



NDA

National
Development
Agency

TERMS OF REFERENCE

THE APPOINTMENT OF A PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR RESEARCH AND EVALUATION AS PER THE SPECIFIED CATEGORIES ON AN "AS AND WHEN REQUIRED BASIS" FOR THE NATIONAL DEVELOPMENT AGENCY (NDA) OVER A PERIOD OF 60-MONTHS

BID REF: NDA07/DMR01/20

BRIEFING SESSION	A COMPULSORY BRIEFING SESSION WILL BE HELD ON THE 01st DECEMBER 2020 @ 10H00
VENUE	MICROSOFT TEAMS: Bidders who are interested in joining the compulsory briefing session MUST send their e-mail addresses to: ElizabethM@nda.org.za / MuziM@nda.org.za by 15h00 on the 30 th November 2020 so that a link can be sent to them for joining the Microsoft Teams meeting.
CLOSING DATE	<u>11th DECEMBER 2020</u>
CLOSING TIME	12H00
SUBMISSION OF DOCUMENTS	<p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7.</p> <p><i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i></p>
SUPPLIER ENVELOPES	<p>The supplier's envelope/s MUST clearly have the description of the Bid: <i>"Appointment of a Panel of Professional service providers for Research and Evaluation as per specified categories on an "as and when required basis" for the NDA over a period of 60 months"</i></p> <p>A TWO-ENVELOPE system will be used for the submission of bids:</p> <p>Commercial Envelope This envelope must contain all the mandatory documents as listed in section 6 of this document.</p> <p>Technical Envelope This envelope must contain all info listed in section 5 of this document.</p>
LATE BIDS	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
READING DOCUMENTS FOR THE BID	<p>The following documents to assist the bidders to respond to this bid can be accessed in the NDA website: www.nda.org.za/.....</p> <p>Research and Evaluation Strategy Research and Evaluation Agenda Monitoring and Evaluation Framework and guidelines</p>

Contact person for Commercial Queries is: Ms Elizabeth Mngqabashe or Mr Muzi Matsenjwa on 011 018-5546/5562 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to

ElizabethM@nda.org.za/MuziM@nda.org.za.

Contact person for Technical Queries is: Mr Thami Ngwenya, Ms Nthabiseng Kraai or Mr Simon Baloyi on 011 018 5528/5507/5556 or ThamiN@nda.org.za; nthabisengk@nda.org.za; simonb@nda.org.za

1. OVERVIEW OF NDA

The National Development Agency (NDA) is an agency of government that reports to Parliament through the Department of Social Development. The NDA is classified as a public entity under schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and was established in November 1998 by the National Development Act, 1998 (Act No. 108 of 1998) (NDA Act) as government's response to the challenge of poverty and its causes in South Africa.

The NDA plays a critical role in contributing towards shifting the country from the scourge of poverty towards poverty eradication. Through the Act and various policies, the NDA contributes to – but is not limited to – the advancement of economic development, social cohesion, access to basic human rights and skills development. This contribution of the NDA supports the National Development Plan (NDP) 2030 outcomes for a greater and better South Africa.

1.1 Constitutional Mandates

The NDA strategic intentions and objectives are guided by the requirements of Chapter 2 of the Constitution of the Republic of South Africa. Chapter 2 of the Constitution outlines the Bill of Rights which sets out the fundamental rights of all South Africans, including the right to dignity and the right to equality. The Bill of Rights also states when rights may be limited. The NDA-legislated mandate requires the NDA to contribute towards poverty eradication and its causes, thus responding to the Bill of Rights to affirm the rights to health care, food, water, social security, children and education rights.

1.2 Policy Mandate

The NDA's functions are guided by the National Development Plan (NDP), the Medium-Term Strategic Framework (MTSF), Sector Plans and the United Nations Sustainable Development Goals (SDGs). The aim of the NDP is in line with the NDA's mandate. The NDP aims to reduce inequality and eliminate poverty by 2030. The NDP is grounded on six (6) pillars, which outlines objectives to be achieved by 2030 and the intended outcomes.

From the 13 outcomes, the NDA contributes towards seven (7):

- Outcome 1: Economy and Employment
- Outcome 4: Inclusive rural economy
- Outcome 7: Improving education, training and innovation
- Outcome 9: Social protection
- Outcome 11: Building a capable and developmental state
- Outcome 12: Fighting corruption
- Outcome 13: Nation-building and social cohesion

1.3 NDA Legislative Mandate

The NDA's mandate is derived from the National Development Agency Act, 1988 (Act No. 108 of 1998). In terms of the Act, the primary objective of the NDA is to contribute towards the eradication of poverty and its causes by granting funds to CSOs for the purposes of:

- (a) carrying out projects or programmes aimed at meeting the development needs of poor communities; and
- (b) strengthening the institutional capacity of other CSOs involved in direct service provision to poor communities.

The secondary objects of the NDA in terms of the Act are-

- (a) to promote-
 - (i) consultation, dialogue and sharing of development experience between CSOs and relevant organs of State; and
 - (ii) debate on policy development
- (b) to undertake research and publication aimed at providing the basis for development policy.

2. BACKGROUND

The secondary mandate of the NDA, of conducting research and evaluation studies which is used as an engagement tool between organs of state, civil society and the private sectors on debates to improve and enhance South African development policy landscape. In addition, the outputs are used to inform program planning, implementation and management of NDA development Programs. The research and evaluation approaches and methodologies must be sound and credible for all the role players in the development policy discourse to rely on them in making policy decisions.

The National Development Agency has developed a research and evaluation strategy that outlines the strategic approach towards conducting studies produced by the NDA for purposes of informing, sharing of information and promoting debates amongst those key stakeholders in development policy. The strategy provides a medium term view of research and evaluation areas that are key in the current development policy discourse. The aim is to build a body of knowledge and information that is reliable, useful and accurate for policy makers, managers and implementers to make informed choices on options that can produce effectiveness in the application of development policy. The research and evaluation outputs will be in the form of publications (policy papers, research & evaluation reports, Best practices, Case studies, etc).

The National Development Agency research and evaluation priorities have been identified based on the NDA mandate, state of the nation address priorities for 2019/20, DSD sector portfolio (DSD, SASSA & NDA) approach and resolutions taken by the state and the ruling party strategic focus, the COVID-19 pandemic and research outcomes and recommendations from previous studies in these areas. The three areas of focus are economic transformation and job creation; education, skills and health, a capable, ethical and developmental state. The contextualisation of these focus areas has taken consideration of the prevailing status of COVID-19 pandemic which has an impact on the social, development and economic livelihood of the population.

To support and operationalise the research and evaluation strategy, on annual basis, the NDA research and evaluations functions are required to produce an annual research and evaluation agenda based on the priorities and environment factors of government in addressing challenges facing the state. The research and evaluation agenda guide the NDA on what areas

should its research and evaluation focus on in the year, and how its should engage with all stakeholders on the outputs of its research and evaluation for purposes of influencing policy, proving evidence on performance of programmes and inform insitutional planning processes.

The outputs and outcomes of the NDA reserch projects are aimed at responding to the some of the critical areas which government and NDA in partcular position its self to design evidence based policy development, planning, implementation and measurments of outcomes through:

- Generating knowledge and information that can enhance policies, strategies and programmes for improving effectiveness;
- Creating sustainable platforms for consultation, dialogues, debates and sharing of development policy between the state organs, civil society, private and academic sectors;
- Promoting the use of evidence-based policymaking & review, strategic decision making, programme planning and monitoring across all sectors of the South African economy;
- Provide tools to identify issues that have an impact on development and possible solutions for the range of social, development and economic challenges.

3. PURPOSE OF BID

The purpose of this tender is to invite potential professional service providers to submit proposals to provide professional research and evaluation services to the NDA. Membership of a panel will continue over 60 months unless a bidder performs poorly in one or more assignment(s), or does not submit any bids for 2 years. Appointment to a panel does not imply that any contract will be awarded to a bidder. Panel members will be invited to respond to specific calls and submit detailed proposals to the NDA on a project by project basis.

3.1 Specifications

Bidders must select one category that best describe their institution; and cannot select more than one category to fit the description of their institution. You cannot bid as consortium or group of organisations/ institutions for the panel bid.

CATEGORY	CLASSIFICATION	DESCRIPTION	AREA OF SPECIALITY	NUMBER OF RESEARCH/ EVALUATION STAFF
CATEGORY 1	Small Research or Evaluation private consultancies	Research or evaluation private firms with limited capacity to take large, complex studies without sourcing skills outside the firm	<ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies 	Less than 5 Researchers/evaluators in staff complement (excluding administrators and support staff)

CATEGORY 2	Medium to large size research or evaluation private firms	Private research or evaluation registered as private institutions capable of undertaking any size of research or evaluation projects	<ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies 	5 or more research and evaluation staff complement in the institution (excluding administrators and support staff)
CATEGORY 3	Civil Society Organizations, (NPO/NGO, Cooperatives) registered research and evaluation organizations	Organisations registered under the relevant Act as CSOs with expertise of conducting research or evaluations	<ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies 	A minimum of 1 research or evaluation staff member within the the CSO (excluding administrators & support staff)
CATEGORY 4	Academic research or evaluation institutions and Units	Registered academic institution in South Africa, under the Higher Education Registration Act and its Head Office based in South Africa capable of undertaking any size of research or evaluation projects	<ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies 	A minimum of 6 research and evaluation staff complement in the institution (excluding administrators & support staff)
CATEGORY 5	State (Government) Research or evaluation institutions	A state owned research or evaluation institution, listed under the PFMA schedule of public entities capable of undertaking any size of research or evaluation projects	<ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies 	A minimum of 6 research and evaluation staff complement in the institution (excluding administrators & support staff)

			<ul style="list-style-type: none"> • Education development studies • Policy studies 	
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Bidders to respond in the following way:

- Select the category that best describe your organisation from the categories 1- 5 in the above table to ensure that your bid is evaluated within that category requirements. An organisation or institution cannot select more than one (1) category, NB: failure to select one category or selecting more than one category will lead to disqualification of the bid
- Complete the checklist attached to provide the information required to best describe your institution to confirm the category you have selected. Failure to complete and submit the completed checklist with the bid response documents will lead to disqualification of the bid
- Provide a detailed narrative on the bid proposal that demonstrate
 - the ability and the required services within the set parameters and scope;
 - track record concerning the services required research or and evaluations;
 - compliance with the Agency's requirements, research and evaluation tools required to conduct or undertake quality research or evaluations

4. SCOPE OF WORK

The objective of the NDA in inviting responses to this request is to appoint suitably qualified and experienced research and evaluation service providers to be used by the NDA in the different categories "as and when required basis" for a period of 60 months. The appointed members of the panel must have competencies, skills and capacities to do the following work on behalf of the NDA:

- Conceptualization and drafting research or evaluation studies in the social, economic and development sectors of the South African economy, including specialized areas such as agriculture, health, education, safety and security etc
- Conduct research or evaluative studies in the social, economic and development sectors of the economy, including specialized areas such as agriculture, health, education, safety and security etc.
- Produce and publish research and evaluation report from research and evaluation conducted,
- Produce policy briefs emanating from the research studies
- Facilitate and participate in development policy dialogues between the state, civil society, and private sectors debates and engagements on informing development policy in South Africa
- Partner or Collaborate with the NDA to share research and evaluation outputs dissemination, including sharing platforms for dialogues, marketing research and evaluation work and conferencing facilities.

Appointment organizations/institutions in the panel will be requested to conduct specific research or evaluations through responding to specific ToR's by means of a costed proposal that the NDA will issue from time to time as per specified categories on an "as and when required basis" for a period of 60 months.

5. REQUIREMENTS

- 5.1 Prospective service providers (Bidders) must respond through a proposal and demonstrate competency and experience in conducting research studies, evaluation studies and policy briefs writing and presentation,
- 5.2 Bidders must present and demonstrate appropriate qualifications, skills and experience in the institution to conduct the studies and produce quality research or evaluation products.
- 5.3 Bidders must present and demonstrate they have in-house tools and skills required to capture, manage and analyse data collected for the research or evaluation study
- 5.4 Specific topic research or evaluation competencies for the various areas that are normally assessed on a project to project basis are indicated in Table 1 for Evaluation projects and Table 2 for Research Projects. While the functional evaluation criteria for admission to each of the Panels will focus on a limited number of these competencies, the functional criteria used for evaluating project-specific bids normally include all the competencies indicated below.

Table 1: Summary of evaluation competencies

Descriptor	Demonstrated ability to
1. Overarching consideration	
1.1 Contextual knowledge and understanding	Have an in-depth understanding of development issues and drivers of change affecting the country, knowledge of the National Development Plan, the 14 national priority outcomes and relevant sectors, 7 priorities of Government, legislation and government systems.
1.2 Ethical conduct	Understand ethical issues relating to evaluation, including potential or actual conflict of interest, protecting confidentiality/anonymity, and obtaining informed consent and ethical clearance from evaluation participants where necessary.
1.3 Interpersonal skills	Lead evaluation and its processes using facilitation and learning approaches, to promote commitment and ownership of stakeholders
2 Evaluation leadership	
2.1 Project management	Lead and manage an evaluation team effectively and efficiently, and manage the NDA projects effectively to completion in a way which delivers high-quality evaluations and builds the trust of stakeholders.

2.2 Composition of the team	Strong project manager, evaluation specialist, and sector specialist (not necessarily three people) as well as other relevant team members for the specific assignment
3 Evaluation craft	
3.1 Evaluative discipline and practice	Use knowledge base of evaluation (theories, models including logic and theory-based models, types, methods and tools), critical thinking, analytical and synthesis skills relevant to the evaluation.
4. Implementation	
4.1 Theory of change	Develop a clear theory of change with quality programme log frames with good programme logic and indicators
4.2 Design	Design and cost an appropriate and feasible evaluation with appropriate questions and methods, based on the evaluation's purpose and objectives.
4.3 Managing evaluation	Manage evaluation resources to deliver high-quality evaluations and related objectives within budget, on time and to appropriate standards
4.4 Report writing and communication	Write clear, concise and focused reports that are credible, useful and actionable, address the key evaluation questions, and show the evidence, analysis, synthesis, recommendations and evaluative interpretation and how these build from each other

Table 2: Summary of research competencies

Descriptor	Demonstrated ability to
1. Overarching considerations	
1.1. Contextual knowledge and understanding	Have an in-depth understanding of development issues and drivers of change affecting the country, knowledge of the National Development Plan, the 14 national priority outcomes, 7 priorities of Government, legislation and government systems.
1.2 Ethical conduct	Understand ethical issues relating to research, including potential or actual conflict of interest, protecting confidentiality/anonymity, and obtaining informed consent and ethical clearance from research participants where necessary.
1.3 Interpersonal skills	Undertake research projects using effective facilitation and participatory approaches.

2. Research leadership	
2.1 Project management	Demonstrate that research projects undertaken are effectively led and efficiently managed towards completion in a way which delivers high-quality findings and analysis.
2.2 Composition of the team	Competent lead researcher and research team
3. Research crafting	
3.1 Research experience	Design specific research methods and tools to address the research questions which include qualitative, quantitative, mixed or synthesis methods as well as analytical tools
3.2 Information and data generation	Systematically gather, document, analyse, and synthesise relevant evidence, data and information from the range of both primary and secondary data.
4. Implementation	
4.1 Report writing and communication	Write clear, concise and focused reports that are credible and useful with actionable recommendations. Present research findings using simple language and graphics and make available all primary data derived from the research.
4.2 Policy Briefs production	presents a concise summary of information that can help readers understand, and likely make decisions about, government policies, and suggest possible policy options, or go even further and argue for particular courses of action.

6. EVALUATIONS

TECHNICAL EVALUATION FOR QUALIFICATION FOR APPOINTMENT TO THE PANEL

A. Documents for Technical Evaluation

Company profile with the Organogram (with written references from suppliers' clients, detailing the nature of work done, duration of the contract). The references should be on the referee's official letterhead with full contact details and designation of the person signing the reference letter.

Technical Evaluation Category 1: Small Research or Evaluation private consultancies		
Description		Points
Technical understanding of designing and conducting Research and or Evaluation requirements	<ul style="list-style-type: none"> • Research/Evaluation Methods: research/evaluation methods that the bidder has used previously, with well explained methodology/techniques [20 points] • Report production: adequately outlined structure and appropriate content to be covered in a research or evaluation. (10 points) 	30

Capacity and skills to conduct research and evaluation	<ul style="list-style-type: none"> • Researcher / M&E practitioner- Minimum Master degree in the field of their studies, 5 or more years of experience in the field of research or evaluations; have lead more than 3 research or evaluation studies in their career , have produced reports (20 points) 	20
Areas of research or evaluation presented are relevant to the requirements	<p>The institution has conducted research in two or more of the following areas:</p> <ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies <p>(Any two or more relevant areas of research or evaluation will be awarded 20 points)</p>	20
Availability of tools and software used in conducting research and evaluations	<p>Demonstrate access and availability of data capture, cleaning and analysis software in two or more of the following.</p> <ul style="list-style-type: none"> • EXCEL Spreadsheet (advance) • Stata • SPSS • SAS • R • Epiinfo • NVivo • ATLAS • CAQDAS • MAXQDA <p>Or any other that you use that is not on the list</p> <p>(A letter confirming access and competency of any two or more relevant data analysis software will be awarded 20 points. Failure to provide such confirmation will result in a score of zero)</p>	20
Experience in conducting and producing research or evaluation studies	<p>Two (2) copies of Research or evaluation reports of previous work done which demonstrates good use of evidence and good logic.</p> <p><i>(two copies of different research or evaluation reports submitted will be awarded 5 points each)</i></p>	10
	Total Points	100
	Minimum Threshold	80
	Total Points Scored	

Technical Evaluation Category 2: Medium to large size research or evaluation private firms		
Description		Points
Technical understanding of designing and conducting Research and or Evaluation requirements	<ul style="list-style-type: none"> • Research/Evaluation Methods: research/evaluation methods that the bidder has used previously, with well explained methodology/techniques (15 points) • Report production: adequately outlined structure and appropriate content to be covered in a research or evaluation. (5 points) 	20
Capacity and skills to conduct research and evaluation	<p>Research or Evaluation project leader</p> <ul style="list-style-type: none"> • Minimum Master degree in the field of their studies and 10 or more years in the field of research/evaluations (5 points) • Must have lead more than 5 research or evaluation studies in their career (5 points) <p>Senior Researcher/ Senior M&E practitioner-</p> <ul style="list-style-type: none"> • Minimum Master degree in the field of their studies, provided technical expertise in the area of the study and 5 or more years in the field of research/evaluations (5 points) • Must have produced reports and or published studies they were part of as co-authors or first author of the publication. (5 points) <p>Two Researchers/M&E practitioners– Minimum Bachelor's Degree in their field of study with 2 years or more experience, they have been part of a team of researchers/evaluators in studies conducted by the institutions or previous institutions they work for. (10 points)</p>	30
Areas of research or evaluation presented are relevant to the requirements	<p>The institution has conducted research in three or more of the following areas:</p> <ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies • Statistical analysis of trends in the public policy environment • Data modelling and Forecasting • Cost benefit analysis of programmes and interventions • Impact assessment studies for policy and legislative requirements <p>(Any three (3) relevant areas of research or evaluation will be awarded 15 points)</p>	15
Availability of tools and software used in conducting research and evaluations	<p>Demonstrate access and availability of data capture, cleaning and analysis software in three or more of the following.</p> <ul style="list-style-type: none"> • EXCEL Spreadsheet (advance) • Stata • SPSS • SAS • R • Epiinfo • NVivo 	15

	<ul style="list-style-type: none"> • ATLAS <p>Or any other that you use that is not in the list</p> <p>(A letter confirming access and competency of any three or more relevant data analysis software will be awarded 15 points. Failure to provide such confirmation will result in a score of zero)</p>	
Experience in conducting and producing research or evaluation studies	<p>Two copies of Research or evaluation reports of previous work done which demonstrates good use of evidence and good logic.</p> <p><i>(two copies of different research or evaluation attached will be awarded 5 points each)</i></p>	10
Facilities and capabilities to provide and partner in policy /evaluation dialogues/dissemination sessions	<p>Physical infrastructure for dialogues and dissemination – the institution must demonstrate the capability to physically host more than 30 delegates for the purposes of dialogues and dissemination sessions in its premises, with projectors for presenters (written confirmation/Title deed of such premises)</p>	5
	<p>Virtual tools and facilities for webinars – the institution must have tools to conduct webinars through any of the IT systems to link delegates to their computers, smart phones, or any gadgets compatible with the webinar software the institution is using and has a recording abilities of the proceedings(Written confirmation of the virtual tools)</p>	5
	Total Points	100
	Minimum Threshold	80
	Total Points Scored	

Technical Evaluation Category 3: Civil Society Organizations (NPO/NGOs/Cooperatives) registered research and evaluation organisations		
Description		Points
Technical understanding of designing and conducting Research and or Evaluation requirements	<ul style="list-style-type: none"> • Research/Evaluation Methods: research/evaluation methods that the bidder has used previously, with well explained methodology/techniques (20 points) • • Report production: adequately outlined structure and appropriate content to be covered in a research or evaluation. (10 points) 	30
Capacity and skills to conduct research and evaluation	<ul style="list-style-type: none"> • Researcher / M&E practitioner - Minimum Master degree in the field of their studies, 5 or more years in the field of research or evaluations; have lead more than 3 research or evaluation studies in their carrier, have produced reports or published studies they were part of. (20 points) 	20
Areas of research or evaluation presented are relevant to the requirements	<p>The institution has conducted research in two or more of the following areas:</p> <ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies <p>(Any two or more relevant areas of research or evaluation will be awarded 20 points)</p>	20
Availability of tools and software used in conducting research and evaluations	<p>Demonstrate access and availability of data capture, cleaning and analysis software in one or more of the following.</p> <ul style="list-style-type: none"> • EXCEL Spreadsheet (advance) • Stata • SPSS • SAS • R • Epiinfo • NVivo • ATLAS <p>Or any other that you use that is not in the list (A letter confirming access and competency of any two or more relevant data analysis software will be awarded 20 points. Failure to provide such confirmation will result in a score of zero)</p>	20
Experience in conducting and producing research or evaluation studies	<p>Two (2) copies of Research or evaluation reports of previous work done which demonstrates good use of evidence and good logic. (two copies of different research or evaluation submitted will be awarded 5 points each)</p>	10
	Total Points	100
	Minimum Threshold	80
	Total Points Scored	

Description		Points
Technical understanding of designing and conducting Research and or Evaluation requirements	<ul style="list-style-type: none"> • Research/Evaluation Methods: research/evaluation methods that the bidder has used previously, with well explained methodology/techniques (15 points) • Report production: adequately outlined structure and appropriate content to be covered in a research or evaluation. (5 points) 	20
Capacity and skills to conduct research and evaluation	<p>Research or Evaluation project leader</p> <ul style="list-style-type: none"> • A PhD in the field of research or evaluations (4 points) • 10 or more years' experience in the research or evaluation field and project management (4 points) • Must have lead more than 5 research or evaluation studies in their career, have produced reports or published studies they were part (4 points) 	12
	<p>One (1) Senior Researcher / Senior M&E practitioner</p> <ul style="list-style-type: none"> • A minimum Master degree in the field of their studies (5 points) • Have 5 or more years in the field of research or evaluations with reports produced (5 points) 	10
	<p>Four (4) Researchers/M&E practitioners – Minimum Bachelor's Degree in their field of study with 2 years or more experience, they have been part of a team of researchers/evaluators in studies conducted by the institutions or previous institutions they work for.</p> <p>(A total of 8 points will be given for 4 researchers/evaluators meeting the minimum requirement above)</p>	8
Areas of research or evaluation presented are relevant to the requirements	<p>The institution has conducted research in three or more of the following areas:</p> <ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies • Statistical analysis of trends in the public policy environment • Data modelling and Forecasting • Cost benefit analysis of programmes and interventions • Impact assessment studies for policy and legislative requirements <p>(Any three (3) or more relevant areas of research or evaluation will be awarded 12 points)</p>	12

Availability of tools and software used in conducting research and evaluations	<p>Demonstrate access and availability of data capture, cleaning and analysis software in three or more of the following.</p> <ul style="list-style-type: none"> • EXCEL Spreadsheet (advance) • Stata • SPSS • SAS • R • Epiinfo • NVivo • ATLAS • MAXQDA • RQDA • Thematic Analysis without a software <p>Or any other that you use that is not in the list (A letter confirming access and competency of any three or more relevant data analysis software will be awarded 15 points. Failure to provide such confirmation will result in a score of zero)</p>	15
Experience in conducting and producing research or evaluation studies	<p>Three (3) copies of Research or evaluation reports of previous work done which demonstrates good use of evidence and good logic. <i>(three copies of different research or evaluation attached will be awarded 5 points, should the bidder only bid for panel of researchers, only 3 copies of past research reports, similarly to Evaluations)</i></p>	15
Facilities and capabilities to provide and partner in policy dialogues and engagements	<p>Physical infrastructure for dialogues and dissemination – the institution must demonstrate the capability to physically host more than 30 delegates for the purposes of dialogues and dissemination sessions in its premises, with projectors for presenters (written confirmation/Title deed of such premises)</p>	4
	<p>Virtual tools and facilities for webinars – the institution must have tools to conduct webinars through any of the IT systems to link delegates to their computers, smart phones, or any gadgets compatible with the webinar software the institution is using and has a recording abilities of the proceedings (Written confirmation of the virtual tools)</p>	4
	Total Points	100
	Minimum Threshold	80
	Total Points Scored	

Technical Evaluation Category 5: State (Government) Research or evaluation institutions		
Description		Points
Technical understanding of designing and conducting Research and or Evaluation requirements	<ul style="list-style-type: none"> • Research/Evaluation Methods: research/evaluation methods that the bidder has used previously, with well explained methodology/techniques (15 points) • Report production: adequately outlined structure and appropriate content to be covered in a research or evaluation. (5 points) 	20
Capacity and skills to conduct research and evaluation	Research or Evaluation project leader <ul style="list-style-type: none"> • A PhD in the field of research or evaluations (4 points) • 10 or more years' experience in the research or evaluation field and project management (4 points) • Must have lead more than 5 research or evaluation studies in their career, have produced reports or published studies they were part (4 points) 	12
	One (1) Senior Researcher / Senior M&E practitioner <ul style="list-style-type: none"> • A minimum Master degree in the field of their studies (5 points) • Have 5 or more years in the field of research or evaluations with reports produced (5 points) 	10
	Four (4) Researchers/M&E practitioners – <ul style="list-style-type: none"> • Minimum Bachelor's Degree in their field of study (1 point) • 2 years or more experience in research/evaluations (1 point) <p>(A total of 8 points will be given for 4 researchers/evaluators meeting the minimum requirement above)</p>	8
Areas of research or evaluation presented are relevant to the requirements	<p>The institution has conducted research in three[3] or more of the following areas:</p> <ul style="list-style-type: none"> • Development studies • Economic development studies • Agriculture studies • Health and welfare studies • Education development studies • Policy studies • Statistical analysis of trends in the public policy environment • Data modelling and Forecasting • Cost benefit analysis of programmes and interventions • Impact assessment studies for policy and legislative requirements <p>(Any three (3) or more relevant areas of research or evaluation will be awarded 15 points)</p>	12
Availability of tools and software used in conducting research and evaluations	<p>Demonstrate access and availability of data capture, cleaning and analysis software in three or more of the following.</p> <ul style="list-style-type: none"> • EXCEL Spreadsheet • Stata • SPSS • SAS • R 	15

	<ul style="list-style-type: none"> • Epiinfo • NVivo • ATLAS <p>Or any other that you use that is not in the list</p> <p>(A letter confirming access and competency of any three or more relevant data analysis software will be awarded 15 points. Failure to provide such confirmation will result in a score of zero)</p>	
Experience in conducting and producing research or evaluation studies	Three (3) copies of Research or evaluation reports of previous work done which demonstrates good use of evidence and good logic. <i>(three copies of different research or evaluation attached will be awarded 5 points)</i>	15
Facilities and capabilities to provide and partner in policy dialogues and engagements	Physical infrastructure for dialogues and dissemination – the institution must demonstrate the capability to physically host more than 30 delegates for the purposes of dialogues and dissemination sessions in its premises, with projectors for presenters (written confirmation/Title deed of such premises)	4
	Virtual tools and facilities for webinars – the institution must have tools to conduct webinars through any of the IT systems to link delegates to their computers, smart phones, or any gadgets compatible with the webinar software the institution is using and has recording abilities of the proceedings (Written confirmation of the virtual tools)	4
	Total Points	100
	Minimum Threshold	80
	Total Points Scored	

Note: Bidders who score less than 80% on technical evaluation will not be evaluated further.

COMMERCIAL EVALUATION (PHASE 2)

6.1 Bids will be evaluated per the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

6.2 The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and the second phase following the 80/20 preference points system respectively. The appointment of Professional Service Providers for Panels of Research and Evaluation will be evaluated on the first phase ONLY which is functionality. The second phase will be done on an “as and when required basis”; after a Request for Proposal (RFP) has been issued out for a specific research/evaluation work to the relevant category of the panel of research and evaluations.

6.3 Bid proposal must score a minimum of eighty (80) points or more out of hundred (100) points on functionality in order to qualify for being included in the panel of research and

evaluations. A bid proposal scoring less than 80 out of 100 will not be considered for addition into the panel of research and evaluations.

- 6.4 Phase two: After a Request For Proposal (RFP) has been issued out by the NDA to the relevant category of the panel of research and evaluation; bid proposals will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid average cost per hour will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 6.5 In order to claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agencies such as SANAS or Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.
- 6.6 Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- 6.7 Bidders will be requested to complete the preference claim form (SBD 6.1) in order to claim preference points.
- 6.8 A tender will be awarded to the tenderer who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points). It should be noted that the NDA reserves the right not to appoint any service provider and no service provider will be reimbursed for any costs incurred whilst participating in this bid

7. PRICING

- 7.1 Service providers will be required to submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT.
- 7.2 Service providers must indicate if their prices will be firm for the duration of the proposed contract period, if not, the proposed escalations should be clearly indicated.
- 7.3 Service Providers must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- 7.4 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 7.5 All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.
- 7.6 A Two envelope system will be used for the submission of proposals.

8. TENDER VALIDITY

All submitted bids must be valid for 150-days from the closing date of RFP issued.

9. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval.

10. MANDATORY DOCUMENTS

- 10.1 Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report.
- 10.2 Company registration documents (CIPC, DSD for NPOs).
- 10.3 A letter/resolution authorising the person signing the bid documents and contracts.
- 10.4 ID copies of partners/owners.

10.5 Completed and signed SBD documents.

10.6 Bidders **MUST** select the category that best describe their organisations from the categories 1- 5 in Section 3.1 to ensure that their bids are evaluated within that category requirements. An organisation or institution cannot select more than one (1) category, NB: failure to select one category or selecting more than one category will lead to **disqualification of the bid**.

Failure to submit the above requirements with the bid document will lead to disqualification. There will be no disqualification for none submission of a BEE certificate/sworn affidavit but service providers who do not submit will be scored a zero.

11. CENTRAL SUPPLIER DATABASE

The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017

12. CONTRACT AWARD

A binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as basis to finalise contract terms and conditions.

13. DISCLAIMER

- 13.1. Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA, and its officers and employees will not be liable with respect to any information communicated which is not accurate, current or complete.
- 13.2. If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters), the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the NDA an opportunity to consider what corrective action is necessary (if any).

- 13.3. Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 13.4. No representations made by or on behalf of NDA in relation to this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

14. ADDITIONS AND AMENDMENTS TO THE BID

14.1. The NDA reserves the right to change any information in, or to issue any addendum to this bid before the closing date and time. The NDA its officers and employees will not be liable in connection with either the exercise of, or failure to exercise this right.

14.2. If the NDA exercises its right to change information in terms of clause 14.1 all amendments will be communicated to all bidders.

15. CONTENT PAGE

Participating bidders are required to submit a detailed proposal using the "proposal writing Guide" template provided in this bid documents. Complete the checklist attached to the proposal guide, a checklist that has not been completed will result in the bid being disqualified.

NAME OF BIDDER				
APPLICATION FOR WHICH PANEL(S)	Evaluation	Research	Research and Evaluation (Both)	

ANNEXURE A1: DETAILS OF PAST EVALUATION/RESEARCH EXPERIENCE: (Attach reference letters)					
Research Project description (if quantitative, qualitative, mixed-methods, descriptive, Longitudinal, Cross-sectional, Action research, formative, summative, process, outcome and impact evaluation	Client name	Client contact name, number, e-mail address	Contract start date	Contract end date	Contract value

ANNEXURE A2: DETAILS OF PAST PROJECT MANAGEMENT BY THE BIDDER (Attach reference letters)					
Project description	Client name	Client contact name, number, e-mail address	Contract start date	Contract end date	Contract value

ANNEXURE A3: DETAILS OF TEAM LEAD AND OTHER TEAM MEMBERS (Attach certified copies of qualifications)					
Name and Surname	Role in research projects	Certified Qualifications	Experience (include years)	Race	Gender

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:		CLOSING DATE:		CLOSING TIME:			
DESCRIPTION							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON				CONTACT PERSON			
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE			NUMBER		
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE			NUMBER		
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Particulars of tender (If applicable)Tender number Estimated Tender amount R Expected duration of the tender year(s)**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AuditAre you currently aware of any Audit investigation against you/the company? YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:
.....
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number Number	Employee / Persal Number

4 DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS
CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD
THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



NDA

National
Development
Agency

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	<p>If so, furnish particulars:</p>		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2