deliverables and outputs as per the TOR.

## 3. SCOPE OF WORK

Due to the current COVID-19 lockdown restrictions, traditional classroom sessions are forced to acclimate with the new digital working environment for organisations to continue reaching out to their Audience. Given these, the South African Board for Sheriffs (SABFS) wish to undertake this approach and partner with a qualified and reliable service provider to present various training / information sessions.

### 3.1. DELIVERABLES

#### 3.1.1. **The service provider should deliver a secure and efficient digital platform to host 3 webinars during the financial year, between October 2021 and February 2022.**

- a) The service provider will serve as a host to ensure access to each of the interventions / sessions.
- b) Arrange for reverse billing for data.
- c) Each of the 3 webinars will have a different theme.
- d) Each session will be up to 2 hours long and should be recorded for upload to YouTube after it has been edited.
- e) Event dates will be communicated once approved by the SABFS.

#### 3.1.2. **The service provider will undertake the following:**

- a) Website Development with update mailers
- b) Recording and editing of the sessions
- c) Record registrations and provide the attendees with a link to use for the event.
- d) We will provide a designed invitation that you will be required to return to us for distribution - after embedding it with a link for the RSVP function.

#### 3.1.3. **The platform should include the following functions.**

- a) Generate weekly emails reminders.
- b) Host an average of 100 participants per session.
- c) Pinned speaker view.
- d) Visible audience and audible audience where required.
- e) Chat function
- f) Should be user friendly.
- g) Assistance / link for users to download the platform with a short tutorial on how to use the platform.

- h) Provide a reverse billing function – for data that will be made available to some participants.
- i) Provide for up to 6 speakers to be connected as may be required in some sessions.
- j) Accommodate power point and video clips sharing.
- k) Analysis of attendees and record of written questions
- l) The sessions will require a plenary and a Q&A
- m) The Q&A must be available via the online chat and verbally (if required)

### 3.2. EVALUATION CRITERIA

#### 3.2.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

Criteria	Poi
Company experience in provision of the required services including specialised skills, expertise, and value-added services	60
Qualifications and experience of team members	40
<b>TOTAL</b>	<b>100</b>

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on technical criteria as listed above.

#### 3.2.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

#### 3.2.3. Supervision

The successful service provider will be regularly in contact with the communications manager whenever applicable.

#### 3.2.4. Completion Criteria and Payment

- a) Payment will be made based on an agreement between the SABFS and the successful bidder.

#### 3.2.5. Pricing Schedule

The following cost table should be utilised to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
Site design and personalisation			
Hosting for up to 100 participants			
Recording and editing of the sessions			
<u>Additional Costs</u>			
VAT			R
<b>TOTAL AMOUNT</b>			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

#### **4. REGISTRATION REQUIREMENTS:**

Service providers must submit the following information when preparing their bid documents:

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (bidders must ensure that their tax status is always compliant as failure to do so will result in an automatic disqualification)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of 2 referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Pricing Schedule
- h) Declaration of Interest

#### **NB:**

- *Please note that the above requirements are mandatory and MUST accompany the proposal.*
- *Non-compliance with the above mandatory submissions will lead to a disqualification.*
- *Proposals must be properly indexed.*

5. All enquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 24 September 2021. All written communication should be sent to the following email address only: [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), Subject Heading: SABFS0002/2021 – Webinars for Training Masterclass Sessions
6. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
7. Each applicant is required to submit one (1) Softcopy to [proposals@sheriffs.org.za](mailto:proposals@sheriffs.org.za), no later than the stipulated closing date and time.
8. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.