



SCM /Tender Ref #:	DPME 04/2020 - 21
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Request for proposals for:	Multiple service provider in data Subscription for a period of three years
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**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 4 (five) copies of proposals submitted.**

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

Estimated project start date:	Expected project duration (Months)
	36

### 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 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 90 days after the closing date.

ENQUIRIES		
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## 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. Company composition

#### 2.1.1 Company experience required

The prospective bidder<sup>1</sup> must have a minimum of **ten (10) years'** experience in delivering a *database of socio economic data services with analytical capabilities and a spatial view that provides graphs and tables for South Africa, Africa and the world with data trends since 1994 to date*. The data must support the NDP sectors as aligned to the seven (7) priority areas of the 6<sup>th</sup> Government Administration. Data support in public and private sectors such as Education and skills, Health, Economic transformation and Job creation, Human Settlement, Local Government, Social Cohesion, Basic Service delivery related data/information, Rural development, Capable and developmental state and social wage.

Bidders must demonstrate adequate data knowledge and experience in supporting national, provincial and local spheres of government through the number, types and geographical spread of projects/assignments undertaken (GIS linked platform added) and also disaggregation in gender, age, racial, social status, education levels, etc. The attached template must be used to summarise experience and the proposal must contain details about projects, cost and duration as well as names and contact persons at contracting party/s.

### 2.2. Confirmation of experience

The following must be submitted for the company:

- Written confirmation of availability to provide the service for the contracted period of three (3) years.
- Details of previous experience as well as letters of reference (references must be contactable).
- At least 3 contactable reference with a minimum continuous service period of twelve (12) month.

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

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 details of service covered. 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).

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<sup>1</sup> Bidder refers to institution/company participating in the of contract nomination process

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## 2.5. Training of the DPME Team by Bidder

The bidder must provide training on the use of the system, access to database and support to the DPME staff as and when a need arises. The training must be accompanied by training manuals, the bidder must always provide latest data updates as and when new figure/numbers becomes available for relevancy of datasets in line with current regulations and framework of last information in its field.

Data producers have dates of releases for each dataset, Statistics South Africa have annual timetables for the releases of their datasets, and many international studies have a fixed dates of release which are able to track as data users.

## 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.

## 4. EVALUATION OF BIDS

### 4.1. Administrative requirements

**Annexures B1 to B4 must** be completed where applicable 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. The Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference will score only acceptable bids quotes.

### 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.

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.

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Functional Evaluation Criteria: As outlined in TOR:		Weight	Min. Score
1.1	<b>Company experience</b> 1 = Less than 10 years' experience 3 = 10 Years' experience 4 = Exceed 10 Years' experience	5	15
1..2.	Three (3) contactable references with a minimum of 12 months continues service. Par 2.2 1= Less than 3 contactable references with/out 12 months continues service 3= 3 Contactable references with a 12 months continues service 4 = More than 4 contactable references serviced continuously for at least 24 months.	3	9
1.3.	Training session is provided on the use and functionality of the database with training manual. Par 2.5 1 = No Training provided by the bidder 2 = Training provided but no manual 3 = Training provide with manual 4 = Training provided with manual and examples of data requirement at political level	3	9
1.4.	Access to online database with data from at least 1994 and to the current. Macroeconomic and demographic variables must: Annexure A 4.1.1 1= Access to data from at least 2000 to date 2= Access to data from at least 1998 to date 3= Access to data from at least 1994 to date	5	15
1.5	Service provider has the following services: Annexure A Par 2 1= Online interface through which one can generate socio-economic reports on any South African region. 2= Extraction of data from the database and automatically downloads reports in MSWord format. 3= Reports can be compiled for Provincial, local municipality, district municipality of metropolitan municipality 4 = Exceeds requirements	5	15

### 1.5. 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 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 five (5) workings. 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.

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**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/PPFFA evaluation.

<b>Mandatory Evaluation Criteria: As outlined in TOR: Annexure A</b>		<b>Weight</b>	<b>Min -Score</b>
2.1	<p><b>Priority 1: Capable, Ethical and Developmental State – Refer to TOR Annexure A. 2.1.6.1.</b></p> <ul style="list-style-type: none"> <li>Measures taken to eliminate wasteful, fruitless and irregular expenditure in the public sector.</li> <li>Programme to prevent and fight corruption in government.</li> <li>Professional, meritocratic and ethical public administration.</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9
2.2	<p><b>Priority 2: Economic Transformation and Job Creation – Refer to TOR Annexure A. 2.1.6.2.</b></p> <ul style="list-style-type: none"> <li>Employment.</li> <li>More decent jobs created and sustained, with youth, women and persons with disabilities prioritized.</li> <li>Growth (GDP).</li> <li>Inequality.</li> <li>Poverty.</li> <li>Investing for accelerated inclusive growth.</li> <li>Industrialization, localization and exports.</li> <li>Support localization and industrialization through government Procurement.</li> <li>Competitiveness through ICT adoption.</li> <li>Energy supply.</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9
2.3	<p><b>Priority 3: Education, Skills and Health – Refer to TOR Annexure A. 2.1.6.3.</b></p> <ul style="list-style-type: none"> <li>Education</li> <li>Health</li> <li>Skills</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9

Mandatory Evaluation Criteria: As outlined in TOR: Annexure A		Weight	Min -Score
2.4.	<p><b>Priority 4: Social Wage through Reliable and Quality Basic Services – Refer to TOR Annexure A. 2.1.6.4.</b></p> <ul style="list-style-type: none"> <li>• Social services.</li> <li>• Provide quality Early Childhood Development (ECD) services.</li> <li>• Food and nutrition security initiative for vulnerable individuals and households.</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9
2.5	<p><b>Priority 5. Spatial Integration, Human Settlements and Local Government – Refer to TOR Annexure A. 2.1.6.5.</b></p> <ul style="list-style-type: none"> <li>• Support Township and Rural Small Micro Medium Enterprise.</li> <li>• Industrial parks</li> <li>• Environmental Management and Climate Change.</li> <li>• Proactive procure available Land in the market and expedite land ownership by providing title deeds.</li> <li>• Facilitate the Survey of unsurveyed state land parcels in the former homelands.</li> <li>• Human Settlement invest in 94 priority developmental areas for Integration for Spatial Transformation and Spatial Justice.</li> <li>• Deliver 470 000 Housing units through the subsidy mechanism.</li> <li>• Deliver 30 000 Social Housing Rental Housing units in priority development areas.</li> <li>• Develop national sanitation integrated plan</li> <li>• Eradicate backlog and issuing of title deeds.</li> <li>• List of refurbishment projects to address the functionality component of the water security agency reliability implementation plan</li> <li>• Municipalities to provide access to affordable reliable and modern energy services.</li> <li>• Complete Metrorail fleet upgrading initiative.</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9

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Mandatory Evaluation Criteria: As outlined in TOR: Annexure A		Weight	Min -Score
2.6	<p><b>Priority 6. Social Cohesion and Safe Communities– Refer to TOR Annexure A. 2.1.6.6.</b></p> <ul style="list-style-type: none"> <li>• Equal opportunities, inclusion and redress</li> <li>• Reduce drug syndicates through the implementation of the Narcotics Intervention Strategy and the revised National Drug Master Plan</li> <li>• Crime and violence prevention strategy to reduce crime and violence</li> <li>• Reduce Level of Contact Crime</li> <li>• Violence against women</li> <li>• Reduction in Violence against women and children</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9
2.7	<p><b>Priority 7: Better Africa and World– Refer to TOR Annexure A. 2.1.6.7.</b></p> <ul style="list-style-type: none"> <li>• Source investment for the identified sectors in the South African Economy</li> <li>• Increase number of international tourist arrivals in South Africa, their spending and length of stay.</li> <li>• Trade agreement in order to grow intra-Africa</li> </ul> <p>1 = No priority information 2 = Partial priority information 3 = Meets priority requirements 4 = Excesses priority requirements</p>	3	9

#### 4.5 Price / BBBEE / PPPFA

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's allocation applicable to this bid are indicated in the attached SBD 6.1.

## 2. 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 tender's website. Bidders should familiarise themselves 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-

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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.

**3. SPECIAL CONDITIONS APPLICABLE TO THIS BID**

- 3.5. The department reserves the right not to award the contract.
- 3.6. NB: In case of data gap, the service providers must find ways to source the data that is required and make it available on the source
- 3.7. The contract must give allowance of data accessed by the department to be quoted as reference during reporting.