



SCM /Tender Ref #:	DPME 12/2022-2023
--------------------	-------------------

Request for proposals for:	Request for a service provider to provide resources of Data Scientists to the DPME
----------------------------	--

**Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.**

**Bidders must provide one original and 5 (five) copies of proposals submitted.**

**Only 1 (one) original price proposal and SBDs are required.**

Estimated project start date:	Expected project duration (Months)
June 2023	12 months

### 1. BID INFORMATION

Information and guidelines on the format and delivery of bids are 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 B1:** Proposed team (Must use attached Excel template)
- **Annexure B2:** Summary of past experience of team members (Must use attached Excel template)
- **Annexure B3:** Deliverables and allocation of time to team members (Must use attached Excel template).
- **Annexure B4:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- 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.

ENQUIRIES		
Name:	Mokgoropo Makgaba	SCM
Tel:	012 312 0180	012 312 0424
e-mail:	<a href="mailto:mokgoropo@dpme.gov.za">mokgoropo@dpme.gov.za</a>	<a href="mailto:Aubrey@dpme.gov.za">Aubrey@dpme.gov.za</a>

## 1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background / context
- Problem statement / purpose
- Objectives and scope of project
- Proposed methodology / approach
- Deliverables and time frames

## 2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spread sheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

### 2.1. Team composition

#### 2.1.1. Qualifications and Experience required

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 and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

Roles/Resources	Qualifications	Experience
Project Manager	<p>Minimum: At-least 3 year ICT diploma/degree qualification</p> <p>Advantage: A certificate in ICT Project Management</p>	<p><b>Minimum:</b> 5 years of proven experience working as a Project Manager in ICT. Managed at-least 3 projects in Data Science/Analytics or similar</p> <p><b>Advantageous:</b> Demonstration of 5 projects using the Agile methodology</p>
Senior Data Scientist	<p>Minimum: At-least 3-year degree in the field of Computer Science or Statistics or Data Science.</p> <p>Advantage: Master's degree</p>	<p><b>Minimum:</b> 8 years of proven experience working in the field of Data Science</p> <p><b>Advantageous:</b> Showcase of multiple projects developed using Data from various Sources and Source including MS SQL Server</p>
Data Scientist	<p>Minimum: At-least 3 years academic qualification in the field of data studies</p> <p>Advantage: Post-graduate qualification in Data Science</p>	At-least 5 years working experience in Data Science field.
Junior Data Scientist	<p>Minimum: At-least 3 years academic qualification in the field of data studies</p> <p>Advantage: Post-graduate qualification in Data Science</p>	At-least 3 years working experience in Data Science field.

\* One resource specified above may not represent one role specified above. Therefore, four resources are required.

\*\* All experts must meet minimum criteria stipulated above.

## 2.2. Confirmation of experience, qualification and availability

The following must be submitted for each of the proposed team members:

- Written confirmation of availability (signed by the proposed team member) for the expected duration of the project to produce the deliverable(s) as indicated in Annexure B.
- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Copies of qualifications.
- Replacement of resources must be equal to or greater than that stipulated in the Terms of Reference (TOR) and should be agreed on by DPME.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

## 2.3. Past performance

The past performance of bidders in executing projects in data digitalization, statistical analytics, dashboard development, data mining and similar projects will be evaluated using the references supplied by bidders as well as any other information available to the panel. Below satisfactory performance on a particular project may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar projects.

## 2.4. Project management

The bid proposal submitted by the bidder must include a detailed project plan. As summary of deliverable dates must be included in Annexure B3. The start of the project will depend on the DPME procurement process. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control).

## 3. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B4 must be used to summarise costing.

The service provider must indicate the rate in hours, all inclusive (travel, VAT, inflation etc.), for each data scientist they will be appointing to the DPME. As and when required over a period of 12 months, the service provider will be based at the DPME offices in Pretoria for office space. The bidder will quote resources on the following indicative hours (all inclusive) and will use their own equipments:

Roles/Resources	Indicative Hours required per resource (normal working hours)
Project Manager	320
Senior Data Scientist	480
Data Scientist	960
Junior Data Scientist	960

## 4. EVALUATION OF BIDS

### 4.1. Administrative requirements

Annexures B1 to B4 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

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.

#### 4.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

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
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

**Score per criteria:** The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

Example

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

#### 4.3. Functional evaluation Part 1 – Quantitative criteria

**Part 1: Minimum functional requirements:** Only bids that scored at least the minimum score for each criteria will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Functional Evaluation Criteria		Weight	Min. Score
1.1	<p><b>Project Manager (par 2.1.1 of ToR):</b></p> <p>1= The Project Manager does not meet the minimum requirements for either experience or qualifications.</p> <p>3= The Project Manager meets all of the minimum experience and qualifications requirements.</p> <p>4= The Project Manager exceeds the minimum experience or qualifications requirements.</p>	3	9
1.2	<p><b>Senior Data Scientist (par 2.1.1 of ToR):</b></p> <p>1= The Senior Data Scientist does not meet the minimum requirements for either experience or qualifications</p> <p>3= The Senior Data Scientist meets all of the minimum experience and qualifications requirements.</p> <p>4= The Senior Data Scientist exceeds the minimum experience or qualifications requirements.</p>	3	9

Functional Evaluation Criteria		Weight	Min. Score
1.3	<b>Data Scientist (par 2.1.1 of ToR):</b> 1= The Data Scientist does not meet the minimum requirements for either experience or qualifications. 3= The Data Scientist meets all the minimum experience and qualifications requirements. 4= The Data Scientist exceeds the minimum experience or qualifications requirements.	3	9
1.4	<b>Junior Data Scientist (par 2.1.1 of ToR):</b> 1= The Junior Data Scientist does not meet the minimum requirements for either experience or qualifications. 3= The Junior Data Scientist meets all the minimum experience and qualifications requirements. 4= The Junior Data Scientist exceeds the minimum experience or qualifications requirements.	3	9
1.5	<b>Knowledge of and exposure to Data Science and Analytics (Annexure A section 3, par 1)</b> 1= No knowledge and exposure to Data Science and Analytics 2= Proposal makes mention of exposure and experience to Data Science 3= Organisation has undertaken Data Science and Analytic related projects and is shown in the proposal 4= Organisation demonstrate exceptional good practices of Data Science and Analytics	3	9

**\*\* Combines score for all experts – All experts must meet minimum criteria stipulated above**

#### 4.4. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under functional evaluation Part 1. During part 2, the Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all requirements under Part 1 and a provisional overall score of at least 60% for both functional evaluation parts 1 and 2, to present their bids.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 working days. If a bidder is for a second time unable to attend a bid presentation, then the bid must be evaluated based on the bid documents and proposals submitted only.

**Part 2: Minimum functional requirements:** Only bids that obtained the minimum score for each criteria as well as an overall score of at least 75% for both functional evaluation parts 1 and 2, will proceed to Price/PPFA evaluation.

Functional Evaluation Criteria		Weight	Min. Score
2.1	<p><b>Understanding the brief. The proposal and / or presentation by the service provider:</b></p> <p>1= Did not address the purpose and objectives of the project.</p> <p>2= Proposal shows minimal understanding of the sector and partially addresses the purpose and objectives of the project .</p> <p>3= Proposal shows good understanding of the sector and fully addresses the purpose and objectives of the project.</p> <p>4= Proposal shows exceptional understanding of the sector and policy issues, the purpose and objectives of the project responded innovatively and proposal offered added value to the project.</p>	5	15
2.2	<p><b>Proposed approach</b></p> <p>1= Proposed methodology is not aligned to the objective and scope</p> <p>2= Proposed methodology is partially aligned to the objectives and scope of the project</p> <p>3= Project methodology is fully aligned to the objectives and scope of the project</p> <p>4= In addition to 3, the methodology is innovative and will add value beyond the originally intended purpose and objectives of the project.</p>	5	15

#### 4.5. PPFA: Price/ Specific Goals

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the TOR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference point allocation method applicable is indicate in the table below and on the attached SBD 6.1.

The specific goals allocated points in terms of this tender (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated (80/20 system) (To be completed by the organ of state)	POINTS TO Applicable to 80/20AWARD  >= More than <= Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
<b>TOTAL</b>	<b>20</b>	

## 5. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a Service Level Agreement (SLA) with the Department of Planning, Monitoring and Evaluation. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders website. Bidders should familiarise themselves with the content of the standard template.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

## 6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 6.1. Proposed resources will be subjected to security clearance
- 6.2. Replacement of resources must be approved by the DPME and the bidder will be responsible for their on-boarding
- 6.3. The names and CVs (including information on experience and specialisation in Data Science and Analytics) of the individuals to be deployed on the project (please note the functional criteria related to resource capabilities). CV'S TO INCLUDE ALL RELEVANT EXPERIENCE AND QUALIFICATIONS.
- 6.4. 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 bidder will incur the costs to orientate the new resource on the project or work of DPME.
- 6.5. The department reserves the right not to award the contract.
- 6.6. The department reserves the right to invite service providers for presentations.
- 6.7. The Intellectual Property and related materials including the source code of the solution remains the sole property of DPME.
- 6.8. The National Treasury general conditions of the contract will apply.
- 6.9. The successful bidder will be subjected to sign the Service Level Agreement.
- 6.10. The successful bidder must be subjected to security screening and resources are required to sign DPME oath of secrecy.