



The term "Bid" Includes price quotations, advertised competitive bids, limited bids and proposals.

Document	Check Bidder	Verified SCM Unit
Invitation to bid (SBD 1)		
Declaration of interest (SBD 4)		
Preference Points Claim (SBD 6.1)		
Declaration of past supply chain management practices (SBD 8)		
Certificate of Independent Bid Determination (SBD 9)		
Valid B-BBEE Status Level Verification Certificate (Original or Certified Copy) bearing SANAS logo. QMEs/EMEs: Sworn affidavit / CIPC confirmation of turnover etc.		
Central Suppliers Database Registration Report Attached – Not older than 30 days NB: Only suppliers registered on CSD may bid.		
Additional documentation required for certain types of bids. If applicable the additional documents will be distributed as part of the tender / bid documentation	Check Bidder	Verified SCM Unit
Declaration certificate for local production and content for designated sectors (SBD 6.2)		

Declaration			
<ul style="list-style-type: none"> I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury) I have read the DPME standard Service Level Agreement (SLA) and have included in my (our) proposal and material changes that may be required to the SLA. I have completed and submitted all the documents indicated in the above checklist I have read and agree with the terms and conditions applicable to all bids as stipulated in this document I have noted and will comply with the delivery time frames indicated in the specifications / terms of Reference I am the authorised signatory of the applicant For the purposes of section 256 of the Tax Administration Act of 2011 I authorise the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation. 			
Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

ALL DPME BID DOCUMENTS ARE AVAILABLE FREE OF CHARGE FROM THE DPME WEBSITE OR DPME OFFICES AND MAY THEREFORE NOT BE SOLD

1. GENERAL

This request is issued in terms of the Public Finance Management Act (Act 1 of 1999) as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management instructions issued by the National Treasury, General Conditions of Contract published by National Treasury (GCC), the B-BBEE Act (Act 53 of 2003) as well as applicable Departmental Policies.

- Lead times / delivery periods should be clearly indicated in the quotation / proposal where applicable. The Department reserves the right to cancel any order where the delivery period indicated in the quotation / proposal is extended.
- The Department reserves the right to require delivery of the goods as specified, at the price quoted, regardless of any differences in specifications contained in the quotation.
- The department reserves the right NOT to appoint any Service Provider or to withdraw this request for bids/proposals.
- The department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid.
- The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

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 Department to view the taxpayer's profile and tax status.
- 2.3. Application for the tax compliance status (TCS) certificate 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 www.sars.gov.za.
- 2.4. The tax compliance requirements are not applicable to foreign bidders / individuals with no South African tax obligation, no history of doing business in South Africa. Foreign suppliers must complete a pre-award questionnaire from SARS on their tax obligation categorisation.
- 2.5. Bidders may also submit an original printed TCS certificate together with the bid.
- 2.6. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7. Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements (including tax compliance requirements) will be considered acceptable for further evaluation. Incomplete and late bids may be rejected. All documents indicated on page 1 must be submitted with each bid. Bidders must use the Standards Bid Documents (SBDs) included in this document (documents may not be re-typed)

All quoted prices should be valid (firm) for at least 120 days from the closing date indicated on SBD 1 and must be **inclusive of VAT**. Prices dependent on the **exchange rate** should include reference to the exchange rate used. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted unless specifically allowed in the ToR.

4. FUNCTIONAL EVALUATION

Functional criteria and/or specifications are contained in the specifications sheet or Terms of Reference. Unless otherwise indicated in the ToR, only service providers that submitted acceptable bids and that scored at least the minimum for each functional criteria as well as the overall minimum score (75%) will proceed to the PPPFA evaluation phase.

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

5. PRICE EVALUATION: THE PPPFA

Only bids that meet the minimum functional requirements / specifications indicated in the ToR will be evaluated in terms of the Preferential Procurement Framework Act and related regulations. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1. The applicable evaluation method is indicated in SBD 6.1.

Consortia or joint ventures must take note of SBD 6.1, paragraphs 5.4 and 5.5 regarding requirements for B-BBEE certificates.

If the 80/20 preference point system is specified on SBD 6.1 and all bids received exceed R50,000,000, the bid will be evaluated on the 90/10 preference point system.

6. REJECTION OF QUOTES / PROPOSALS

Any effort by a bidder to influence the evaluation, comparisons or award decisions in any manner, may result in rejection of the quote / proposal concerned. DPME shall reject a quote / proposal if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. DPME may disregard any quote / proposal if the bidder or any of its subcontractors:

- a) Is not tax compliant
- b) Have abused the Supply Chain Management (SCM) system of the Department or any other government department.
- c) Have committed proven fraud or any other improper conduct in relation to such system.
- d) Have failed to perform on any previous contract.
- e) Supplied incorrect information in the bid documentation.

7. VETTING

The Department reserves the right to approach the relevant authorities to verify the following for each bidder:

- Citizenship status (individuals)
- Company information
- Criminal records (individuals)
- Previous tender and government contract track records
- Government employment status (individuals)
- Company / closed corporation ownership / membership status (individuals)
- Suitability to handle confidential government information
- Qualifications of bidders / contractors / team members
- Any other information contained in bid documents

8. REGISTRATION ON DPME SUPPLIERS DATABASE

If not already registered, the successful bidder will be registered on the DPME suppliers database. The following terms and conditions apply:

8.1. All suppliers must be registered on the central suppliers database managed by National Treasury (www.csd.gov.za) before they can register on the DPME suppliers database.

8.2. All information will be treated confidentially.

8.3. Applications that are incomplete or that are not accompanied by the required documents will be disqualified. The included checklist should be completed to ensure completeness of the application.

8.4. Completed application forms should be posted to or hand delivered at the above mentioned addresses. No e-mail or fax copies can be accepted

8.5. The Department of Planning, Monitoring and Evaluation's (DPME) Service Provider Database will be used mainly for the purposes of identifying entities (individuals or juristic persons) when price quotations for

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

goods and services are to be invited. Requests for quotations / proposals are normally sent by e-mail to the address provided on the supplier registration form. The fact that an entity is registered as a supplier does not constitute any contractual relationship between the entity and the Department of Planning, Monitoring and Evaluation.

- 8.6. Suppliers may list a maximum of 5 categories of goods and services offered (Section 4). Where a supplier lists more than 5 categories, the DPME may at its own discretion reject the application or select the 5 most applicable categories.
- 8.7. For procurement above the financial limit applicable to price quotations, as determined from time to time by National Treasury, the DPME will normally invite competitive bids by means of advertisements in the Government Tender Bulletin. The onus is on entities to monitor the tender bulletin and to ensure that they obtain copies of the bidding documents that are available on the DPME when bids are advertised.
- 8.8. The Department reserves the right to approach potential service providers not on the database in cases where an insufficient number of suppliers are registered for a particular commodity or service or an insufficient number of quotations are received in response to a particular request for quotations or proposals.
- 8.9. It is the responsibility of a registered entity to inform the DPME immediately in writing of any changes in the particulars as stated in the application, especially changes in respect of contact details, ownership, B-BBEE and the SMME or EME status of the entity. Should a contract be awarded to an entity based on incorrect particulars provided by that entity, the DPME shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages.
- 8.10. The DPME reserves the right to cancel the registration of an entity if that entity has given incorrect or false information in the application form or any correspondence relating to the application or:
 - Failed to inform the Department of any changes to the particulars as furnished in the application;
 - Failed to comply with the conditions of any contract that might have been awarded to the entity;
 - The entity has been included on the list of restricted suppliers maintained by National Treasury; or
 - The entity has acted in an improper, fraudulent or corrupt manner.
- 8.11. The DPME reserves the right to cancel the registration of an entity if that entity fails to respond to three or more consecutive requests for quotations / proposals.
- 8.12. The following documentation must accompany this application:
 - All documents included in this application form.
 - Original or certified copy of a valid B-BBEE Status level certificate (must bear SANAS logo), or sworn affidavit in cases of EMEs.
 - Printout from Central Suppliers Database (www.csd.gov.za) with supplier unique registration reference.
- 8.13. For the purposes of section 256 of the Tax Administration Act of 2011 the bidder / supplier authorises the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation.

INVITATION TO BID (SBD 1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**
(Subject to the terms and conditions applicable to all bids as indicated earlier in this bid document)

BID NUMBER	DPME 07-2017/18	CLOSING DATE	04 August 2017	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION	Date	18 July 2017	Time	10:00	
DESCRIPTION	Diagnostic evaluation of the implementation of Community Based Worker (CBW) Systems Across Government.				
BID DOCUMENTS MAY BE POSTED TO: Department of Planning, Monitoring and Evaluation Head: Procurement Services Private Bag X944, PRETORIA, 0001			OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): 330 Grosvenor Street, Hatfield, Pretoria <i>The bid box is accessible on working days between 8:00 and 17:00.</i>		
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone number			Cell phone number		
E-mail address					
Company Reg. #			Vat registration #		
Tax compliance status	Compliant		CSD #		
	Not compliant		TCS Pin (if no CSD #)		
B-BBEE Status Level verification	None				
	All except EMEs: Certificate Issued by verification agency accredited by the SANAS				
	EMEs: Sworn affidavit by EME representative and attested to by Commissioner of oaths or an Accounting Officer as contemplated in the Close Corporation Act (CCA)				
	EMEs: Sworn affidavit by EME representative and attested to by Commissioner of oaths				

Are you the accredited representative in South Africa for the goods /services /works offered? If yes attach proof	YES	NO
FOREIGN SUPPLIERS: Do not complete this form. You must contact the Department to obtain the required documentation to be completed		

Total bid price (Incl. VAT)	Total # of items offered
------------------------------------	---------------------------------

Signature (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	Date
Name of Signatory	
Designation of Signatory	
Name of bidder (if different)	

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact persons indicated on the bid documents; or
Head of Procurement Services, 330 Grosvenor Street, Hatfield, Pretoria. Tel 012 312 0000

DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of an 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.

In order to give effect to the above, the following questionnaire must be completed and submitted.

1.1 Full Name of bidder or his or her representative:

1.2 Identity Number:

1.3 Position occupied in Company (director, trustee, shareholder², member):

1.3.1 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 2 below.

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

1.4.1 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:

1.4.2 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

1.4.2.1 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.

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

¹ State" means –

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

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

DECLARATION OF INTEREST (SBD 4)

1.5 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

1.5.1 If so, furnish particulars:

1.6 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

1.6.1 If so, furnish particulars:

1.7 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

1.7.1 If so, furnish particulars:

1.8 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

1.8.1 If so, furnish particulars:

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

See CSD report

3. DECLARATION

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

PREFERENCE POINTS CLAIM (SBD 6.1)

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 The value of this bid is estimated to ~~exceed~~/not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

(a)	Price; and	<u>80</u>
(b)	B-BBEE Status Level of Contribution.	<u>20</u>
	TOTAL	<u>100</u>

- 1.3 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.4. 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

- 2.1 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 “**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;
- 2.3 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 “**EME**” means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act with an annual turnover up to R10 million;
- 2.6 “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7 “**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;

PREFERENCE POINTS CLAIM (SBD 6.1)

- 2.8 “prices” includes all applicable taxes less all unconditional discounts;
- 2.9 “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);
- 2.10 “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: THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{l}
 \mathbf{80/20 \text{ (Up to R50,000,000)}} \quad \text{Or} \quad \mathbf{90/10 \text{ (From R50,000,000)}} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{Or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where:

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

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

- 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

- 4.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. An EME automatically qualifies as a level 4 contributor. An EME with at least 75% black ownership qualifies as level 1 contributor and an EME with black ownership from 51% to 74% qualifies as a level 2 contributor.
- 4.3 A Bidder other than EME must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. The certificate must be issued by a Verification Agency accredited by SANAS.

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3 AND 5.1

B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6 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.

PREFERENCE POINTS CLAIM (SBD 6.1)

7. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable). 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? YES / NO (delete which is not applicable)
- (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 last 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

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-BBEE status level of contributor indicated in paragraph 6 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (I) The information furnished (including informational SBD 1) 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 paragraph 6, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

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 as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)	Yes	No
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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes	No
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	No
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	No
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

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



SCM /Tender Ref #:	DPME 07-2017/18
--------------------	-----------------

Request for proposals for:	Diagnostic evaluation of the implementation of Community Based Worker (CBW) Systems Across Government.	
Closing date and time:	04 August 2017- 12:00pm @ 330 Grosvenor Street, Hatfield Pretoria with provision of one electronic and six hard copies of the proposal.	
Compulsory briefing session:	Date: 18 July 2017	Time: 10:00
	Place: Room 284, 2 nd Floor, East-Wing, Union Building NB :(RSA ID) is required for entrance to the union buildings	

Planned date of award of bid:	Expected project start date:	Expected project end date:
31 August 2017	30 September 2017	November 2018

1. BID INFORMATION

Information on the format and delivery of bids is contained in the attached bid documents. Please take note of the closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following must be attached to the proposal as annexures:

- **Annexure A:** Summary of past experience (Must use attached template)
- **Annexure B:** Summary details of proposed team and time allocated to project (Must use attached template)
- **Annexure C:** Pricing information. Price proposals must include VAT, should be fully inclusive to deliver the all outputs indicated in the terms of reference and must be submitted in a separate envelope (Must use attached template).
- **Annexure D:** The published terms of reference (this document).
- **Annexure E:** All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

SCM Contact person	Name: Ms Ziyanda Mtwa-Modupe Tel: 012 312 0416 e-mail: Ziyanda@dpme.gov.za
---------------------------	---

1. BACKGROUND / CONTEXT

Since 1994 government has encouraged community participation in planning and development. This was intended to extend the democratic project beyond universal suffrage to give communities voice and space to determine government priorities and shaping development. The Reconstruction and Development Programme (RDP) white paper first signaled the idea of community involvement as both a means to improve access to services and embed democratic governance. The RDP argued that national government was “to unlock the political and creative energies of the people and bring government closer to the people” and proposed that local government “work with community based organisations and Non-governmental organisations to establish minimum conditions of good governance and to implement effective development projects”.

Sector departments responded to the constitutional imperative and have developed and implemented different models to encourage community participation and improve access to services. The 1997 White Paper for Social Welfare was the first government policy to propose transformation of social services provision to communities. The White Paper strongly supported the creation of a work force to work directly with communities. It recognized the limitation of professional service oriented social welfare model which was designed and implemented for the benefit of a minority. Community based workers were proposed as a model that is both cost effective and efficient to expand services to poorly serviced communities¹. The Community Development programme launched in 2003, was implemented partly as a response to the White Paper for Social Welfare but also drew legal basis from other legislation including the Public Service Act, local government white paper and the white paper on transformation of public service (commonly known as Batho Pele)². The CDW programme define community development workers broadly and inclusively “as participatory change agents who work in the communities where they live, and to whom they have to answer for their activities”³. The CDW employment is governed by the Public Service Act giving CDWs a public servants status with all the benefits of permanent employment. This differs slightly from the case of Social Development where some of the community workers are employed by NGOs. Most of the social services to poor communities are provided by the NGOs through Social Development funding. Each of the programmes in the department applies the concept of community workers to suit their programme specificities⁴. In an attempt to rationalize how community based workers are utilized in social development, the department has developed a policy which defines two types of practitioners. (1) A community development practitioner, defined as a paid person, a volunteer, or paid or unpaid activist, qualified in, and applying all the theories, the process, approaches, principles and conducts of the unique form of Community Development practice and (2) a community practitioner is defined as a person employed and or qualified in an occupation that applies a community development approach to achieve part of its occupation specific theories, process and deliverables. In other words this person does not follow the theories and process of Community Development; only the approaches (tools) for delivery of his/or own occupational deliverables/services”⁵. The Department of Health also implements a community health workers model which the National Development Plan has argued is important to improving the country’s health outcomes⁶. Lastly, the Department of Agriculture also employs Extension officers who provide extension and advisory services to previously disadvantaged farmers⁷. In addition, government also implements Extended Public Works Programme (EPWP) and Community Works Programme (CWP) that also use CBWs (and potentially funds other programmes using CBWs) for slightly different outcomes.

Government has made significant progress in implementing community based service delivery initiatives. However, because most community-based workers models were developed responding to particular service issues, different departments have independently implemented their own programmes. This has resulted in duplication of services within and between government departments; overlap of activities carried out by CBWs at community level (e.g.

¹ D Van Rooyen (2007). Community Development workers: four lessons from international experience of community based workers. <http://unpan1.un.org/intradoc/groups/public/documents/cpsi/unpan030475.pdf>

² DPSA (2010). Community Development Workers Programme: progress report. <http://www.dpsa.gov.za/dpsa2g/documents/cdw/CDWProgramme-progress%20report%202003-2010.pdf>

³ DPSA (2005). Handbook on community development workers. http://www.dpsa.gov.za/dpsa2g/cdw/books/SDR_vol_5_no_2_2006.pdf

⁴ DSD (2017). Draft Policy on Community Development Practitioners. Unpublished.

⁵ ibid

⁶ NPC (2012). The National Development Plan. http://www.gov.za/sites/www.gov.za/files/devplan_2.pdf

⁷ DAFF (2011). National framework for extension recovery plan. http://www.nda.agric.za/doaDev/sideMenu/educationAndTraining/framework_recovery%20plan_web.pdf

household profiling); lack of administrative and management capacity to coordinate and implement CBW programmes; there can be a mismatch between departments responsible for implementing the CBW programmes and those who carry these out (e.g. DPSA is coordinating the community development worker programme whereas COGTA is implementing it); limited accountability; inequitable employment conditions (different contracting arrangements, job scale, remuneration, etc.); and different models of CBW support (e.g. NGO-government partnership model; service provider procurement model; direct government support model).

Community Based workers are important to government’s attempts to expand access to services. However, to make this model serve communities and provide career growth opportunities to those employed the model needs to be methodically applied and its place in the public administration well-articulated. The diagnostic evaluation aims to understand different CBW models used in government and explore potentials for rationalizing to improve effectiveness and efficiency in how community based workers are used by government responding to the Medium Term Strategic Framework outcome 13.

2. PROBLEM STATEMENT / PURPOSE

To assess the use of community based workers by government (either employed by government or in government supported programme) in order to streamline, strengthen implementation and improve effectiveness and efficiency.

3. OBJECTIVES AND SCOPE OF PROJECT

3.1 EVALUATION QUESTIONS

The evaluation will respond to the following key questions:

- 1. What is the scale, scope and distribution of government supported CBW?**
 - 1.1. How have different departments, provinces and municipalities defined community based workers?
 - 1.2. What are the job descriptions and duties of CBW at household and community level?
 - 1.3. What is the requirement, job grade and income levels of different CBWs?
 - 1.4. What methods and tools do CBWs use in their work in communities and households?
 - 1.5. What, if any, institutional mechanisms are in place to support community based workers (professional regulatory requirements, continuous development training, supervision, funding) and are these mechanisms working well?
 - 1.6. What are the respective roles of sector departments (national, provincial and municipal) and center of government departments (COGTA and DPSA) in regulation and implementation of the CBW models?
 - 1.7. How do the CBW interface with other institutional mechanism and service delivery initiatives such as departmental and provincial service delivery improvement interventions?
 - 1.8. How well integrated are the CBWs within their respective professional practice?
- 2. Is the use of community based workers improving access to services and local democratic governance? (effectiveness)**
 - 2.1. Are CBWs providing quality services to communities and households?
 - 2.2. What challenges are experienced by CBWs that erodes their ability to provide services?
- 3. Is there value for money in using CBW? (Efficiency)**
 - 3.1. Is the provision of services through CBW cost-effective and does it improve access to services?
 - 3.2. Is there economic efficiency in government employed CBW compared to those employed by NGOs?
 - 3.3. Is the way departments are using community based workers efficient?
 - 3.4. To what extent is there duplication and overlap in government supported CBW models?
- 4. How have different departments using CBW monitored and evaluated the models?**
- 5. To what extent is there potential to rationalize, coordinate, and develop common norms and standards across government for CBW?**
 - 5.1. What are legislative, labour relations, professional, political and financial consideration?
 - 5.2. Is the CBW model sustainable

Table 1: Intended users and stakeholders of the evaluation

Stakeholder	Likely use of the results
Department of Planning, Monitoring and Evaluation	<ul style="list-style-type: none"> • Advice government department in the rationalization of CBWs. • Improve monitoring of CBWs
Department of Social Development	<ul style="list-style-type: none"> • Inform the finalization of the CDP policy and guidelines

DPME TERMS OF REFERENCE

Department of Health	<ul style="list-style-type: none"> Better utilization of community based health workers
Department of Agriculture, Forestry and Fisheries and Department of Rural Development	<ul style="list-style-type: none"> Improve utilization of extension Recovery Officers and other community based workers
Department of Cooperative Governance	<ul style="list-style-type: none"> Improve synergy between CDW, CWP and other programmes
Department of Public Service and Administration	<ul style="list-style-type: none"> Advise government on rationalization of CBW across departments
Department of Public Works	Align the EPWP with other community based workers models

4. PROPOSED METHODOLOGY/APPROACH

The evaluation questions can be best responded to through a mixed method approach including document review, literature review, and some primary data collection. Some work has been done by DoH, DSD and DAFF; DPW and respective sector coordinators collect data on EPWP and a number of reviews of EPWP have been completed; DPME completed an evaluation of the CWP, which the diagnostic review can build on. In addition, the following should be considered minimum:

Questions	Research tools	Data sources
1. What is the scale, scope and distribution of government supported CBW?	<ul style="list-style-type: none"> Document review Interviews Persal analysis? 	<ul style="list-style-type: none"> National and provincial departments' employment data (persal) DPME evaluation of EPWP-SS, and CWP; Departments' public and employment policies Officials and experts Professional bodies (i.e. HPCSA, SACSSP, etc)
2. Is the use of community based workers improving access to services and local democratic governance?	<ul style="list-style-type: none"> Document review M&E 	<ul style="list-style-type: none"> Departments' M&E reports and data Previous evaluation reports
3. Is there value for money in using CBW?	<ul style="list-style-type: none"> Budget analysis 	<ul style="list-style-type: none"> Departments' financial data (BAS) and financial reports
4. How have different departments implementing CWB monitored and evaluated the models?	<ul style="list-style-type: none"> Document analysis 	<ul style="list-style-type: none"> Departments' M&E frameworks and data DPME monitoring outcomes monitoring data (PoA)
5. To what extent is there potential to rationalize, coordinate, and develop common norms and standards across government for CBW?	<ul style="list-style-type: none"> Modeling 	<ul style="list-style-type: none"> Legislation, M&E data, financial

Note: A proposed methodology has been suggested, however this does not mean the service provider cannot recommend a different methodological approach they consider to be more appropriate to respond to the terms of reference.

4.1 Scope of the project:

- The diagnostic should include the following departments DoH, DSD, DAFF, DBE, DEA, COGTA and Rural development at national and provincial level and center of government departments DPSA.

In addition, the service provider is expected to attend the following meeting engagements as a minimum:

- Participation in an inception workshop with the Steering Committee to develop a focused and detailed methodology to address key questions. The Service Provider will be expected to revise the proposal following the inception workshop (if applicable) and prepare an inception report.
- Facilitation of a workshop with stakeholders to finalise the theory of change to be used and the development of a log-frame.

DPME TERMS OF REFERENCE

- Presentation of initial findings, analysis and recommendations to a stakeholder validation workshop.
- Presentation of complete draft evaluation report initial findings, analysis and recommendations to a workshop of the Steering Committee.
- The Service Provider will utilise the feedback from the workshop to finalise the report and its recommendations.

5. DELIVERABLES AND TIME FRAMES (Bidder to ensure it meets functional criteria in 6 and 7)

5.1 Products/deliverables expected from the evaluation

The project is expected to take place over a period of 12 months between November 2017 and November 2018.

The core products expected from the evaluation are the following:

- **Inception Report** by the service provider as a follow-up to the proposal with a revised evaluation plan, evaluation design and methodology;
- Finalised **Theory of Change (ToC) and Logical Framework** for the CBW. A draft ToC has been developed. The evaluation should test this theory of change and then at the end make suggestions for changes.
- **Literature review** using related reports and, review of both grey and published literature on the CBW and its implementation.
- **Report structure** (drawing from the analytical framework and evaluation questions), final **data collection instruments** and other tools;
- Field work report;
- **Workshop with stakeholders** to validate and discuss the findings and recommendations;
- **Draft evaluation report** for review with policy and executive summary
- **Revised draft evaluation report** based on stakeholder feedback (full and in 1/5/25 format) and project management team
- The **final evaluation reports**, both full and in 1/5/25 format, in hard copy and electronic;
- A revised theory of change, log-frame and proposed recommendations. This should be part of the final report.
- Provision of all **datasets, metadata and survey documentation** (including interviews) when data is collected.
- A Power-point or audio-visual **presentation of the results**

Table 1: Outline of project plan and payment schedule

Milestone/Deliverable	Milestone/Delivery Date	% payment
Approved Inception Report	November 2017	10%
Service Provider contract signed		
Submission of literature review including International Comparative Study		10%
Approved report structure, analytical framework, final data collection instruments.		10%
Submission of fieldwork report		10%
Draft Full Evaluation Report (to be presented at Stakeholder Validation workshop		20%
Stakeholder Validation Workshop to discuss the draft report (summary slides)		
Submission of Draft 2 Report full and draft 1/5/25 report incorporating inputs from the workshop		
Submission of the Final Draft 3 Report full and draft 2 1/5/25 report		20%
Approval of final evaluation reports (approval by Steering Committee)		20%
Presentation of the report to centre of Government departments		
Power-point or audio-visual presentation of the results and provision of all datasets, metadata and survey documentation (including interview transcripts).		

6. EXPERIENCE / SKILLS / TEAM COMPOSITION REQUIRED (Bidder to ensure it meets minimum functional requirement in functional criteria 1 and 2)

DPME TERMS OF REFERENCE

The attached templates must be used to summarise qualifications, skills and past experience.

The competencies for evaluation are summarized from the Evaluation Competencies available on the DPME website. The service provider will be assessed against some of these competencies:

Domain/descriptor	Demonstrated ability to
1 Overarching Considerations	
1.1 Contextual knowledge and understanding	Have knowledge of relevant sectors and government systems in relation to the 14 priority outcomes and can appropriately relate the evaluation to current political, policy and governance environments. Have knowledge of the local, provincial & national government system and its legislations.
1.2 Ethical conduct	Understand ethical issues relating to evaluation, including potential or actual conflict of interest, protecting confidentiality/anonymity, and obtaining informed consent from evaluation participants.
1.3 Interpersonal skills	Lead an evaluation and its processes using facilitation and learning approaches, to promote commitment and ownership of stakeholders
2 Evaluation Leadership	
2.1 Project management	Lead and manage an evaluation team effectively and efficiently, and manage the project effectively to completion in a way which delivers high quality evaluations and builds trust of stakeholders.
2.2 Composition of the team	Strong project manager, evaluation specialist, and sector specialist (not necessarily three people) as well as other relevant team members for the specific assignment
2.3 Involvement of PDIs	At least 30% of team are Previously Disadvantaged Individuals (PDIs) ⁸ and they must play a meaningful role in the evaluation (shown in the activity table)
2.4 Capacity development	Meaningful capacity development to departmental staff as agreed with the relevant departments
3 Evaluation Craft	
3.1 Evaluative discipline and practice	Use knowledge base of evaluation (theories, models including logic and theory based models, types, methods and tools), critical thinking, analytical and synthesis skills relevant to the evaluation, and use evidence appropriately to inform findings and recommendations.
3.2 Research practice	Design specific research methods and tools that address the evaluation's research needs. This may include qualitative, quantitative or mixed methods. Systematically gather, analyse, and synthesise relevant evidence, data and information from a range of sources, identifying relevant material, assessing its quality, spotting gaps, and drawing appropriate findings and recommendations.
4 Implementation of Evaluation	
4.1 Evaluation planning	
Theory of change	Develop clear theory of change with quality programme log-frames with good programme logic and indicators
Design	Design and cost an appropriate and feasible evaluation with appropriate questions and methods, based on the evaluation's purpose and objectives.
4.2 Managing evaluation	Manage evaluation resources to deliver high quality evaluations and related objectives on time and to appropriate standards
4.3 Report writing and communication	Write clear, concise and focused reports that are credible, useful and actionable, address the key evaluation questions, and show the evidence, analysis, synthesis, recommendations and evaluative interpretation and how these build from each other

Furthermore, it is important that service providers nominated exhibit the following skills and attributes:

- Team players and analytical and lateral thinkers;
- Have excellent communication skills with the ability to listen and learn;
- Have good facilitation skills for strategic thinking, problem solving, and stakeholder management in complex situations;

⁸ By PDIs we mean people of Black, Indian, and Coloured ethnicity. For example, if a team consists of 10 members, 3 of them should be PDIs.

- Have the ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach; and
- Have excellent computing skills including detailed knowledge and use of: Word, Excel, Power Point, Microsoft Project or similar compatible software.

6.1. Experience required (Bidder to ensure they meet requirement in functional criteria 1)

Bidders will demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken. The attached template must be used to summarise experience. The proposal should contain letters of reference, CVs of proposed team members or other means of verifying past experience.

6.2. Team composition and qualification (Bidder to ensure they meet requirement in functional criteria 4 and 3)

At least 30% of each team must consist of Previously Disadvantaged Individuals and these individuals must play a meaningful role in the project

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 DPME and replacement team members must have at least the same qualifications / skills / experience as those they are replacing.

The evaluation requires a combination of skills and expertise. The team should have at minimum a sector expert on community based workers’ models, M&E expert and project manager. Ideally, these should be three different individuals. The proposed sector and M&E specialists must have formal qualifications in their respective areas of expertise at least at honours level.

The service provider should clearly specify the number of evaluators to be part of the team, their areas of expertise and their respective responsibilities. The team must possess relevant qualification(s), including at least a **Postgraduate Degrees**. Inclusion of an appropriate international expert will be advantageous.

6.3 Structure and contents of proposal (Bidder to ensure they meet the requirement in functional criteria 5, 6 and 8)

A structure and contents of a proposal required from the service provider is shown in **Box 2** below.

Box 2: Structure of a proposal

The tenderer must provide the following details. Failure to provide this will lead disqualification.

1. Understanding of the outcomes systems, current planning frameworks, the NDP and its working in practice and the TORs.
2. Approach, design and methodology for the evaluation (e.g. literature and documentation review, data collection, tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in the TORs, examples of evaluation questions suggested, process elements).
3. Activity-based evaluation plan (including effort for different researchers per activity and time frame linked to activities – it is particularly that efforts levels for key national and international resources are clear).
4. Detailed activity-based budget (in South African Rand, including VAT)
5. Competence (include list of related projects undertaken of main contractor and sub-contractors, making clear who did what and contact people for references)
6. Background to the service provider including BBBE status and competence (include list of related projects undertaken of main contractor and subcontractors, making clear who did what, and contact people for references)
7. Team (team members, expertise, roles and level of effort for each member of the team)
8. Capacity development elements (building capacity of partner departments and PDI/young evaluators)
9. Quality assurance plan (to ensure that the process and products are of good quality)

Attachments
Example of reports of 2 politically sensitive and complex evaluations undertaken.

CVs of key personnel
Completed supply chain forms attached herewith (including updated tax clearance)

6.4 Management arrangements

The evaluation will be managed by an Evaluation Technical Working Group and an Evaluation Steering Committee.

6.4.1 Role ETWG

The ETWG is responsible for day to day project management.

6.4.2 Role of the Steering Committee

A Steering Committee has been established comprising DPME, GIZ, CSVR, DBE, NT, DSD, SAPS, DoJ, DCS, DoW, Civilian Secretariat and local government representatives. It will be responsible for overseeing the whole evaluation including approving the inception report and other main deliverables. The chair of the committee will be a representative of senior management within the Welfare Services Chief Directorate.

6.4.3 Peer reviewers

National and international peer reviewers will be contracted to support the assignment. Two peer reviewers will be contracted to focus on both content and methodology of the assignment. The peer reviewers will provide their independent expert view on appropriate approaches, methods, instruments and data analysis as to ensure quality at the different stages of the assignment.

6.4.4 Reporting arrangements

The evaluation project manager to whom the service provider will report to is Ms Matodzi Amisi, Director: Evaluation, DPME.

7. COSTING METHODOLOGY

Thee bidder should cost the project according to the outputs/deliverables outlines in section 5 above. Prices must be inclusive of VAT (if VAT registered) and must address all deliverables indicated in this ToR.

8. EVALUATION OF BIDS

8.1. Administrative requirements

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

8.2. Functional evaluation Part 1 (mandatory requirements)

Criteria		Yes	No
1	The team leader is a sector expert with at least 10 years of experience in community based service delivery/community based workers community development		
2	Multi-disciplinary team with an evaluation specialist		

Only bids that meet all administrative requirements and all the mandatory requirements indicated above (if any) will be evaluated using the functional evaluation criteria indicated below (functional evaluation part 2).

8.3. Functional evaluation Part 2

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
	3 – Full compliance with requirements

DPME TERMS OF REFERENCE

5 – Essential requirement / integral part of project (minimum score of 15)	4 – Exceeds requirements
--	--------------------------

Functional Evaluation Criteria		Weight	Score	Weight X Score	Min. Score
1	<p>Experience: Demonstrated experience of undertaking similar projects as specified in the ToRs</p> <p>1= No evidence that bidder has undertaken similar projects.</p> <p>2= Bidder has successfully undertaken 1 or 2 similar projects</p> <p>3= Bidder has successfully undertaken 3 or 4 similar projects</p> <p>4= Bidder has successfully undertaken 5 or more similar projects</p>	5			15
2	<p>Skills as specified in the ToRs:</p> <p>1= The proposed team does not meet the skills requirement.</p> <p>2= The proposed team meets some of the skills requirements</p> <p>3= The proposed team meets all of the skills requirements.</p> <p>4= The proposed team exceeds the skills requirements</p>	3			9
3	<p>Qualifications as specified in the ToRs:</p> <p>1= The sector and M&E specialists does not meet any of the qualifications requirements.</p> <p>2= The sector and M&E specialists meet at least half but not all the qualifications requirements.</p> <p>3= The sector and M&E specialists meet the minimum qualifications requirements</p> <p>4= The sector and M&E specialists exceed the qualifications requirements</p>	3			9
4	<p>Team composition: At least 30% of team are Previously Disadvantaged Individuals (PDIs)⁹ and they must play a meaningful role in the project:</p> <p>1= Team consists of less than 30% PDIs <u>and</u> less than 30% of person-days allocated to PDIs.</p> <p>2= Team consists of less than 30% PDIs <u>or</u> less than 30% of person-days allocated to PDIs.</p> <p>3= Team consists of at least 30% PDIs and at least 30% of person-days allocated to PDIs.</p> <p>4= Team consists of at least 30% PDIs, at least 30% of person-days allocated to PDIs, and one of the specialists / team leaders is PDI.</p>	5			15
5	<p>Knowledge of and exposure to international good practice, particularly in middle-income and African countries.</p> <p>1= No international experience available</p> <p>2= Proposal makes mention of international experience but not convincing in how this will benefit the project</p> <p>3= Organisation has undertaken international work and shows in the proposal how it will draw in international experience and insight</p> <p>4= Recognised international expertise included in the team (either sector or evaluation)</p>	3			6

⁹ By PDIs we mean Blacks, Indians, and Coloureds. For example, if a team consists of 10 members, 3 of them should be PDIs.

DPME TERMS OF REFERENCE

Functional Evaluation Criteria		Weight	Score	Weight X Score	Min. Score
6	Deliverable time frames (as specified in the ToRs): 1= Proposed time frames do not meet the requirements 2= Proposed time frames meet some of the requirements. Delays unlikely to have a significant impact on the outcome 3= Time frames proposed are in line with requirements 4= The service provider proposes innovative solutions to deliver the project ahead of schedule	3			9
7	Extend to which the costing methodology is realistic given the scope and time frames of the project: 1= Costing of the project is not aligned to the scope and times frames of the project 2= Costing of the project not entirely aligned to scope and time frames and may negatively impact delivery 3= The costing methodology is realistic given the scope and time frames of the project 4= The costing methodology provides innovative solutions to reduce costs associated with the project	3			6
8	The quality of the proposal. As specified in the ToRs 1= The requirements of the evaluation not addressed at all. 2= Requirements of the evaluation partially addressed but not convincing. 3= Requirements of the evaluation addressed well and convincingly. 4= Requirements of the evaluation addressed well and additional value added	5			15
TOTAL					

Minimum functional requirements: Bids and that scored at least the minimum for each criteria as well as the overall minimum score (75%), based on the average of scores awarded by the Bid Evaluation Committee members.

8.4. PRICE / BBBEE / PPPFA

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents.

9. SPECIAL CONDITIONS APPLICABLE TO THIS BID

9.1 Key background documents

A list of key documents will be provided at the briefing meeting, which will include:

- Primary health care reengineering model document/framework,
- CDW framework
- Baseline Report: Audit of Community Development Workers in Provinces
- EPWP-Social sector Evaluation report
- Review of the Thusong Service Centre Programme
- National Survey: Status Quo Regarding the Implementation of the Community Development Workers (CDW) Programme
- Review of the Community Development Workers Programme
- Community-based worker systems – Guideline for practitioners

9.2 Evaluation Criteria for proposal

This refers to the criteria for assessing the received proposals and the scores attached to each criterion. There are standard government procurement processes. Two main criteria are functionality/capability and price. Functionality/capability factors include:

- Quality of proposal;
- Service provider's relevant previous experience including of any subcontractors;
- Team leaders' levels of expertise;
- Qualifications and expertise of the evaluation team;
- Inclusion of PDI members in the evaluation team who will gain experience.

10. GENERAL

10.1. The Service Provider undertakes to:

- 10.1.1. Conduct business in a courteous and professional manner.
- 10.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 10.1.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 10.1.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.
- 10.1.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 10.1.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 10.1.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 10.1.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 10.1.9. Undertakes to store and handover all data generated by the project to DPME in an accessible and confidential manner.

10.2. DPME undertakes to:

- 10.2.1. Manage the contract in a professional manner.
- 10.2.2. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 10.2.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 10.2.4. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 10.2.5. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

DPME TERMS OF REFERENCE

ANNEXURE A: SUMMARY OF PAST EXPERIENCE (Attach reference letters or other means of verification)					
Project description	Client name	Client contact name, number, e-mail address	Contract start date	Contract end date	Contract value

DPME TERMS OF REFERENCE

ANNEXURE B1: DETAILS OF PROPOSED TEAM (Attach copies of qualifications)						
Name	Role	Qualifications	Experience	Race	Gender	Days allocated to this project
Total 1¹						

ANNEXURE B2: TIME ALLOCATIONS FOR PROPOSED TEAM								
Activity / deliverable	Person days allocated per activity / team member							Total
	(name)	(name)	(name)	(name)	(name)	(name)	(name)	
Total 2¹								

¹Totals 1 and 2 must be the same

DPME TERMS OF REFERENCE

ANNEXURE C1: COSTING OF GOODS (Leave blank if not required)				
Description	# of units	Unit cost (VAT incl.)	Total cost (VAT Incl.)	Lead time (Days)
TOTAL C1				

ANNEXURE C2: COSTING OF SERVICES (Deliverable dates based on expected project start date indicated on page 1 of the ToR)		
Description of deliverable	Completion date	Cost (VAT incl.)
TOTAL C2		

TOTAL BID PRICE (C1 + C2) incl. VAT Please ensure that this price matches the price indicated on SBD 1	R
--	---

ANNEXURE C3: OTHER DISBURSEMENTS (Time and Material costs not included in total bid price)	
Description of other disbursement	Cost (VAT incl.)