



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA  
(ASSOCIATIONS OF SURGEONS OF EAST AFRICA)**

East, Central and Southern Africa Health Community (ECSA-HC)  
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IRB registration number 00011122

*All correspondences should be addressed to the CEO*

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Request for Tenders (RFT)

**To host and provide local coordination services for the Membership of the College of Surgeons of East, Central and Southern Africa “MCS (ECSA)” exam Part II**

*January 2019*



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## 1. Introduction

- 1.1 The College of Surgeons of East, Central and Southern Africa, COSECSA (the “Contracting Authority”) requests tenders from organisations (“Tenderers”) for the provision of services as described in Appendix I – Specifications of services, which is attached to this Request for Tenders (RFT).
- 1.2 In summary, the services comprise: Provision of a suitable venue and personnel to host and provide local coordination services for Part II of the COSECSA Membership exam to national and international candidates. The COSECSA Membership exam is an OSCE (Objective Standardised Clinical Exam) which candidates take in-person. Successful candidates are awarded an MCS(ECSA) which denotes competence in surgery at General Medical Officer Grade.
- 1.3 Any contract that may result from this request (the “Services Contract”) will be issued for a term of 2 years (“the Term”).
- 1.4 The Contracting Authority reserves the right to extend the Term for a period or period of up to 12 months with a maximum of 1 such extension on the same terms and conditions, subject to the Contracting Authority’s obligation at law.

## 2. Instructions to Tenderers

- 2.1 While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this RFT, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFT and may wish to consult their legal advisers.
- 2.2 Prospective Tenderers are advised to familiarise themselves with the COSECSA MCS exam, as illustrated in the guidance video available at: <http://www.cosecsa.org/training-exams/examinations/membership-college-surgeons-%E2%80%93-mcs-ecsa>. Should Tenderers perceive a contradiction between the content of the video and information laid out in this RFT, they should follow this RFT.
- 2.3 This RFT does not constitute a commitment to enter into a Services Contract. No contractual right in relation to the Contracting Authority will exist unless and until a formal written Services Contract has been executed by or on behalf of the Contracting Authority.
- 2.4 Tenderers must submit their Tender in the format outlined in Appendix II.



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- 2.5 Tenderers must address each of the specifications in Appendix I and provide a detailed description of how each specification will be met. A mere affirmative statement by the Tenderer that it can/will meet these specifications will not be sufficient.
- 2.6 Any conflict of interest or potential conflict of interest on the part of a Tenderer, Subcontractor or individual employee(s) or agents(s) of a Tenders or Subcontractor(s) must be fully disclosed to the Contracting Authority as soon as the conflict or potential conflict is or becomes apparent. In the event of any actual or potential conflict of interest, the Contract Authority may invite Tenderers to propose means by which the conflict of interest might be resolved. The Contracting Authority will, at its absolute discretion, decide on the appropriate course of action, which may include eliminating a Tenderer from this request, or terminate any Services Contract entered into by a Tenderer.
- 2.7 Tenders and tenderers which do not comply with paragraphs 2.4 - 2.6 will be rejected

### **3. Eligibility Criteria**

- 3.1 Tenderers must propose venues which they own or which are fully under their direct management. The Contracting Authority will not engage with Tenderers who propose to sub-contract venues from third parties.
- 3.2 Tenderers must propose venues that are located in capital or other metropolitan cities in COSECSA member countries, see Appendix III.
- 3.3 Tenderers must have a US dollar bank account in order to facilitate payment transfers from the Contracting Authority as necessary.
- 3.4 English is the working language of the Contracting Authority, and the MCS exam is conducted in English. Tenderers must be able to conduct business in English and in the working language of the city and country of the proposed venue.
- 3.5 Tenderers must designate an individual in their organisation as a 'Key Party'. This individual will act as the main contact person for the Contracting Authority and will be responsible on behalf of the Tenderer for the fulfilment of any Services Contract which arises between the Contracting Authority and the Tenderer.
- 3.6 In submitting a Tender, Tenderers agree to coordinate with the COSECSA Country Representative in hosting and delivering the MCS exam Part II if requested by the Contracting Authority.
- 3.7 The Contracting Authority may conduct a site visit to a venue and city proposed by a Tenderer. In submitting a Tender, Tenderers agree to facilitate arrangements for this visit at times and dates to be mutually agreed with the Contracting Party. The Contracting Authority is not obliged to visit all or any venues proposed. Any such visit that takes place should not be considered indicative of an imminent award



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of a Services Contract. The costs incurred by the Contracting Authority of any such site visit will be borne by the Contracting Authority.

- 3.8 Tenderers must include confirmation of their eligibility in accordance with paragraphs 3.1-3.8 above, as part of their submission.
- 3.9 Tenders should be sent by email to [ceo@cosecsa.org](mailto:ceo@cosecsa.org) on or before 30 March 2019.

#### 4. Award Criteria

Award Criteria	Weighting
Venue: capacity, facilities, adaptability	15%
Exam props, sim-patients and equipment: Proximity to/ease of availability of these at proposed venue	10%
Accessibility of location for candidates and examiners and availability of accommodation and transport services in the vicinity	20%
Tenderer's organizational prior experience of hosting similar exams	25%
Key Party's prior experience with third-party Service Contracts	20%
Ability to scale-up at venue should candidate numbers increase during the term of the Services Contract	10%
	<b>100%</b>



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## **Appendix I – Specification of services**

### **1. Deployment of exam at third-party venues**

- 1.1 COSECSA and the Tenderer will agree a date range on which to conduct the exam which takes account of other activity and schedules of both parties and any technical requirements. Ordinarily, a date range will be agreed with the first date being the setup day, the second day being examiners' briefing and the candidates arriving to take the exam on the third day. This arrangement may be modified.
- 1.2 There will be at least one date range agreed between COSECSA and the Tenderer per annum under the Services Contract.
- 1.3 Once agreed, the exam date range(s) will be fixed and notified by COSECSA to candidates.
- 1.4 A minimum of 50 candidates will be examined each day and COSECSA will run the exam a maximum of 2 days at a time. Once all candidate applications have been submitted and the timetable has been finalized, COSECSA will inform the Key Party of the planned timetable over the agreed date range.

### **2. Host venue**

2.1 COSECSA requires 4 main spaces at the proposed venue to conduct the MCS Exam:

2.1.1 An exam hall which must:

- Be located in a quiet and peaceful area;
- Easily accommodate thirty exam stations and two rest stations. Each exam station should be sufficiently spacious to accommodate an examiner and an observer (seated) and one candidate (seated), with a desk or table. Some stations may require additional space for a sim-patient (in a hospital bed or chair). Each station should be arranged so that the exam can be conducted without being overheard or overseen by waiting candidates. Ideally all stations will be in one large hall or split evenly between two halls
- Allow for the uncrowded movement of candidates from station to station in accordance with their assigned rotation
- Be well lit
- If the venue is large, it will need to be equipped with an audio system to make clear announcements and provide instructions to the candidates
- Have suitable environmental controls i.e. well heated or ventilated
- Be kept clean
- Have emergency exits that are easily accessible and not obstructed

2.1.2 A results room which must:

- Have seats for 5 people, a large desk and a printer



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- 
- Be located in a quiet and peaceful area of the venue
  - Be located less than five minutes' walk from the exam hall
- 2.1.3 An examiners'/candidates' briefing room which must:
- Have seating for up to 60 people
  - Have a projector, screen and audio system
- 2.1.4 A secure storage/cloakroom which:
- Can securely store candidates' personal belongings

### **3. Local coordination services**

#### **3.1 Logistics:**

- 3.1.1 The Tenderer will supply in advance a list of local accommodation options for candidates and examiners to COSECSA and will assist COSECSA, if necessary in making bookings
- 3.1.2 The Tenderer will organize transport for candidates and examiners from the local accommodation to the exam venue and back as required
- 3.1.3 The Tenderer will ensure that required props and equipment are on-site at the venue. The requirements will be notified to the Tenderer by COSECSA. They may range from simple items such as hand gels and whistles, to larger items such as hospital beds.
- 3.1.4 The Tenderer will organize catering for the examiners, candidates, sim-patients and COSECSA representatives on the day(s) of the exam to include lunch and tea breaks

#### **3.2 Personnel:**

- 3.2.1 The Tenderer will appoint a Key Party who will be the main liaison with the COSECSA Secretariat and be the Tenderer's responsible person for the fulfilment of the terms of the Services Contract.
- 3.2.2 The Key Party will be present at the venue on the day of set-up, the day of the examiners briefing and the day(s) of the exam for the duration of the exam. He/she will work with the COSECSA Council and Secretariat members present to ensure the smooth delivery of all aspects of the exam for all stakeholders.
- 3.2.3 The Tenderer will provide assistants to set up the exam hall in advance of the exam under instruction from COSECSA team. This will usually take place one or two days prior to the exam and will involve setting up the individual exam stations according to a set floor plan.
- 3.2.4 On the day(s) of the exam, the Tenderer will provide a minimum of 1 administrator for every 10 candidates. Administrators should be people who are familiar with the venue layout and ideally have some prior experience of supporting exams. The main role of the administrators will be:
- to support COSECSA Secretariat staff in registering examiners and candidates on the day prior to and day(s) of the exam
  - collecting results sheets from exam stations and bringing them to the results room
  - give assistance as needed to candidates, examiners and other stakeholders on the day in providing directions around the venue
- 3.2.5 The Tenderer will source sim-patients/actors for certain exam stations as per requirements notified by COSECSA in advance to the Tenderer



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- 3.2.6 COSECSA reserves the right to request that the Tenderer make available extra personnel on the day(s) prior to and of the exam should COSECSA believe that more assistance is required to ensure smooth delivery of the exam at the venue.

**3.3 Printing and Stationery services:**

- 3.3.1 The Tenderer will have printed and made ready at the venue various documents for the administration of the exam. These documents will be emailed to the Key Party by the COSECSA Secretariat in advance. A non-exhaustive list of such documents could include room signage, results sheets, venue maps, sign-in sheets.
- 3.3.2 The Tenderer will ensure provision of stationery boxes in the results room and the exam hall which contains pens, markers, blank paper, blu-tack, sellotape etc.

**4. Fee Structure**

- 1.1 COSECSA will pay the Tenderer a fee of \$50 USD per candidate who takes the exam at the host venue. Candidates who withdraw, transfer or do not present for the exam will be removed from the total candidate numbers and premium payable
- 1.2 There will be a minimum requirement of 50 candidates registered in order to proceed with deploying the exam, and a minimum fee of \$2,500 payable to the Tenderer, less deductions for any candidates who withdraw, transfer or do not present for the exam on the day.
- 1.3 The Tenderer is responsible for all local costs associated with the coordination of the exam, including any fees payable for: spaces at the venue; facilities and equipment; personnel; catering; printing; any other incidental costs that are payable locally.
- 1.4 The Tenderer is not responsible for local transport or local accommodation costs.



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## **Appendix II – Format of tenders**

The Tender must contain the following:

- a. Name of Tendering Organisation, company status, and governing arrangements
- b. Outline of the mission and values of the Tendering Organisation
- c. Name and address of proposed host venue
- d. Name and brief biography of proposed Key Party, illustrating their qualifications and relevant experience
- e. Statement confirming that this is an Eligible Tender in accordance with paragraphs 3.1 - 3.8 in the RFT.
- f. Description of how this Tender will fulfil the “Specifications of services” outlined in Appendix II. This should address each of the numbered heading 1 – 3 which as much detail as you wish
- g. Statement confirming acceptance of the Fee Structure outlined in paragraph 4 of Appendix II.



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## **Appendix III – COSECSA Member Countries**

Botswana  
Burundi  
Ethiopia  
Kenya  
Malawi  
Mozambique  
Namibia  
Rwanda  
South Sudan  
Sudan  
Tanzania  
Uganda  
Zambia  
Zimbabwe

(as at January 2019)