



RFP NUMBER:	RFP/SASSETA/21221008
DESCRIPTION:	Appointment of a panel of Researchers for a period of three (3) years
PUBLISH DATE:	08 April 2022
CLOSING DATE:	04 May 2022
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 Days from the closing date
BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND DELIVERED/ COURIERED TO:	Proposals to be submitted electronically via email to research@sasseta.org.za or be couriered, posted or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga, Quoting the reference (RFP/SASSETA/21221008)
ATTENTION:	Mr Thapelo Motlhaga
<p>This email address (research@sasseta.org.za) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm02@sasseta.org.za</p>	

NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3) – Team leader information
4. Declaration of Interest (SBD 4)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Map to SASSETA offices (Annexure B)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All service providers are to take note of the implications of contravening the prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr Thapelo Motlhaga** at scm02@sasseta.org.za by **Friday 22 April 2022**. The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to: research@sasseta.org.za. **The maximum size to be 30 MB.**

OR

Hard-copy document to be couriered, posted or hand delivered to SASSETA Offices, Building 2, Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga, Quoting the reference (RFP/SASSETA/21221008).

❖ Closing date and time: **Wednesday 04 May 2022 at 11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00), especially for Hard copies.

1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF HARDCCOPY BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

1.7 FORMAT OF BIDS

1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders to complete SBD 3.3 by indicating the name of the team leader proposed for this assignment.

NB.: There will be no pricing requirements at this stage. Prices/quotations to be sought as and when research services are required.

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included), when research assignments are issued.

Part 3: Declaration of Interest (SBD 4)

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: General Conditions of Contract (Annexure A)

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 5: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

Part 6: Technical approach and Methodology

Bidder to :

- i. demonstrate a comprehensive understanding and experience in terms of approaches of undertaking research studies and outline research/evaluation design and methodology to be applied and demonstrate knowledge and experience in:
- ii. utilising qualitative and quantitative research methods;
- iii. the application of different data analysis methods; and
- iv. the production of research reports, with feasible recommendations.

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which

must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder's team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict timelines and have the capacity to do so.

Provide information on any additional value-added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/ output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 5 should be no longer than 10 single sided A4 pages in Arial 11 (font size).

Part 7: Signed Reference letters

The Bidding Company to attach a minimum of three (3) signed reference letters demonstrating experience in conducting research studies from different clients. Reference letters must be on a client's letterhead with contact details.

Part 8: Experience of the team leader

The CV of the team leader should demonstrate a minimum of four (4) or more research outputs published on the DHET Accredited Journals. The bidder to attach these four or more research articles with the proposal for SASSETA's

Part 9: Qualifications of the team members

The team leader should be in possession of atleast a master's degree in social sciences. International qualifications must be verified by SAQA and a copy of letters confirming verification.

NB: It is to be noted that the team leader proposed for this assignment cannot be replaced without prior approval by the SASSETA.

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
 - ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.8.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.9.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

- 2.1.1 SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA is among the SETAs that were re-established in the “New SETA Landscape” by the Minister of Higher Education and Training from 01 April 2020 to 31 March 2030.
- 2.1.2 SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). The SETA is accountable to the Board (Accounting authority) and the Department of Higher Education and Training (DHET) (Oversight authority).

2.2 SASSETA's Strategic Plan

- 2.2.1 SASSETA's Strategic Plan (2021/22 – 2024/25) refers to the eight (8) outcomes of the National Skills Development Plan (NSDP) that the SETA should respond to namely:
- 2.2.1.1 Outcome 1: Identify and increase production of occupations in high demand,
 - 2.2.1.2 Outcome 2: Linking education and the workplace,
 - 2.2.1.3 Outcome 3: Improving the level of skills in the South African workforce,
 - 2.2.1.4 Outcome 4: Increase access to occupationally directed programmes,
 - 2.2.1.5 Outcome 5: Support the growth of the public college institutional type as a key provider of skills required for socio-economic development;
 - 2.2.1.6 Outcome 6: Skills development support for entrepreneurship and cooperative development.
 - 2.2.1.7 Outcome 7: Encourage and support worker-initiated training; and
 - 2.2.1.8 Outcome 8: Support career development services.
- 2.2.2 In a partial response to outcome 2 of the NSDP (i.e., Identification of occupations in high demand), the Skills Planning and Research department compiled the Research Agenda for the SETA as indicated in 2.1.4 below.
- 2.2.3 On the other hand, SASSETA utilises WSP data to analyse skills gaps (top-up skills) and occupational shortages (scarce skills). The WSP data is complemented with other sources of demographic, economic and labour market data. The said analyses informs the development of the Sectoral Priority Occupations and interventions (PIVOTAL) list. The PIVOTAL list is utilised to confirm the key skills development programmes of SASSETA as captured in the Annual Performance Plan (APP) and the Service Level Agreement (SLA) with the DHET.
- 2.2.4 The main purpose of this exercise is to improve productivity at different workplaces in the safety and security sector. Therefore, at the centre of the skills planning mechanism is data, including WSP data as indicated above. Should data be inaccurate, it will contribute towards the

misinformation of the process of identifying and prioritising skills gaps and scarce skills in the sector.

2.3 SASSETA's Research Agenda

2.3.1 The purpose of the Research Agenda is to support a sound skill planning in order to respond to the skills development needs of the Safety and Security Sector. The same document also sets out three (3) research priorities for the period 2021/22 – 2024/25 and these are:

2.3.1.1 Updating the sub-sector and labour market research (2016/17-2020/21),

2.3.1.2 Professionalisation and transformation of the safety and security sector, and

2.3.1.3 Intensify the execution of evaluation (Impact and tracer) studies on skills development interventions funded by the SETA.

2.4 Updating Sub-sector and labour market research

2.4.1 This priority area is aimed at ensuring that sector needs are best catered for and to enable the SETA to address and align skills production for the sector. It builds on past knowledge of the subsector(s) reports which feeds into the annual update of the *Sector Skills Plan* (SSP), especially chapters on the Sector profile, Key skills issues as well as the Extent of skills mismatch to identify scarce and critical skills for the sector.

2.5 Professionalization and transformation of the sector

2.5.1 This priority area seeks to contribute towards professionalization and transformation of the sector by providing knowledge or understanding to progressively implement skills development interventions that would contribute towards transformation and professionalization in the sector.

2.6 Evaluation studies (including tracer, and impact assessment studies)

2.6.1 This priority area focuses on studies that seek to reflect on and self-critique the efficacy and effectiveness, as well as the impact of skills development interventions implemented in advancing the mandate of the SETA, particularly in terms of professionalising and transforming the sector.

2.6.2 In essence, the SASSETA's Research Agenda has been developed to support and advance the SETA's sector skills plan (SSP) as well as to further inform sub-sector's constituencies about the SETA's research focus areas and priorities for the duration of the Research Agenda from 2021 to 2025.

2.6.3 Moreover, the White Paper for Post-School Education and Training notes that research should be at the centre of building a focussed and responsive post-schooling system. It also asserts that partnership with higher education institutions (HEI) and industry need to be established to support research on industry needs and skills planning. It is envisaged that the subsector research studies will support **skills priority actions** as identified in the SSP namely:

2.6.4 Strengthening partnership with sector training institutions and academies,

- 2.6.5 Advance transformation and professionalization of the sector,
- 2.6.6 Support information communication and technology (ICT) skills (including, but not limited to, the implications of industry 4.0 in the safety and security sector),
- 2.6.7 Improving technical and specialised skills, and
- 2.6.8 Contribute towards building an active citizenry.

2.7 PURPOSE

- 2.7.1 SASSETA requires the services of suitable and experienced Panel of researchers from academia, research institutes and research consultancies to conduct various assignments as indicated in paragraph 2.8 (i.e., Scope of work) below.

2.8 SCOPE OF WORK

- 2.8.1 Successful bidders will:
 - 2.8.1.1 Conduct qualitative and quantitative research to inform SASSETA Sector Skills Plan (SSP) as and when called upon to do so;
 - 2.8.1.2 Implement impact and tracer studies to determine the impact of SASSETA skills development interventions; and
 - 2.8.1.3 Deliver labour market intelligence relating to the Safety and Security Sector.

2.9 REQUIRED DELIVERABLES

- 2.9.1 The required deliverables will include:
 - 2.9.1.1 Inception report(s).
 - 2.9.1.2 Data collection instruments and the data sets; and
 - 2.9.1.3 Draft reports,
 - 2.9.1.4 Final reports
 - 2.9.1.5 Power-Point presentations, and
- 2.9.2 **Inception reports**
 - 2.9.2.1 Inception reports will provide details about:
 - 2.9.2.1.1 The research methodology to be utilised, including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis, and a draft (but detailed) table of contents; and
 - 2.9.2.1.2 The proposed research tools will be discussed with and approved by the Research unit of SASSETA before data collection commences.
- 2.9.3 **Data collection instruments and the data sets**
 - 2.9.3.1 An electronic copy of all data collection instruments, and the sector-specific data set will be submitted to SASSETA Research unit.

2.9.4 Draft reports

2.9.4.1 The service provider to submit a draft report for SASSETA's review, and to incorporate suggestions and recommendations from SASSETA. Moreover, more rounds of revisions may be required before final versions of final report can be produced.

2.9.5 Final reports

2.9.5.1 Final approved reports will be submitted as follows:

2.9.5.1.1 One (1) electronic copy in PDF; and

2.9.5.1.2 Ms Word formats.

2.9.6 Power-Point presentations

2.9.6.1 Final presentations of the overall findings and recommendations will be made to SASSETA's management for validation.

2.10 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY WITH THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

2.10.1 Research methodology and report writing

2.10.1.1 The bidders are expected to demonstrate a comprehensive understanding and experience in terms of approaches of undertaking research studies and outline research/evaluation design and methodology to be applied and demonstrate knowledge and experience in:

2.10.1.1.1 utilising qualitative and quantitative research methods;

a) the application of different data analysis methods; and

b) the production of research reports, with feasible recommendations.

2.10.2 The bidding company's experience

2.10.2.1 The Bidding Company to attach a minimum of three (3) signed reference letters demonstrating experience in conducting research studies from different clients and must be on a client's letterhead with contact details.

2.10.3 Team Leader's qualification and experience

2.10.3.1 The team leader should be in possession of the following qualifications and demonstrate the following experience:

2.10.3.1.1 A minimum of a master's degree in social sciences. International qualifications must be verified by SAQA and a copy of letters confirming verification.

2.10.3.1.2 A minimum of four (4) or more research outputs published on the DHET Accredited Journals. The bidder to attach these four or more research articles with the proposal for SASSETA's

2.11 TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.11.1 The successful Panel of service providers will be appointed for a period of three (3) years from date of appointment.
- 2.11.2 Work allocation on this panel will be procured on an ad-hoc basis and price quotations will be sought before appointment. Project timeframes will be dependent on the scope and the nature of the assignment as determined by SASSETA from time to time.

2.12 PRICING

- 2.12.1 For appointment on this panel, there will be no pricing required at this stage. Pricing will be sought on an ad-hoc basis as and when work is available. Bidders will be required to provide an all-inclusive cost of each assignment as per the pricing structure.

2.13 ACCOUNTABILITY AND REPORTING

- 2.13.1 The service provider will report directly to the Skills Planning, Research, monitoring, evaluation and reporting Department of SASSETA for the duration of the assignment.

2.14 INTELLECTUAL PROPERTY

- 2.14.1 The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

3.1.2 Conditions for selection/short listing

3.1.2.1 All submissions will be evaluated as follows:

3.1.2.1.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Register the hardcopy proposals in the tender register at SASSETA reception. **Hardcopy Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.2 THE PROPOSED SELECTION CRITERIA

3.2.1 Functionality Evaluation

3.2.1.1 All proposals will be evaluated on the criteria provided in the table below. The proposals from all bidders will be rated on a scale of 0 to 2 as follows:

- 0: Required documents(s)/item(s) not submitted/ Unacceptable/
Does not meet set criteria.
1: Satisfactory. Should be adequate for the stated element.
2: Exceptional mastery of the requirement. Should ensure extremely effective performance.

3.2.1.1.1 Functionality Table

The functionality table addresses the proposed technical approach and research methodology, as well as the suitability of the project team

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Proposed technical approach and research / evaluation methodology of the bidder	Rating out of 2	Evaluation criteria	40%	
Bidding Company to demonstrate comprehensive understanding and experience in terms of approaches of undertaking research studies and outline research/ evaluation design and methodology to be applied and demonstrate knowledge and experience in: <ul style="list-style-type: none"> • utilising qualitative and quantitative research methods; • the application of different data analysis methods; and • the production of research reports, with feasible recommendations. (30 Points) 	Bidding Company to outline research/evaluation design and methodology to be applied			
	0	Research / evaluation methodology and report writing details NOT included/ Short research / evaluation methodology and report writing details that does not relate to the full scope of work.	30%	
	1	Research / evaluation methodology and report writing details that includes: <ul style="list-style-type: none"> • Detailed Research/evaluation designs and methodologies • Detailed research/evaluation data analysis techniques/methods 		
	2	<ul style="list-style-type: none"> • Detailed Research/evaluation designs and methodologies • Detailed research/evaluation data analysis techniques/methods • Preliminary literature review • Deliverables • Project plan which indicates activities and timeframes that adhere to the terms of reference, and • Detailed risk and mitigation plan. 		
The Bidding Company to attach a minimum of three (3) signed reference letters demonstrating experience in conducting research studies from different clients and must be on a client's letterhead with contact details. (10 Points)	Reference letters for the work done previously.			
	0	The bidder has NOT attached or attached less than three (less 3) reference letters.	10%	
	1	The bidder has attached three (3) reference letters.		
	2	The bidder has attached four (4) or more reference letters.		

Suitability of the project team leader	Qualifications & Publications		60%	
<p>The project team leader must be in possession of a masters/Doctoral degree in social sciences. (20 points)</p> <p>NB: Copies of certificates must be attached. International qualifications must be verified by SAQA and a copy of letters confirming verification.</p>	0	Certified copies of certificates or letter(s) confirming international qualification(s) not attached.	20	
	1	Certified copy of a master's degree in social sciences or conformation of an equivalent international qualification attached.		
	2	Certified copy of a PhD degree or higher in social sciences or conformation of an equivalent international qualification attached		
<p>The project team leader to demonstrate a minimum of Four (4) or more research outputs published on the DHET Accredited Journals with the proposal for SASSETA's. The bidder to attach these four or more research articles. <u>The Bidder to record the reference number for the published journal.</u> (40 points)</p>	Publications in DHET accredited Journals			
	0	The project team leader has completed less than three (less 4) published Articles in the Department of Higher Education and Training (DHET) accredited Journals.	40%	
	1	The project team leader has completed Four (4) research published Articles in the Department of Higher Education and Training (DHET) accredited Journals		
	2	The project team leader has completed Five (5) or more research published Articles in the Department of Higher Education and Training (DHET) accredited Journals		
Total			100%	

NB: Bidders need to obtain a minimum of 80% for functionality for them to be evaluated further. If none of the bidders obtain 80% threshold, the threshold will be reduced to 70%. If none of the bidders meet the 70% functionality threshold, they will be eliminated from further evaluation.

NB: For appointment on this panel, there will be no pricing required at this stage. Pricing will be sought on an ad-hoc basis as and when work is available. Bidders will be required to provide an all-inclusive cost of each assignment as per the pricing structure.

3.3 ADJUDICATION OF BID

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider submitted the lowest bid price based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/21221008	CLOSING DATE:	04 May 2022	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a panel of Researchers for a period of three (3) years				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to research@sasseta.org.za OR be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Thapelo Motlhaga		CONTACT PERSON	Mr Thapelo Motlhaga	
E-MAIL ADDRESS	Scm02@sasseta.org.za		E-MAIL ADDRESS	Scm02@sasseta.org.za	
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 LEVEL AFFIDAVIT	STATUS SWORN	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 PART B:3]		
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 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.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: RFP/SASSETA/21221008
CLOSING TIME: 11h00	CLOSING DATE: 04 May 2022

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
	**(ALL APPLICABLE TAXES INCLUDED)	

THERE WILL BE NO PRICING REQUIREMENTS AT THIS STAGE. PRICES/QUOTATIONS TO BE SOUGHT AS AND WHEN RESEARCH SERVICES ARE REQUIRED.

Bidders are to complete the name and surname of the proposed team leader/project manager on this assignment and ensure that comprehensive CVs of this member is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below.	IS THE CV ATTACHED (circle the response below)	IS THE CERTIFICATE ATTACHED (circle the response below)
1.	1 X Project manager/ Team manager		Yes/No	Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² 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. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Pricing (SBD 3.3) Bidders to complete SBD 3.3 by indicating the name of the team leader proposed for this assignment. NB.: There will be no pricing requirements at this stage. Prices/quotations to be sought as and when research services are required.	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate	
4.	Part 4: Submitted the General Conditions of Contract (Annexure A) Bidders to initial each page of Annexure A	
5.	Part 5: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
6.	Part 6: Technical approach and Methodology Bidder to : i. demonstrate a comprehensive understanding and experience in terms of approaches of undertaking research studies and outline research/evaluation design and methodology to be applied and demonstrate knowledge and experience in: <ul style="list-style-type: none"> • utilising qualitative and quantitative research methods; • the application of different data analysis methods; and • the production of research reports, with feasible recommendations. 	
7.	Part 7: <u>Signed Reference letters</u> The Bidding Company to attach a minimum of three (3) signed reference letters demonstrating experience in conducting research studies from different clients. Reference letters must be on a client's letterhead with contact details.	
8.	Part 8: <u>Experience of the team leader</u> The CV of the team leader should demonstrate a minimum of four (4) or more research outputs published on the DHET Accredited Journals. The bidder to attach these four or more research articles with the proposal for SASSETA's.	
9.	Part 9: <u>Qualifications of the team members</u> The team leader should be in possession of atleast a master's degree in social sciences. International qualifications must be verified by SAQA and a copy of letters confirming verification.	