

Invitation to tender for Management Services for Nuclear Industry Association of South Africa (NIASA)	
EXPERTISE / SERVICES	<p>NIASA invites interested eligible firms, agencies and organizations to submit a proposal for industry association management services. This involves the following:</p> <ul style="list-style-type: none"> • Operational & administrative support, including secretariat services • ICT infrastructure, Interface (with Industry Association members) and Content Management • Governance, Treasury and Financial Management • Management & administration of events <p>Respondents must provide information indicating that they are qualified to perform the required services (such as brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, including CVs for associated individuals).</p> <p>Proposals must consist of an electronic submission (PDF) via e-mail</p>
CLOSING DATE	17 th July 2017 at 14.00
PROPOSAL VALIDITY PERIOD	The respondent is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.
EVALUATION CRITERIA	<ol style="list-style-type: none"> 1. Technical 2. Price 3. Preferential Procurement: Preference will be given to: <ul style="list-style-type: none"> • Exempt Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people • EME or QSE which is at least 51% owned by black people who are youth; • EME or QSE which is at least 51% owned by black people who are women; • EME or QSE which is at least 51% owned by black people with disabilities; • EME or QSE
CONTACT DETAILS	<p>Enquiries and submissions to be directed to:</p> <p>Nuclear Industry Association of South Africa Name: Mr. Ayanda Myoli E-mail: ayanda.myoli@necsa.co.za Tel: (012) 305 5435</p>

Details of Management Services required

1 BACKGROUND

The Nuclear Industry Association of South Africa (NIASA) was established to promote the development and application of nuclear technology in South Africa, and to support, promote as well as champion the collective interests of its members. It is composed of organisations, groups, and individuals, from not only the established nuclear sector, but also entities involved in technology endeavours related to the development and operation of nuclear technology.

Through its Board, Managing Director and Sub-Committees, NIASA has formulated a strategy that is anchored on the following key pillars to grow the nuclear industry:

- Education & Training
- Public Awareness
- Supply Chain Development

NIASA collaborates with various partners and affiliate associations. In delivering its value proposition, NIASA also partners with public relations expertise as well as a pool professional consultants.

The Management Services Provider will play a central co-ordinating and implementation role of the NIASA vision and strategy.

2 OBJECTIVE / PURPOSE

NIASA seeks to appoint a Management Services Provider. Provision of the Management services shall be inclusive of, but not limited to:

- Operational & administrative support, including secretariat services
- ICT infrastructure, Interface (with Industry Association members) and Content Management
- Governance, Treasury and Financial Management
- Management & administration of events

Interested eligible firms, agencies and organizations are hereby invited to submit a proposal. Respondents must provide information indicating that they are qualified to perform the required services (such as brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, including CVs for associated individuals).

3 SCOPE OF WORK

The Scope of Work for the Management Service Provider will involve the following:

- Operational & administrative support, including secretariat services
- ICT Infrastructure, Interface (with Industry Association members) and Content Management
- Information systems covering membership, accounting, event management and management of content on the website.
- Governance, Treasury and Financial Management

Details of Management Services required

- Management & administration of events
- Head office address with boardrooms (for meetings of the Industry Association)
- Website hosting and administration
- E-mail list server facilities
- Membership registry and call centre

4 ROLES / RESPONSIBILITIES

The main roles and responsibilities of the Management Services Provider are to:

- Support the delivery of a high quality value proposition to NIASA members through the creation and implementation of efficient governance, co-ordination of activities of the Industry Association, quality assurance, and reporting mechanisms;
- Provide administrative and logistical support to the NIASA Board, Managing Director and Sub-Committees;
- Develop and implement innovative approaches to facilitate knowledge sharing among NIASA members, partners, and interested stakeholders;
- Be efficient, organised, accurate and reliable in the execution of the required services.

5 TECHNICAL SELECTION CRITERIA

The technical selection criteria will mainly be Past Relevant Experience as well as Knowledge and Skills. The following information should be provided in the proposal, which will be utilized in the evaluation process:

- Resumes for the relevant employees of the service provider that identify their past education, past relevant experience, skills and knowledge and the roles in which the proposed resources will be utilized in providing the services required.
- Listing of the firm's directly related experience and that of any partners or subcontractors.
- A descriptive list of other similar projects completed in the past with a minimum of three professional references to be used for evaluation purposes to verify quality of service.
- A description of the organizational structure including, as applicable, a list of the names of the organization's officers, directors, partners, and staff.

6 PRICE

Evaluation will be on the basis of the relative competitiveness of the Price of the Proposal. Respondents are to outline:

- Assumptions and qualifications made about the delivery of the requirements, including the financial pricing information
- Components of all the costs (including breakdown of the costs for the various services outlined in the Scope of Work), management fee, expenses and charges

Details of Management Services required

7 PREFERENTIAL PROCUREMENT ASPECTS

Preference will be given to:

- EME or QSE which is at least 51% owned by black people
- EME or QSE which is at least 51% owned by black people who are youth;
- EME or QSE which is at least 51% owned by black people who are women;
- EME or QSE which is at least 51% owned by black people with disabilities;
- EME or QSE