



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: K Watson, Tel No: (012) 312 7566, Email: [kobusw@dsd.gov.za](mailto:kobusw@dsd.gov.za)

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP  
A MONITORING AND EVALUATION ELETRONIC SYSTEM**

1. Tender No: SD06/2020
2. Closing Date: 07 August 2020 at 11:00
3. The following documents form part of this invitation for a proposal:
  - SBD1: Invitation to bid
  - SBD3.3: Pricing Schedule
  - SBD4: Declaration of Interest
  - SBD6.1: Preference points Claim Form
  - SBD8: Declaration of Bidders past SCM Practices
  - SBD9: Certificate of Independent Bid Determination
4. All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
  - i. Name and address of the Bidder
  - ii. Bid number
  - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

ACTING DIRECTOR-GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 21/07/2020

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)</b>				
BID NUMBER:	SD06/2020	CLOSING DATE:	07 AUGUST 2020	CLOSING TIME: 11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO DEVELOP A MONITORING AND EVALUATION ELETRONIC SYSTEM			
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
		TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT
		<input type="checkbox"/> No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
		<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
		[IF YES ENCLOSE PROOF]	[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER				DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				
TOTAL NUMBER OF ITEMS OFFERED				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON		
CONTACT PERSON		TELEPHONE NUMBER		
TELEPHONE NUMBER		FACSIMILE NUMBER		
FACSIMILE NUMBER		E-MAIL ADDRESS		
E-MAIL ADDRESS				

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
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 ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**PRICING SCHEDULE**  
(Professional Services)

BID NO: SD06/2020

CLOSING TIME 11:00 ON 07 AUGUST 2020

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VAVULE ADDED TAX</u>
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### APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MONITORING AND EVALUATION ELETRONIC SYSTEM

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

.....

.....

.....

.....

R.....

R.....

R.....

R.....

R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

.....

.....

.....

R..... days

R..... days

R..... days

R..... days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

.....

..... R.....

..... R.....

..... R.....

..... R.....

TOTAL: R.....

Name of Bidder: .....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid .....
7. Estimated man-days for completion of project .....
8. Are the rates quoted firm for the full period of contract? \*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....
- .....
- .....
- .....

Any enquiries regarding bidding procedures may be directed to the –

Mr Kobus Watson  
Email: [KobusW@dsd.gov.za](mailto:KobusW@dsd.gov.za)

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>):  
.....
  - 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.

<sup>1</sup>"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.

<sup>2</sup>"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	State Employee Number / 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

May 2011

## 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 not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

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	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
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		NO	
-----	--	----	--

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 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 .....

.....

.....

## 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	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? <b>(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).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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:		

**SBD 8**

### 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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> 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

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE CHIEF  
DIRECTORATE: MONITORING AND EVALUATION IN THE DEPARTMENT OF SOCIAL DEVELOPMENT TO  
DEVELOP AN M&E FRAMEWORK AND A COMPREHENSIVE ELECTRONIC M&E SYSTEM FOR THE SECTOR  
OVER A 36 MONTH PERIOD**

**1. JUSTIFICATION OF ASSIGNMENT**

The policies and programmes implemented by the Departmental Social Development (DSD) are a major component of Government's expenditure and play a key role in the country's strategy for addressing poverty and vulnerability, especially of women, children, the elderly and persons with disability. Managing and ensuring the optimal use of these resources requires rigorous systems that will assist us to better understand how effectively (or not) these programmes are implemented, which results are being achieved or not and at what costs. While many monitoring and evaluation (M&E) initiatives are currently underway within the DSD, they are not guided by a coherent M&E Framework and Theory of Change for the sector. Data collection are not standardized across provincial departments and down to a district level. Various manual data collection tools are currently being used which results in poor data quality and unreliable data. Developing this M&E framework, an electronic M&E system and a related fully costed implementation plan represents a priority for the DSD. The M&E framework together with the Theory of Change will be developed in line with the MTSF (2020/21 – 2024/25).

It is envisaged that the successful development and implementation of the Social Sector-Wide M&E Framework and electronic monitoring system in all provincial departments even at a district level will assist the Department in terms of the following:

- Provide a uniform electronic monitoring system for Social Sector, which will assist in comparisons of Provincial and National performance and are part of the enabling environment for Social Development.
- To provide readily available and easy access to data and information for tracking Social Development performance at a national and provincial level suitable to provide a good basis for decision making, to identify our course of action and act as a core for planning, accountability and transparency.
- Assist the Social Development sector to portray better who we are and where we are going and will lay the basis for consensus amongst managers on how we should measure the progress we are making towards improving the quality of life of people.
- Improvement of data quality through standardized data elements and indicators, data collection tools, processes and regular data quality audits.
- Assist with data centralization at National, Provincial and District level to support standardization of implementation for informed decision-making.
- Provide an early warning system, which would assist in DSD management purposes and to engage in evidence policy making.

## **2. BACKGROUND**

The Social Development Sector is a sector with concurrent functions and comprises the National Department, its nine provincial counterparts and the two social development agencies, the National Development Agency (NDA) and the South African Social Security Agency (SASSA). The constitutional mandate of the National Department of Social Development is to provide sector-wide national leadership in social development.

Based on its mandate, the National DSD serves as the central co-ordinating body for the social development sector, develops, and implements programmes for the eradication of poverty, social protection, social welfare and social development amongst the poorest of the poor and the most vulnerable and marginalised. The National DSD is responsible for policy and programme development, which is implemented by nine Provincial Departments of Social Development.

The strategy for reaching the target populations involves partnerships with an extensive network of Non-Profit Organisations (NPOs) which serve as the main service delivery agents at a provincial and local level, are largely funded by government, and the NPO Act and the Provincial Departments through funding agreements regulate them.

Monitoring and Evaluation (M&E) is central for every government department or institution as it assesses the performance of programmes and policies of that particular department. M&E outputs and outcomes enable an organization to learn from the past and contribute to more informed decision-making. Informed decisions lead to improved performance and accountability by stakeholders. As a Department with concurrent functions, the National DSD should be directly involved in the development of systems and structures to collect performance information play a supporting role, to manage performance information, and monitor Provincial performance information and use it to evaluate the overall delivery of services in the sector.

Various M&E systems and manual data collection tools exist in the Department of Social Development, nationally and provincially such as for ECD, Foster Care, Gender Based violence etc. None of these systems and data collection tools are very successful in terms of providing useful and reliable data for monitoring and decision-making purposes.

The M&E Chief Directorate in DSD is charged with the responsibility of developing an integrated M&E framework and Theory of Change for the sector and a comprehensive electronic M&E system for standardized data collection and reporting purposes on the implementation of DSD programmes.

## **3. AIMS AND OBJECTIVES**

The aim of this assignment is to strengthen the DSD's M&E capacity at national as well as at the provincial and district level and to promote and facilitate the collection and analysis of reliable data and reporting.

The specific objectives of the assignment are to assist the Chief Directorate M&E in the DSD with the following:

- To develop a comprehensive Monitoring & Evaluation (M&E) Framework and Theories of Change for the Social Development Sector.
- Develop a user-friendly electronic M&E system that can be implemented at a Provincial and District level to collect real time data, improve data management and timely decision making using an automated standardized and centralized database. This system and database should incorporate existing data and key project performance indicators.
- Identify and mitigate key risks within DSD programmes.
- To enable DSD to identify areas in which financial losses occur during the implementation of DSD programmes.
- To provide DSD with Quality Assurance Mechanisms in respect of data integrity to ensure the system outputs.

#### **4. SCOPE OF WORK**

The proposal is to develop an M&E Framework (including Theories of Change for the three different programmes) and an interactive, digital user-friendly M&E system for reporting on selected service delivery indicators for the sector, data management and archiving to enable the DSD sector to improve the management of its data and reporting function across all programme areas covering the following programme units:

- Social Security including Social Assistance, Social Insurance and Social Assistance Appeals
- Community Development including Community Mobilization and Empowerment, Poverty Alleviation, Sustainable Livelihoods and Food Security, NPO registration, funding and compliance
- Welfare Services including, Children's Rights and services, ECD, Older Persons, Persons with Disabilities, HIV and Aids, Social Crime Prevention and Anti-substance Abuse.

A three-year (36 months) Service Level Agreement will be entered into with the successful Service Provider to establish M&E Framework and Structure with support System, which can easily be adapted to accommodate DSD's programmes. The service needs to be rolled out in three (3) phases as follows:

##### **Phase 1**

- M&E Framework
- Theory of Change
- System Alignment
- National Team system training
- National Team fieldwork pilot (in three provinces)

##### **Phase 2**

- Provincial M&E Framework roll out
- Provincial M&E System roll out with hierarchy models

- Provincial training and implementation of the M&E System

### **Phase 3**

- District M&E Framework roll out
- District M&E System roll out with hierarchy models
- District training and implementation of the M&E System
- Centralisation of data integration of DSD programmes

In performing the assignment, the Service Provider shall address the following key issues:

- Interact with national and provincial M&E and programme stakeholders on the current monitoring processes, avenues for collecting and processing performance data and review existing M&E tools and templates across various initiatives to inform baseline and “as is” and use this to develop an inception plan and report.
- Interact with national and provincial M&E and programme stakeholders to develop an M&E Framework with Three Programme Theories of Change and selected indicators per sub-programme
- Interact with national and provincial M&E and programme stakeholders and IT Officials to develop an electronic monitoring system with modules per DSD programme for data input, analysis and report generation. The M&E system that will be designed must have GIS features, impact, outcome an output indicator and be compatible with the DSD operating systems. Proper documentation must be provided for all the modules developed and installed.
- Develop a fully costed and phased-in implementation plan of the M&E system at Provincial and district level.
- Pilot of the M&E system in three Provinces
- Provide the required training and support to National and Provincial Officials to effectively utilize the system as well as for the management and maintenance of the system.
- Provide the required maintenance and technical support for the M&E system.
- Provide the required training to the National and Provincial Officials to effectively conduct M&E fieldwork for data collection in line with the M&E Framework.

### **Features of the M&E Framework**

The M&E framework should have the following, but not limited components:

- The Theory of Change or Logic models for three main DSD programmes
- Selected indicators and indicator descriptions of the DSD sub-programmes
- The M&E performance plan

### **Features of the electronic M&E system**

Develop an electronic M&E system with the following, but not limited to features:

- The basic functionality of the system architecture needs to be standard and currently existing to accommodate DSD’s immediate M&E programmes.

- The standard architecture needs to be flexible in accommodating additions of modules to accommodate DSD's future projects and process alterations of current programmes
- The system should be customisable, such that it can easily accept changes and or improvements as and when required.
- Programme Dashboard Indicators
- Document Management tools for attachment of documents
- GIS analytical tools and integrated workflows
- Programme indicators to be included on hierarchy levels: impact /outcome/output
- Inbuilt analysis template with import and export functionality to MS Excel
- Inbuilt template for report generation
- Self-service online & offline portal for each program
- Automated email notifications for analyses, review & approval
- Different levels of access at data entry, approval, sign-off, viewing, analyses levels etc. for national, provincial and district officials.
- Generate notification emails for approaching and past deadlines of periodic reports, with automatic escalations in case of default
- The system should be usable in both online and offline contexts and cross platforms compatible with mobile capability (Android/iOS)
- The system should have a standard Secure Sockets Layer (SSL) certificate for security and designed in line with the Protection of Personal Information (POPI) Act on.4 of 2016.

## 5. OUTPUTS/DELIVERABLES AND ACTIVITIES

This assignment should deliver the following results by undertaking these high-level activities listed. Please Note: This table serves as an overall guide. The Service Provider is free to make adjustments as they see necessary in their proposal.

OUTPUTS/DELIVERABLES	HIGH LEVEL ACTIVITIES
Inception Report and process plan	<ul style="list-style-type: none"> <li>• Desktop study of all existing M&amp;E Systems in DSD</li> <li>• Consultations with national and provincial M&amp;E Officials and programme managers, IT colleagues</li> <li>• Participate in an inception meeting with the team</li> <li>• Draft Inception Report and process plan</li> <li>• Presentation at workshop</li> <li>• Review and final presentation</li> </ul>
M&E Framework	<ul style="list-style-type: none"> <li>• Consultations with national and provincial M&amp;E Officials and programme managers, IT colleagues</li> <li>• Draft M&amp;E Framework</li> <li>• Theory of Change Workshops</li> <li>• Presentation of draft M&amp;E Framework at workshop</li> </ul>

	<ul style="list-style-type: none"> <li>• Review and final presentation</li> </ul>
Develop an electronic monitoring system with modules per DSD programmes with documentation per module	<ul style="list-style-type: none"> <li>• Consultations with national and provincial M&amp;E Officials and programme managers, IT colleagues</li> <li>• Develop draft M&amp;E System <ul style="list-style-type: none"> <li>✓ Requirements definition</li> <li>✓ Development, installation, data migration, testing, fine tuning</li> <li>✓ Final acceptance testing, Reference manual preparation</li> </ul> </li> <li>• Conduct M&amp;E System workshops</li> <li>• Presentation and demonstration of a draft M&amp;E System at workshop</li> <li>• Review and final presentation</li> </ul>
A fully costed phased in implementation plan of the M&E system.	<ul style="list-style-type: none"> <li>• Consultations with national and provincial M&amp;E Officials and programme managers, IT colleagues</li> <li>• Presentation of draft implementation plan at workshop</li> <li>• Review and final presentation</li> </ul>
Pilot report	<ul style="list-style-type: none"> <li>• Develop pilot plan in collaboration with M&amp;E of pilot province</li> <li>• Implement pilot</li> <li>• Develop pilot report</li> <li>• Presentation of draft pilot report at workshop</li> <li>• Review and final presentation</li> </ul>
Training materials for utilization of system as well as maintenance and management	<ul style="list-style-type: none"> <li>• Develop training materials report</li> <li>• Presentation of draft pilot report at workshop</li> <li>• Review and final presentation</li> </ul>
Training workshops at provincial level	<ul style="list-style-type: none"> <li>• Development of Training Calendar</li> <li>• Implement training workshops in all nine provinces</li> <li>• Workshop reports</li> </ul>

## 6. TIMEFRAMES

It is expected that the project cycle will take approximately three years (36 months) to complete.

## 7. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Experience in developing and implementing electronic systems
- Experience in developing data collection electronic systems
- Experience with conducting service assessments/audits
- Development of basic Management Information Systems (MIS)
- Project management skills
- Financial costing skills
- GIS relational database, data management and analytical skills
- A broad understanding of the Public Finance Management Act, 1999 (No 1 of 1999) as amended (PFMA), Treasury Regulations and Division of Revenue Act

- Knowledge of Social Development sector's core mandate, policies and programmes as informed by its key priorities will be an advantage
- Good verbal and written communication for stakeholder management
- Ability to gather data, to compile information, and prepare reports
- Experience in M&E projects and the implementation thereof showing capability in respect of M&E fieldwork.

#### 8. NATURE OF THE CONTRACT

- The DSD requires a Service Provider that will execute the requirements of the TOR in collaboration with the DSD over the three-year period of the SLA.
- Work will start as soon as the appointment has been finalized and has to be completed over the three-year SLA period.
- Office space, printing, fax and telephone facilities will be provided in the DSD when required
- The Service Provider needs to provide own computer equipment.
- The Service Provider must populate the total costing per output/deliverable in the pricing schedule table below:

NO	OUTPUTS/DELIVERABLES
1	Inception Report and process plan
2	M&E Framework
3	Develop an electronic monitoring system with modules per DSD programmes with documentation per module
4	A fully costed phased in implementation plan of the M&E system.
5	Pilot report
6	Training materials for utilization of system as well as maintenance and management
7	Training workshops at provincial level

- The price quoted should be fully inclusive of VAT and all traveling, and subsistence as required.
- Payments will be done according to the following:
  - ✓ Costings for the work as issued by DSD, based on the rates provided by the successful Service Provider in the Pricing Schedule, i.e. task order based assignment (*Note, the rates of the Service Provider will be subject to negotiation prior to the award being made by DSD*)

#### 9. CONDITIONS

9.1 Prospective Service Providers must submit the following:

- CVs of the team assigned to the project, including their roles and responsibilities, experience on the issues relating to DSD sector (*Note: The team contained in the proposal*

*must be available for the duration of the project. Replacement of team members may only be done in consultation with DSD and replacement team members must have the same skills, knowledge and experience as those they are replacing)*

- b. A response to each of the elements identified in the evaluation matrix namely:
  - Proven relevant experience (at least 3 years) in development of M&E IT systems and web applications
  - Proven relevant experience (at least 3 years) and expertise in creating relational databases of similar size/type
  - At least 3 years work experience in relevant technical areas of developing M&E Frameworks, indicators and M&E plans.
  - At least 3 years of demonstrable experience in designing and delivering of training materials and services as well as practical implementation support on coaching services on M&E systems to SA government bodies
  - At least 3 years of demonstrable experience in execution of M&E fieldwork and implementation in accordance with various M&E frameworks.
- c. A project plan that states the methodology and approach for accomplishing the task, project phases, time frames and outputs

9.2 The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

9.3 All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Accounting Officer or his delegate.

9.4 DSD will become the owner of all information, documents, programmes, advice and reports collected and compiled by the Service Provider in the execution of this project.

9.5 The copy right of all documents and reports compiled by the Service Provider will vest in the DSD and may not be reproduced or distributed or made available in any other way without the written consent of the Department.

9.6 The Service Provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it is shall not be to the detriment of the Minister of Social Development.

9.7 The prospective bidders must submit an all-inclusive price.

## **10. MANAGEMENT ARRANGEMENTS**

Management within the DSD:

The contract will be project managed by the Director: Systems Development and Monitoring on through the establishment of National Steering Committee chaired by the Acting DDG: SOT.

This committee will include representatives from:

Welfare Services; Community Development; Comprehensive Social Security; Finance; IMST  
2 representatives from Provincial Departments; NDA and SASSA.

Appropriate Terms of Reference will be developed to guide the management of the national steering committee. At a high level the main role of the steering committee will be to provide overall leadership and guidance on the project, resolve challenges and approve the deliverable for payments.

The Director (Project Manager) shall be responsible for:

- Tracking of progress of tasks within time frames
- Assessment of quality of products
- Authorization of payments
- Facilitation of processes when required
- Providing comments and guidance throughout the process and the draft report
- Scheduling meetings and workshops with Service Provider as and when required

Management within the service provision

- The Service Provider is responsible for delivery of high-quality results to the specifications of the Department.
- The Service Provider is responsible to provide the Department with regular progress reports for the duration of the project.
- The Service Provider will attend meetings and workshops as and when required by the Department.

## **11. EVALUATION CRITERIA**

- 11.1 The DSD reserves the right not to accept the lowest quotation, as the elements listed in the evaluation matrix will play a major role, when evaluating proposals. Similarly, the DSD is not bound to select any of the organizations or individuals submitting a proposal.
- 11.2 Prospective Service Providers are required to complete the SBD 6.1 (Preference points claim form in respect to equity ownership by historical disadvantaged individuals) and SBD6.6 (Preference in respect of development of human resources) in order to qualify for preference points as eluded in Annexure B.
- 11.3 The evaluation of the bids will be conducted in three stages:
- a. Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the criteria set-up in paragraph 11.4. Proposals scoring less than 70% in respect of functionality will be disqualified and not be evaluated further.
  - b) During the second stage it will be expected of all the qualifying bidders to give verbal presentations on their proposals. The same criteria used for the scoring of bids in the first stage will be used to score bidders during the verbal presentations. Bidders scoring less than 70% on average (a combination of the first and second stages) will be disqualified, irrespective if they have qualified during the first stage. All costs for the presentations will be for the account of bidders.

c) Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preference Procurement Regulations 2017 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).

11.4 In respect to evaluation matrix, prospective Service Providers will be rated from 1 to 5 in that: 1 = very poor, 2 = poor and 3 = average, 4 = good and 5 = very good.

11.5 Evaluation matrix:

ELEMENT	Rating					Weight	Total
	1	2	3	4	5		
Proven relevant experience (at least 3 years) in development of M&E IT systems, web applications and databases						30	
Proven relevant experience (at least 3 years) and expertise in creating relational databases of similar size/type						20	
At least 3 years work experience in relevant technical areas of developing M&E Frameworks, indicators and M&E plans as well as data analysis and reporting.						10	
At least 3 years of demonstrable experience in designing and delivering of training materials and services as well as practical implementation support on coaching services on M&E systems.						10	
At least 3 years of demonstrable experience in execution of M&E fieldwork and implementation in accordance with various M&E frameworks.						10	
Functionality						80	

## 12. SUBMISSIONS

12.1 Prospective bidders must submit their bids proposals in two envelopes:

12.2 One envelope with the technical proposal outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.

12.3 One other envelope with the financial proposal (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

12.4 The entire proposal should be placed on disc in a PDF format

12.5 The following information must be endorsed on each envelope:

Bid number:

Closing date:

**Name of the Bidder:**

**Technical Proposal or Financial Proposal**

**12.6 The closing date for the submission of bid is 11h00 on 07 August 2020**

**12.7 Failure to comply with these conditions will result in a bid being disqualified.**

**12.8 Bids may only be submitted as follows:**

Deposited in the Tender Box,  
Foyer of the HSRC Building  
134 Pretorius Street  
Pretoria

**12.9 Bids received after the closing date and time will be regarded as late and will not be evaluated.**

**Enquiries:**

**All enquiries may be directed to Ms P Masilo via electronic mail at [pulanem@dsd.gov.za](mailto:pulanem@dsd.gov.za) or Mr K Watson at [kobusw@dsd.gov.za](mailto:kobusw@dsd.gov.za)**

**The Department will respond to all enquiries within 24 hours. The enquiries and responses will also be published on the Departmental website at [www.dsd.gov.za](http://www.dsd.gov.za)**

**The due date for the submission of all enquiries must be by the latest 31 July 2020.**