

REQUEST FOR PROPOSAL (RFP)

THE APPOINTMENT OF A SERVICE PROVIDER TO DRAFT A REPORT ON THE SKILLS AND
COMPETENCIES REQUIRED FOR THE FUTURE NATURAL SCIENTIST IN SOUTH AFRICA

(REF: SAC2111-002)

SACNASP
SUITE L4/L5 ENTERPRISE BUILDING
INNOVATION HUB
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0087

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1. PURPOSE

The purpose of the request for quotation (RFQ) is to appoint a service provider to draft a report on the skills and competencies required for the future natural scientist in South Africa.

2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation (now the Minister of Higher Education, Science and Innovation). To date, SACNASP covers 25 fields of practice and is represented by 53 accredited voluntary associations (VAs). The Council represents over 14 000 registered natural scientists.

2. SCOPE OF THE WORK

Modern advances in cross- and multidisciplinary research in academia, research institutes and technology intensive businesses has had a huge impact on the world around us and will reshape the job market for natural scientists globally. Furthermore, with the Fourth Industrial Revolution (4IR) and linkages to the 2030 Agenda for Sustainable Development Goals (SDGs), the African Union's Agenda 2063, National Development Plan (NDP) of South Africa 2030 vision, seven (7) National Priorities of our government and 2019 White Paper on Science, Technology and Innovation, as well as Sectoral Plans, opportunities for increased economic growth through the modernisation of existing industries will arise. As a result, the core, fundamental and multidisciplinary scientific skills will also evolve. Therefore, the need to upskill and re-skill the workforce for new technological job opportunities will become critical. The 2020 Skills Supply and Demand Report states "Occupations that are expected to become more important include those related to management and those related to 4IR-era technological changes. Importantly, however, changes in demand are expected to differ across sectors and industries. Higher

education institutes (HEIs) and Technical Vocational Education and Training (TVET) colleges must thus be able to respond to varied and evolving skills needs.”

The main objective of the project is to draft a report on the skills and competencies required for the future natural scientist in South Africa. This will be done in consultation with the accredited VAs, higher education institutions, public and private sectors as well as other key stakeholders. The service provider should focus on the following key areas:

- 2.1) Develop a concept document on the Fourth Industrial Revolution in the context of natural sciences in South Africa
- 2.2) Identify the current and future skills gaps within the natural science profession
- 2.3) Conduct an analysis of the extent to which the 4IR will have an impact on the skills needed in the future.
- 2.4) Determine the envisaged landscape for skills and competencies in the fields of practice of the natural sciences ([Fields of practice – SACNASP](#)).
- 2.5) Assess whether it will be necessary to explore potential new fields of practice, and sub-fields of practice.
- 2.5) Explore the impact of the 4IR, Digital Economy, Green Economy, Big Data and Climate Change on the natural science professions
- 2.6) Provide a criterion to determine current and future Continuing Professional Development (CPD) and Candidate Mentoring Phase (CMP) requirements for the natural science professions as the changes unfold over the next decade.

3. SCOPE OF WORK

SACNASP wishes to appoint a qualified service provider to conduct a study in consultation with the accredited VAs, higher education institutions, public and private sectors as well as other key stakeholders, coordinate all the inputs and compile a consolidated report for submission to the SACNASP. The service provider will be required to facilitate all meetings with stakeholders, if required, as well as coordinate and analyse all inputs. The service provider will also be required to coordinate the draft review report process, and address and integrate comments into the final

draft. Finally, the service provider will be required to oversee and proofread the production of the final glossy publication of the report (including the design and layout work).

4. PROJECT DELIVERABLES

The service provider will be required to provide deadlines for the following deliverables:

<ul style="list-style-type: none"> • In line with the project scope, the service provider must submit a proposal that includes an outline of the methodology to be applied in carrying out the project and a project plan inclusive of milestones and timeframes.
<ul style="list-style-type: none"> • The service provider must submit an inception report as a follow-up to the bid proposal with a revised project plan, overall design with a detailed methodology and content structure for the final product. The inception report shall be submitted within four weeks of contract commencement.
<ul style="list-style-type: none"> • Undertake a desktop study on the skills and competencies of the future and benchmark with international standards;
<ul style="list-style-type: none"> • Undertake a survey in consultation with the accredited VAs and relevant stakeholders across the 25 fields of practices
<ul style="list-style-type: none"> • Submit a brief progress report showing progress on the development of the draft report;
<ul style="list-style-type: none"> • Present and submit the draft report to SACNASP for comment;
<ul style="list-style-type: none"> • Finalise the draft report to be signed-off by SACNASP;
<ul style="list-style-type: none"> • Submit a glossy publication of the draft report.

5. KEY PERSONNEL

The successful service provider's team should possess the following competencies:

- Proven ability in the design, facilitation, and execution of evaluation as required
- Ability to adapt to issues as they emerge through the evaluation process

- Ability to work in a team and manage processes that require inputs from different role players and platforms
- Excellent analytical and conceptual abilities
- Excellent writing and communication skills which should include experience in accessible writing as well as the ability to communicate clearly and effectively with scientists and other practitioners across a broad range of experience
- The ability to work independently and deliver efficiently on high quality deliverables within agreed timeframes and agreed fixed budget.

The response to the Terms of Reference should indicate the extent to which the service provider fulfils these requirements. In addition, proposals should include a recent CV as well as examples of previous reports coordinated by the service provider, to demonstrate skills and experience.

6. PROJECT TIMELINE

The contract will be for a period of 18-months starting from the appointment date. The performance of the service provider will be assessed regularly, and should the required standards not be met, the contract may be terminated.

7. CONTRACTUAL ARRANGEMENTS

- The contract will be drawn up between SACNASP and the service provider
- Invoices will be paid for deliverables achieved as agreed in the contract
- No upfront payments will be made. SACNASP will only pay for the satisfactory completion of work within 7 days of submission of invoices.
- Copyright will be retained by SACNASP.
- Failure to comply with the terms and conditions as set out in this document will invalidate the proposal.
- In case of proposal from a joint venture, the following must be submitted together with the proposal:
 - Joint venture Agreement including split of work signed by both parties

- The original or certified copy of the B-BBEE certificate of the joint venture
- The Tax Clearance Certificate of each joint venture member
- Proof of ownership/shareholder certificates/copies
- Company registration certificates.

8. REQUIREMENTS FOR PROPOSALS

8.1 Phase 1: Pre- qualification criteria

During Phase 1, a short list will be established, and the shortlisted service providers will be evaluated at Phase 2. Service providers must meet all the mandatory administrative requirement below to proceed to Phase 2; failure to submit the following will result in disqualification. Proposals should be accompanied by the following documents (ANNEXURE A):

- The contracted service provider is required to submit a proof of registration on the Centralised Supplier Database held by National Treasury
- The contracted service provider is required to provide a current original SARS tax clearance certificate
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status should be provided
- SBD 4 – Declaration of interest
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017
- SBD 8 – Declaration of bidder's past supply chain management practices
- SDB 9 – Certificate of independent bid determination.

8.2 Phase 2: Functionality assessment criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation, this bid will be evaluated in two stages. The first stage will evaluate functionality according to the criteria listed in the table below

Functionality Assessment	Weight %
<p>Criterion 1: References (Annexure B)</p> <ul style="list-style-type: none"> • At least five (5) letters of completion from previous clients demonstrating of doing research in the past 10 years = 20 points • At least four (4) letters of completion from previous clients demonstrating of doing research in the past 10 years = 15 points • At least three (3) letters of completion from previous clients demonstrating of doing research in the past 10 years = 10 points • At least two (2) letters of completion from previous clients demonstrating of doing research and compiling career materials = 5 points • No letters of completion from previous clients demonstrating of doing research in the past 10 years = 0 points 	20%
<p>Criterion 2: Relevant experience</p> <p>Provide company profile, history, years of experience and including examples of past work</p> <ul style="list-style-type: none"> • More than 5 years relevant experience= 30 • 4-5 years relevant experience = 20 • 3-4 years relevant experience = 10 • 0-2 years relevant experience = 5 	30%
<p>Criterion 3: Qualifications and skills of key personnel</p> <p>The service providers must submit, as part of its proposal, the following: The structure and composition of the proposed team, please provide no more than 5 relevant CVs for qualification evaluation.</p> <ul style="list-style-type: none"> • Attach of CV of team members and qualifications = 20 points • Attach of CV of team members without qualifications = 10 points • No CV and no qualification = 0 points 	20%

Criterion 4: Proposed project plan and methodology A total of 30 points will be allocated at the sole discretion of the SACNASP's Bid Evaluation Committee based on the information provided as follows: <ul style="list-style-type: none"> • Project Plan – Clear project milestones and deliverables with a timeframe as well as responsibilities, dependencies of the project and proper project costing = 30 points • Project Plan – summary of project milestones and deliverables with a timeframe and summary budget = 20 points • Project Plan – No project milestones and deliverables with a timeframe and budget = 0 points 	30%
Total	100%

Service providers must score a minimum of 75% or more in order to proceed to the next stage of evaluation.

8.3 Phase 3: Preference Points System criteria

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status level of Contributor	Number of points (80/20 system).
1	20
2	18
3	16
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

9. PROPOSAL SUBMISSION

Bids must be properly packaged and deposited in the below mentioned tender box on or before **11am on Wednesday, 24 November 2021** at SACNASP offices:

Tender Box: REPORT ON THE SKILLS AND COMPETENCIES REQUIRED FOR THE FUTURE NATURAL SCIENTIST IN SOUTH AFRICA (REF: SAC2111-002)

Suite U13, L4 & L5
Enterprise Building
The Innovation Hub
Mark Shuttleworth Street
Pretoria
0087

The Service Providers are required to submit one (1) hard copy and one (1) USB with the contents of each file before the Closing Date and time.

A nominated official of the Service Provider(s) should make enquiries in writing, to the specified person below. Service Providers must reduce all telephonic enquiries to writing and send them to the email address below.

Department : Operations
Contact Person : Matshidiso Matabane
E-mail : mbmatabane@sacnasp.org.za

The selection of the qualifying bid will be at the SACNASP's sole discretion. SACNASP does not bind itself to accept any particular bid and reserves the right not to appoint the service provider.

ANNEXURE A: COMPULSORY DOCUMENTATION / CHECKLIST

Please ensure that the following forms have been duly completed and signed and that all documents as requested, are attached to the tender document: (Failure to submit this documentation shall lead to disqualification)

Registration on the Centralised Supplier Database held by National Treasury Is the CSD form attached?	Yes		No	
Tax Clearance Certificate Is an original or certified certificate attached?	Yes		No	
Standard Bidding Document (SBD) 4 – Declaration of interest Is the form duly completed and signed?	Yes		No	
SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017. Is the form duly completed and signed?	Yes		No	
SBD 8 – Declaration of bidder's past supply chain management practices. Is the form duly completed and signed?	Yes		No	
SBD 9 – Certificate of independent bid determination. Is the form duly completed and signed?	Yes		No	
Additional documents applicable to this specific tender				
Company profile Is a company profile indicating relevant project experience and a list of clients for whom these projects were undertaken attached?	Yes		No	

Failure to submit the following certificate will not lead to disqualification, but the tenderer will score 0 points for B-BBEE during the evaluation of tender offers.

B-BBEE Certificate	Yes		No	
Is a certified copy of the B-BBEE or Original certificate attached?				

I, confirm that all compulsory documents for this tender is duly completed, signed, and attached to this document.

Signature: Date:

ANNEXURE B: CAPABILITY OF THE SERVICE PROVIDER

This schedule is to determine the capability of the bidder to execute the contract. Failure to complete this section shall lead to disqualification

Client Name	Project Description	Value of the contract and duration	Contact person name and designation	Contact details (phone number and email address)	Is the contract Current or Past?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

NB: SACNASP reserves the right to verify the contents of this list directly with the service providers' clients and also conduct site inspections