

Date: 08 June 2022

Dear Bidder

Subject Matter: Request for a proposal for Sourcing Evaluation Framework and Standard Operating Procedure for South African Tourism.

1. Background and Scope of Work

In line with the approved SA Tourism Evaluation Framework and Standard Operating Procedure, the business requirement is as follows:

- Design and execute the evaluation process for the selected two programmes/projects for the financial year 2022/2023, on the basis of the approved Evaluation Framework for SA Tourism.
- Assess whether the identified programmes have successfully delivered their intended outcomes and impacts as reflected in the programme's plans.
- Determine the benefits that have been derived from the identified programmes and the link to the outcomes of South African Tourism.
- Provide recommendations that can be used during future planning to improve South African Tourism's programmes and projects.
- Develop a detailed report on the outcomes of the evaluation.

Important considerations in giving effect to the business requirements are:

- Interviews may need to be held with South African Tourism individuals or service providers involved in the implementation of the identified programmes.
- Two evaluations will be conducted and will take a total period of two months as follows:
 - The first evaluation will be conducted and concluded by 30th September 2022.
 - The second evaluation will be conducted and concluded by 30th November 2022.

Required Expertise

The selected service provider must demonstrate competence and qualifications for the scope of work in terms of detailed knowledge and experience in public sector monitoring, evaluation and reporting as well as project management and policy development. Interested companies must be able to demonstrate measurable success in:

- Policy development in government.
- Public sector monitoring, reporting and evaluation.
- Programme and project management within government.
- Conducting programme evaluations in the public sector.

2. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for technical and financial proposals.

Bidders are advised that their proposals should be concise, written in plain English, and simply presented in the same order. In addition to providing information to allow for the evaluation of proposals in terms of the

functional criteria detailed in section 7 below, bidders are also required to provide the following information:

- (a) Cover letter introducing your firm and credentials, capacity, capability, and experience for this assignment;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (c) Valid certified copy of B-BBEE certificate;
- (d) Bidders must have specific experience and submit at least three recent references (in the form of written proof(s) on their client's letterhead, including relevant contact person(s), office telephone & fax number, website and email address) where similar work was undertaken.
- (e) Financial proposal to deliver the assignment, i.e., your firm's daily rate for facilitation services, including any other cost SA Tourism should be aware of for the successful completion of the assignment;
- (f) Declaration of Interest - SBD 4;
- (g) Preference Point Claim Form - SBD 6.1;

3. Cost structure and project plan:

Bidders must submit a cost breakdown for the assignment based on resources and / or time allocated to the project. Bidders should also propose innovation in their technical proposals to keep the cost to a minimum. SA Tourism reserves the right to request additional information or clarity on cost proposals prior to evaluation.

4. Evaluation Method

The evaluation process of bids will comprise of the following phases:

Phase 1	Phase 2	Phase 3
Administration and Mandatory bid requirements	Functionality	Price and B-BBEE
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality	The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

7.1 Points awarded for functionality:

“functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability, and durability of service and the technical capacity and ability of a bidder.

EVALUATION CRITERIA	Rating					Weight
	1	2	3	4	5	
The Bids will be evaluated on a scale of 1 - 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent						

<u>Experience and Knowledge:</u> Bidder's relevant experience and knowledge in public sector policy development; public sector programme monitoring, evaluation and reporting as well as public sector project management. Score of 1 = 5 to 8 years experience in all fields mentioned above Score of 2 = 8 to 12 years experience in all fields mentioned above Score of 3 = 12 to 15 years experience in all fields mentioned above Score of 4 = 15 to 20 years experience in all fields mentioned above Score of 5 = More than 20 years experience in all fields mentioned above	25
<u>Approach and ability to meet deliverables:</u> Bidders must provide a detailed description of how they intend to execute the services from inception to completion. This must include: Methodology to undertake the scope of work Alignment of the proposed methodology to the prevailing regulatory frameworks and guidelines and an articulation of the application of these to the methodology to be deployed 3. Detailed project plan indicating milestones and related timelines	50
<u>Track record:</u> The bidders are required to provide contactable client references where their services can be verified. References should be presented in the form of a written letter on an official letterhead from clients where similar services have been provided and should not be older than four (4) years. No appointment letters from clients will be accepted as reference letters. Score of 1: One contactable reference within the last 4 years Score of 2: Two contactable references within the last 4 years Score of 3: Three to four contactable references within the last 4 years Score of 4: Five contactable references the within last 4 years Score of 5: More than five contactable references the within last 4 years	25
TOTAL POINTS FOR FUNCTIONALITY	100
A threshold of 70% is applicable.	

- I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- II. Bidders must submit supporting documentation for all functional requirements as part of their bid documents. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
- III. The score for functionality will be calculated in terms of the 1 - 5 rating scale as shown in the functionality criteria matrix under paragraph 5.1.
- IV. The value score for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- V. The points for functionality and the points for B-BBEE level of contribution will be added together, and the proposal from the bidder which meets the highest score will be deemed the preferred proposal.

7.2 Awarding of Points for Price and Broad-Based Black Economic Empowerment

The bidders who have successfully progressed through to Phase 3 (bidders who meet the minimum threshold for functionality of 70%) will be evaluated according to the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations of 2017.

80 points will be awarded for price, while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table:-

B-BBEE Status Contributor	Level of	Number of Points
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1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.3 Adjudication and Final Award of Bid

The successful bidder will usually be the service provider scoring the highest number of points for comparative price and BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

6 National Treasury Centralized Supplier Registration and B-BBEE Certificates

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents will not be considered.

7. Deadline for submission

All proposals must be e-mailed, in PDF format, to quotes@southafrica.net before **Wednesday, 15 June 2022** and should remain valid for at least 45 days after the closing date.

8. Confidentiality

The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

9. Terms of engagement

Prior to commencing with the assignment, the successful bidder will be required to meet with the SA Tourism's Head: Strategic Planning, Evaluation & Programme Management to finalize the statement of work (SOW) and criteria for approval.

10. Payments

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

11. Non-compliance with delivery terms

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism must be given immediate written notice to this effect.

12. Retention

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

13. Cost

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

14. Cancellation of the request for a technical and cost proposal

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term or to postpone this work by email notice to all parties who have received this request.

15. Clarification

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from: **quotes@southafrica.net**

Thanking you and looking forward to your proposal in this regard.