

3 February 2020

REQUEST FOR QUOTATION (RFQ)
**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RESEARCH SERVICES IN
DEVELOPING THE 2020/21 SECTOR SKILLS PLAN (SSP)**

RFQ	RFQ/MICT/35/2019
RFQ ISSUE DATE	5 FEBRUARY 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RESEARCH SERVICES IN DEVELOPING THE 2020/21 SECTOR SKILLS PLAN (SSP)
CLOSING DATE & TIME	19 FEBRUARY 2020 @ 11:00
LOCATION FOR SUBMISSIONS	19 RICHARDS DRIVE, GALLAGHER CONVENTION CENTRE WEST WING, LEVEL 3, MIDRAND
NUMBER OF DOCUMENTS	ONE (1) HARD COPY & ONE (1) SOFT COPY

Submissions must be **hand delivered and dropped in the MICT SETA tender box:** Block 2, Level 3 West, Gallagher Estate, 19 Richards Drive, Midrand **on or before the closing date of this RFQ.**

No e-mail submissions will be allowed. For queries, please contact: rfqs@mict.org.za

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION
**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RESEARCH SERVICES
IN DEVELOPING THE 2020/21 SECTOR SKILLS PLAN.**

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the “MICT SETA”, was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

MICT SETA seeks to appoint a professional and competent research service provider in conducting research and outlining the skills requirements within its five sub-sectors. This research will ensure that the SETA has relevant and updated information to allow it to perform its strategic skills planning functions for the sector. The research will be conducted on a 60/40 basis, with the MICT SETA Sector Skills Planning Researcher completing 40% of the total workload.

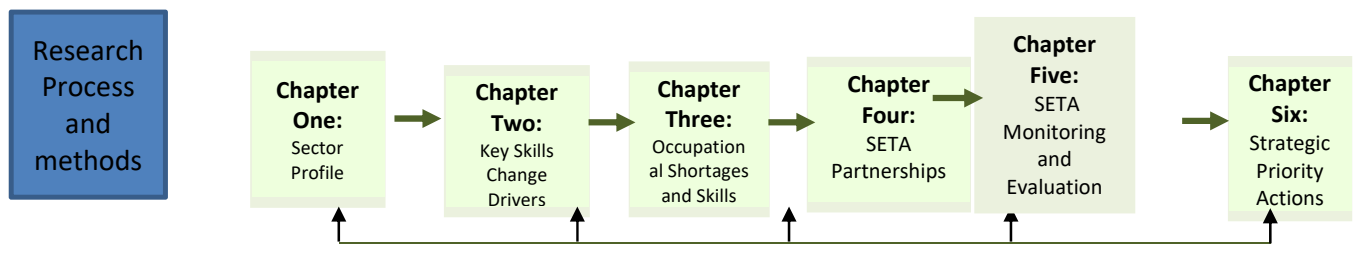
2. PURPOSE

The main purpose of a Sector Skills Plan is to:

- Inform supply-side planning in post-school institutions;
- Determine funding priorities via the levy grant system;
- Support regional and employer plans;
- Inform allocation of resources to develop qualifications and learning programmes;
- Establish occupation-specific skills priorities for the sector.
- Inform education and training institutions of demand needs in the labour market.
- Enable individuals to make informed career choices.
- Monitor skills development provision in the sector.

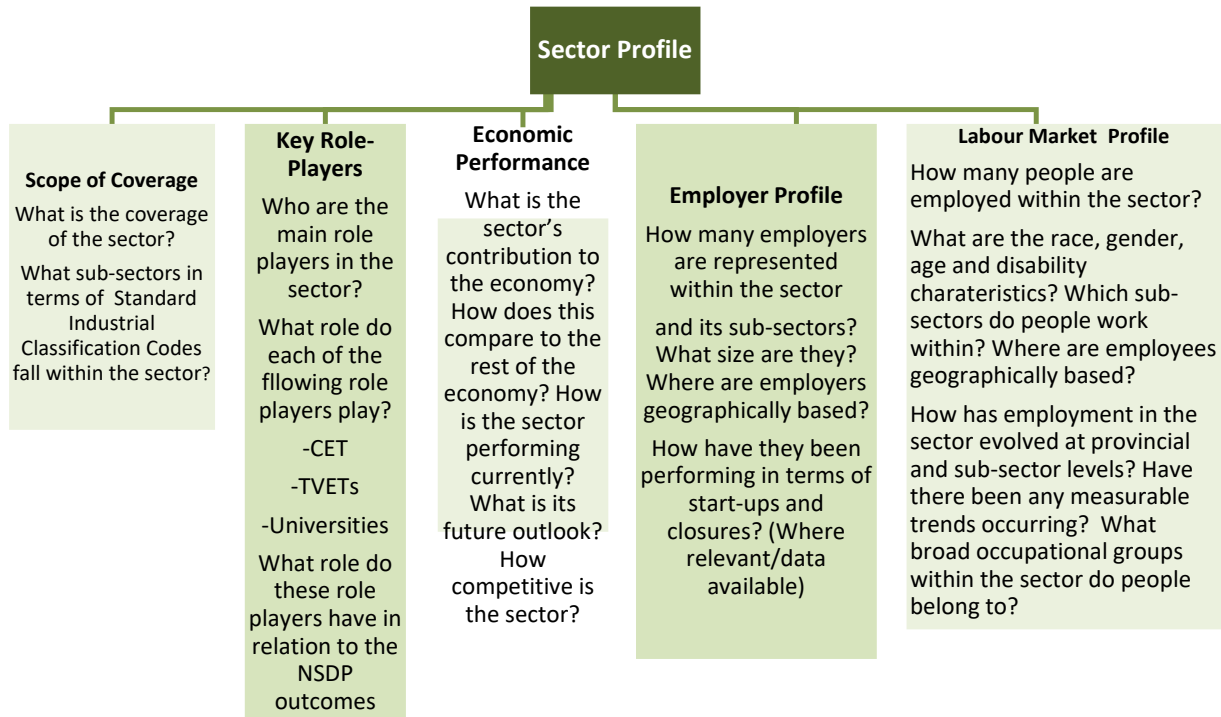
2.1 Bidder research focus areas include (but not limited to) the following:

Structure of SSP

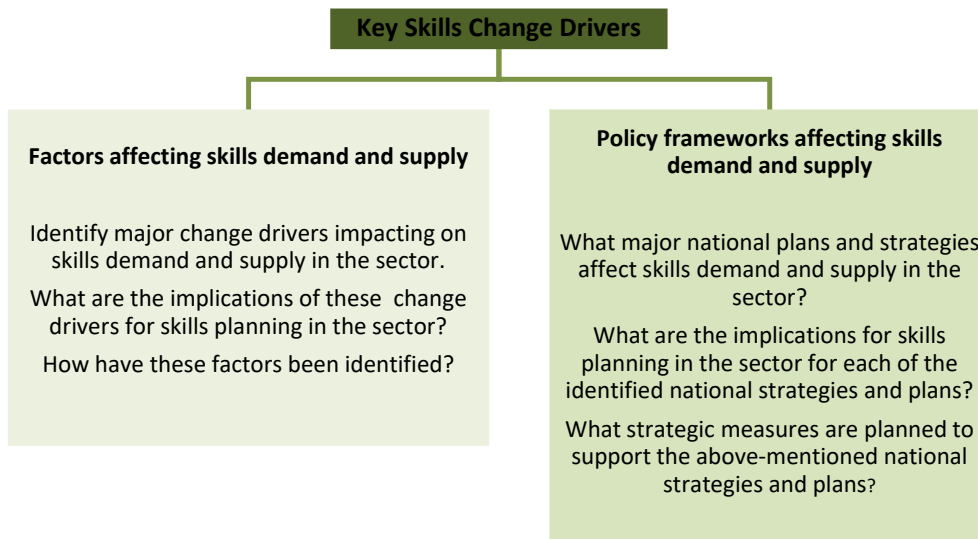


2.2 Bidders are required present research aligned to the six (6) chapters aligned with the below mentioned framework:

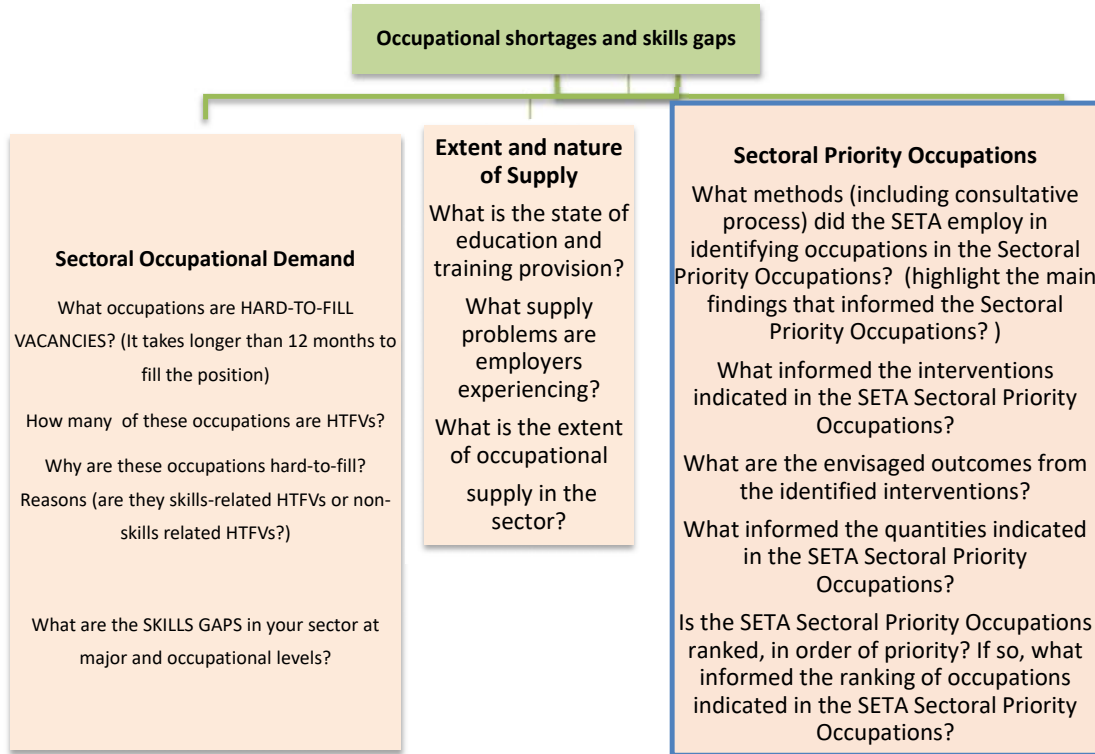
2.2.1 Chapter 1: Sector profile



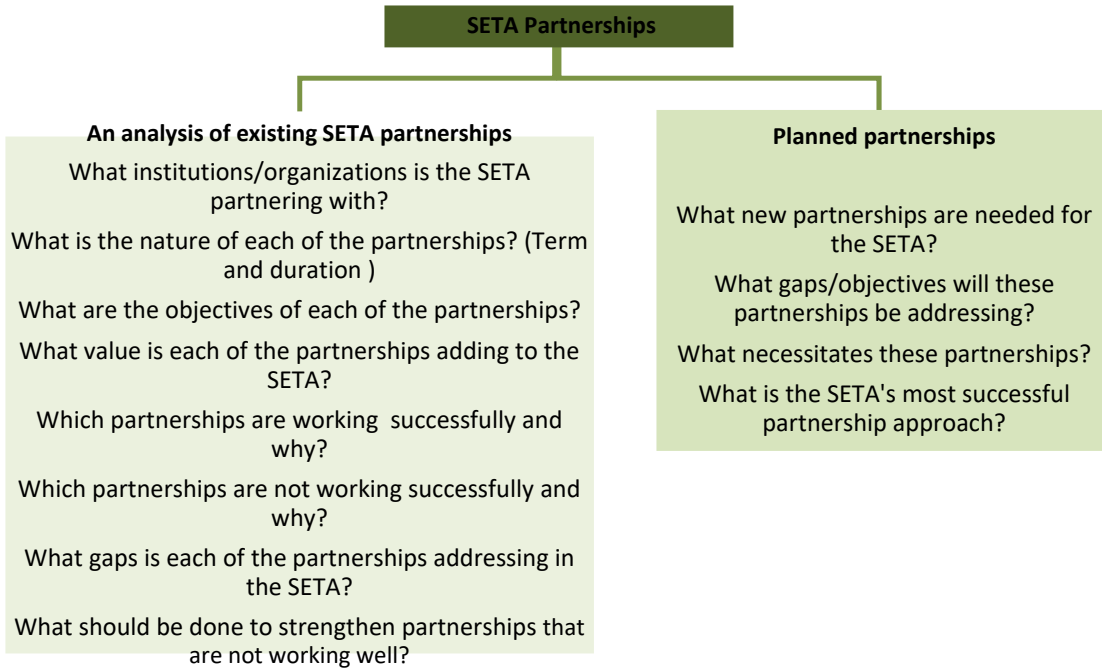
2.2.2 Chapter 2: Key Skills Change Drivers



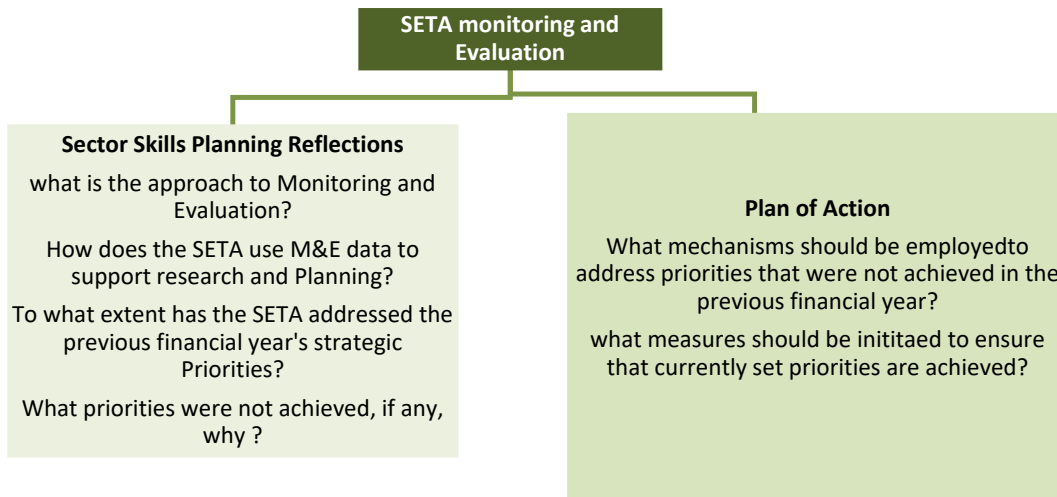
2.2.3 Occupational Shortages and Skills Gaps



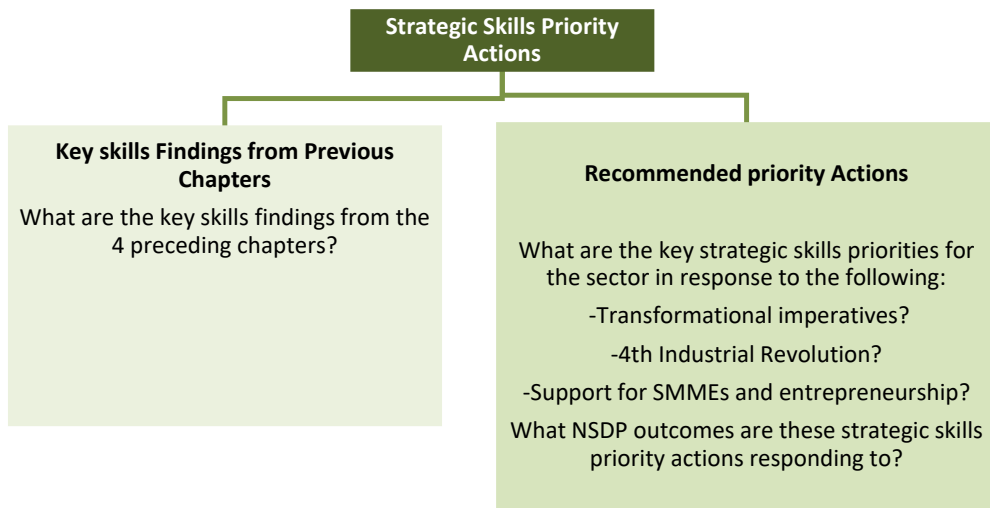
2.2.4 SETA Partnerships



2.2.5 SETA Monitoring and Evaluation



2.2.6 SETA Strategic Skills Priority Actions



3. METHODOLOGY

The bidder will be expected to design and apply tools which will produce analyses of valid and reliable data. This will include, but not limited to; literature reviews, surveys, interviews with key stakeholders and focus groups. Furthermore, the bidder is expected to propose a methodological approach that is applicable to the research questions in the latest SSP update. ***Below are some of the recommendations based on previous work undertaken that can be treated as an example of the requirements:***

- 3.1 Defining and describing the sector; this will involve mainly desktop research to produce a clear definition of the MICT sector, including its five sub-sectors. It is also important to define relationship boundaries.
- 3.2 Reviewing sectorial, key national policies and other measures to determine alignment.
- 3.3 Conducting analysis of remuneration levels and other trends in the sector using desk research and analysis of databases such as Stats SA, HETMIS, Quantec and Business Monitor, etc.
- 3.4 Examining linkages and alignment to national strategies and priorities using scenario thinking to understand and anticipate future trends for the MICT sector.
- 3.5 Analysing Work Place Skills Plans (WSPS) and Annual Training Reports (ATRs) that are submitted by employers.
- 3.6 Evaluating skills needs of different sub-sectors of the MICT SETA. This will exclude data from WSPs.
- 3.7 Organizing focus groups to test findings of desk, data and field research. This will be to explore potential strategies for the expanding sector, at the same time improve on labour absorption levels
- 3.8 Implementing supply side analysis based on current programmes available to meet the demands of the sector.
- 3.9 Improving the process of consultation within the SETA to validate the SSP with Stakeholders, including presentation, preparation and facilitation of discussion where required.
- 3.10 Reviewing and preparing the final SSP for submission based on stakeholder inputs.
- 3.11 The service provider shall deliver the SSP document, which should be no longer than 65 pages in order to meet the DHET's 2020/21 SSP framework requirements.
- 3.12 A portfolio of evidence (PoE) will be provided for each chapter. Such evidence will include full quantitative data sets and interview transcript; together with synthesis reports.

4. FORMAT AND LENGTH OF THE SSP

Length:	The length of the Sector Skills Plan MUST BE NOT MORE THAN 65 PAGES in length from cover to cover (this includes everything). The content should be succinct, focused, analytical and insightful rather than voluminous.
Portfolio of Evidence (PoE):	All sources of evidence, research materials, stakeholder engagement documents, attendance sheets, and other information on the SSP research should be kept as a Portfolio of Evidence at the SETA for referral in the event of a query.
Margins:	2.54cm top, bottom, left and right.
Line Spacing:	Single line spacing.
Font	Calibri 12
Illustrations:	Diagrams, tables and graphs should be numbered and labelled.
Layout:	The layout should be user-friendly.
Headings:	Headings should be numbered.
Language:	Free of language errors, easy to read and understand
Statistics	Use 2014 and 2019 statistics
PRESCRIBED STRUCTURE	
Cover Page	Cover page needed. (1 page)
Foreword:	A foreword for not more than 250 words should be written by the SETA Chairperson. (1 page)
Acronyms	Acronym Page. (1 page)
Executive Summary:	There should be an executive summary of not more than 3 pages. (not more than 3 pages)
Contents Page, Table of Figures, and Tables	There should be a contents page, table of figures and tables. (2 pages)
Text Referencing	Use the Harvard Method
Bibliography	A bibliography must be included at the end. (2 pages)

5. PRE-QUALIFICATION CRITERIA

- 5.1 Proof of registration on CSD (**Central Supplier Database**)
- 5.2 Bidder must provide proof and must be an EME or QSE **only (level 1 or level 2 BBEE contributor)** status will be considered (**no generic companies will be considered**)
- 5.3 RFQ bid document must be completed, signed and initialled by the authorised company representative

Note: All bidders who do not comply with the items listed above will be disqualified.

6. FUNCTIONAL EVALUATION CRITERIA

6.1 BBEE and Price

- 6.1.1 As the RFQ price is estimated to be between R 30 000.00 and R 50 million, therefore RFQ responses will be evaluated on the **80/20** Price & BBEE preference point system.

Functional Evaluation

- 6.2 The RFQ submission will be technically evaluated out of a maximum of **100**.
- 6.3 **Phase 1:** The bidder will be functionally evaluated against a set threshold of **30** out of the **30** - **noncompliance will result in a score of 0 points and the bidder will not qualify for further evaluation on Phase 2.**
- 6.4 Phase 2: The bidder will be functionally evaluated against a threshold of **60 out 70** - **noncompliance with the set threshold will not qualify the bidder for evaluation against Price and BBEE.**

Phase 1:

Assessment of evaluation of the functional criteria will be based on the table below.

Category	Description	Maximum points
Bidder to provide detailed methodology response:	<p>Bidder must provide evidence of proven knowledge of project research methodology, sampling, data gathering and previously work conducted must include examples in the form of project understanding and project plan, tools, analysis and reporting with recommendations. <i>(sample of work to be provided that includes elements list above)</i></p> <ul style="list-style-type: none">• Bidder meets expectation in terms of methodology and sample of work provided= 30 points <p>Non-compliance with the above = 0 points</p>	30
Total		30

Note: noncompliance will result in a score of 0 points and the bidder will not qualify for further evaluation on Phase 2.

Phase 2:

Assessment of evaluation of the functional criteria will be based on the table below.

Category	Description	Maximum points
Bidder to provide Port of Evidence of capacity to deliver past assignments as well as reference letters	<p>Bidder must provide POE reflecting capacity to deliver with details of past assignments in the research fraternity as well sector skills plan as part of their portfolio of evidence = 10 points</p> <p>Referral letters from clients (<i>on letterheads with contactable references</i>)</p> <p>Where; 1 to 2 letters provided= 10 points 3 to 4 letters provided= 20 points 5 and above letters= 30 points No POE and reference letters provided= 0 points</p>	40
Bidder to provide team lead CV and post graduate qualifications as well as social sciences background.	<p>Bidder to provide the curriculum vitae of the Team Leader including evidence of a certified Post Graduate qualification as well as Social Sciences background – evidence of such must be provided.</p> <p>The team leader must have at least have one (1) post graduate qualification and social sciences background = 10 points Or The team leader must have at least two (2) to three (3) post graduate qualifications and social sciences background = 20 points Or The team leader must have more three (3) post graduate qualifications and social sciences background = 30 points</p>	30
Sub-total		70

Bidders are required to present a commitment to the below mention calendar dates in order to receive = 30 points. Noncompliance will result in the bidder being disqualified for evaluation against Price and BBEE.

2020 Compliance Calendar		
Compliance Date	Mile stone/Compliance	DHET Requirements
15th June 2020	Submission of SETA SSP Draft and Sectoral Priority Occupations (PIVOTAL list)	Updated CIP, Executive Summary, A cover letter, Updated Research Agenda
15th June 2020	WSP/ATR Raw data is submitted to DHET	Levy Huge file

15th June -30th July 2020	DHET SSP Submission Feedback to SETAs	Attendance and Participation
1st August 2020	Submission of Final SSP and Final SETA Sectoral Priority Occupations (PVITOTAL list)	Updated CIP, Executive Summary, A cover letter, Updated Research Agenda

- 6.5** Bidders are required to pass the minimum threshold of **60 points** on the functional criteria in order to be considered for the final phase which is price and BBEE.
- 6.6** Bidders who score less than **60 points** will not be considered for the final phase, thus be disqualified.

7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8. POINTS AWARDED FOR PRICE

The **80/20** preference point system
 A maximum of **80** points is allocated for price on the following basis:

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

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

- 9.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.

- 9.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 9.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

10. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

11. CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 11.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 11.4** Award a contract to one or more bidder(s).
- 11.5** Accept any RFQ in part or full at its own discretion.
- 11.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

12. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of MICT- SETA, may make an offer or offers in terms of this RFQ invitation. In view of possible allegations of favouritism, should the resulting RFQ, or part thereof be awarded to-
 - (a) any person employed by the MICT- SETA in the capacity of bidder, consultant or service provider; or
 - (b) any person who acts on behalf of MICT- SETA; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of MICT- SETA; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The bidder or his/her authorised representative shall declare his/her position *vis-à-vis* MICT- SETA and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the bidder and a person employed by MICT- SETA in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:.....	
POSITION	:.....	
OFFICE WHERE EMPLOYED	:.....	
TELEPHONE NUMBER	:.....	
RELATIONSHIP	:.....	

2. Failure on the part of a bidder to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a bidder with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, MICT- SETA may, in addition to any other remedy it may have:
 - recover from the bidder all costs, losses or damages incurred or sustained by MICT- SETA as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which MICT- SETA may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

RFQ NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR RFQER

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate RFQ.

2 SUB-CONTRACTING

- 2.1 A bidder will not be awarded points for B-BBEE status if it is indicated in the RFQ documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points the bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A bidder awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3 DECLARATION OF SUB-CONTRACTING

3.1 Will any portion of the contract be sub-contracted? YES / NO

3.2 If yes, indicate:

3.2.1 The percentage of the contract will be sub-contracted%

3.2.2 The name of the sub-contractor

3.2.3 The B-BBEE status level of the sub-contractor.....

3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

RFQ NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR RFQER