the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PRICE QUOTATION

For office use only:

Reference No:	**YES – Evaluation**
Date RFQ Issued:	**07 August 2026**

Request for Quotation on behalf of the Department of Trade, Industry and Competition (the dtic)

The dtic hereby invites suitable service providers to provide the department with a quotation for **Impact Evaluation of the Youth Employment Service (YES)** in accordance with the Terms of Reference (Scope of work).

Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	**MAAA**
Contact person	
Email address	
Telephone number	

Enquiry and Closing Details

For office use only:

Contact person	Bridget Mohlala
E-mail address	BMohlala@thedtic.gov.za
Telephone number	012 394 3850
Closing date and time for quotation	**19 August 2026 (16:00)**
Quotations to be e-mailed to **the dtic** provided email	**Functional Proposal:** RFQs@thedtic.gov.za **Financial Proposal:** FinancialProposals@thedtic.gov.za

Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date and time will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and 20 points for preferential procurement specific goals.
4. No quotation will be considered from service providers employed by the state.
5. ***Quotations should be valid for a minimum period of 120 days from the date the RFQ closed.***
6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the **SBD 6.1** claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific goals are not claimed irrespective of the relevant proofs attached.

   HDI(Race, Women and People with disabilities)
   - Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
   - Proof of Race and women-attach latest Full (not summary) CSD report

   Small Medium Micro Enterprises (SMME's)
   - Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 17

Local Procurement (Provincial / Municipal)

- Proof of address (municipal rates/ bank statements/ lease agreement / affidavit or any latest statement not older than three months containing proof of address)

B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)

- B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit fully completed as per BBBEE guide paragraph 17

9. ***Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.***

10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.

11. All prices quoted MUST be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.

12. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.

13. Price offered by the service provider scoring the highest points must be reasonable and market related

Please note:

EVALUATION CRITERIA

Bids will be evaluated as per section 18.1 (First phase) and 18.2 (Second phase) of the ToR.

POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

………………………………	...………………………………………………
Signature	Date
………………………………	………………………………………………
Position	Name of bidder

ANNEXURE A – FINANCIAL PROPOSAL

Requirement list / Specifications			
SUBJECT: Impact Evaluation of the Youth Employment Service			
Item No	**Number of Units**	**Item description**	**Unit Price**
1.		Inception and document review	
2.		Data collection	
3.		Preliminary analysis and interim reporting	
4.		Validation workshop	
5		Drafting and review	
6		Final report submission	
		Total excluding VAT	
		VAT @ 15% if applicable	
		TOTAL INCLUDING VAT	

____
Company Name

____
Signature

____
Date

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

THE TERMS OF REFERENCE

To invite bids to appoint a Service Provider to conduct Impact Evaluation of the Youth Employment Service (YES).

Table of Contents

REQUEST FOR PROPOSALS:

The Department of Trade and Industry (**the dtic**) invites interested Service Providers to submit proposals on the Impact Evaluation of the Youth Employment Service (YES)

NOTE: Should a vendor have reason to believe that the specification / Terms of Reference are not open to promote competition or that it is written based on a particular brand / product / entity; the vendor shall notify the Bid Office of **the dtic** within ten (10) calendar days after publication of the bid.

1 PURPOSE

1.1 The purpose of the project is to conduct on the Impact Evaluation of the Youth Employment Service (YES). The evaluation aims to determine the effectiveness, relevance, and sustainability of YES, particularly the contribution of private sector partnerships to youth employment.

2 BACKGROUND

2.1 The Youth Employment Service (YES) is a flagship public-private partnership initiative established to tackle the crisis of youth unemployment in South Africa. Operating under the umbrella of the Presidential Youth Employment Initiative (PYEI), YES has placed over 190,000 youth in 12-month work experiences in partnership with more than 1,800 corporate funders. In FY2024/25, 1,033 companies actively funded YES Youth. This evaluation seeks to assess YESs implementation of the YES regulation and its impact on post programme job creation, private sector participation, and systemic transformation, with a focus on lessons for scale and policy alignment.

3 OBJECTIVES

3.1 The objectives of the assignment are to conduct an assessment to determine the effectiveness, relevance, and sustainability of YES, particularly the contribution of private sector partnerships to youth employment. It will:

3.1.1 Assess the outcomes and impacts of YES on youth beneficiaries

3.1.2 Evaluate the value and experience of corporate funders

3.1.3 Analyse the effectiveness of the YES model in contributing to systemic change

3.1.4 Inform future strategic direction and policy decisions

3.1.5 Compare YES to comparable youth employment initiatives in South Africa, taking into account size of programme, private sector participation, quality of youth employment, and effectiveness of M&E systems of the…../ provide audit services / research ….. The assessment / audit / research aims to achieve the following objectives:

3.1.6 Identify and recommend the best solutions to address the regulatory problem.

3.1.7 Produce a comprehensive report based on the problems identified that will communicate the expected impact of amending or maintaining identified sections in the Act.

4 METHODOLOGY

4.1. The Service Provider is expected to apply a mixed-methods approach combining quantitative and qualitative research.

4.1.1. Stakeholder Analysis

Stakeholders will be mapped and segmented (e.g. allies, detractors, neutral parties). Interviews will be conducted with:

- Key corporate sponsors
- Youth participants
- Public stakeholders (Presidency, DTIC, B-BBEE Commission, Verification Agencies, and DHET etc.)
- International donors and labour market experts
- YES leadership and staff
- Other stakeholders, at the approval of the steering committee.

4.1.2. Literature and Document Review

A review will be conducted of:

- YES internal monitoring and reporting data
- PYEI, DTIC, and SETA programme documentation
- Academic and grey literature on youth employment models
- Presentations and strategy documents
- 4.3 Qualitative Data Collection
- 30+ semi-structured interviews with key stakeholders
- 2 or more focus groups with youth beneficiaries
- A high-level, two-day validation workshop with YES Board, Presidency, DTIC, major corporates, and other key actors

4.1.3. Quantitative Survey

A survey will be administered to corporate partners. From the population of 1,033 active FY24 funders:

- A sample size of 285 will yield statistically valid results at a 95% confidence level and a ±5% margin of error
- Alternative margins of error: ±7% (n=176), ±10% (n=88)
- Stratified sampling (e.g., by sector, size, B-BBEE level) is recommended
- A smaller qualitative sample of top 50–100 funders can still yield useful insights but will not be statistically representative

4.2. The survey will cover:

4.2.1 Motivations for YES participation

4.2.2. Operational challenges

4.2.3. Perceived social and business returns

4.2.4. Willingness to scale or continue participation

4.2.5. National labour data (e.g. Stats SA, PYEI reports) will be used for benchmarking.

5 SCOPE OF WORK

5.1. The evaluation will cover:

- YES's programme activities and outcomes since inception, with a focus on the past three years.
- The experience of large corporate funders (particularly the 50+ funders supporting 100+ youth per annum)
- Government and ecosystem stakeholders (e.g. DTIC, PYEI, B-BBEE Commission, business associations)
- Youth beneficiaries across different sectors and provinces

6 DELIVERABLES

- Inception Report (including work plan and data collection tools)
- Interim Findings Presentation
- Draft Evaluation Report (including data annexures)
- Validation Workshop Materials
- Final Evaluation Report with Executive Summary and Recommendations

The below mentioned deliverables must be read and understood in conjunction with the scope of work in par. 5 *supra*.

Outputs	Timeframes
Inception and document review	Week 1-2
Data collection	Week 3-6
Preliminary analysis and interim reporting	Week 7-8
Validation workshop	Week 9
Drafting and review	Week 10-11
Final report submission	Week 12

7 QUALIFICATIONS, EXPERIENCE AND EXPERTISE

7.1 The proposed key staff for this project should comply with the following requirements:

7.1.1 The proposed key staff should be in possession of the following qualifications Master's degree, or equivalent work experience in development economics or economic modelling postgraduate qualifications at least at master's level with additional qualifications/training in Socio-Economic Research; Monitoring and Evaluation; and Cost Benefit Analysis. The applicant team should have a proven record of work with minimum 5 years' experience, preferably in the impact evaluation of youth employment, skills development, or active labour market programmes.

7.1.2 Demonstrate verifiable expertise in impact evaluations and mixed-methods research, including familiarity with experimental and quasi-experimental methods

7.1.3 Sound knowledge of the youth employment and labour market status quo and the financing, funding, and incentive instruments which apply in the youth employment services ecosystem, B-BBEE and Skills Development policies

7.1.4 Strong writing and analytical skills, with proven experience producing high-quality, evidence-based deliverables such as impact evaluation reports, cost-benefit analyses, monitoring and evaluation frameworks, policy briefs, technical research papers, and formal recommendations to decision-making authorities.

7.1.5 Experience working with multi-stakeholders including convening and facilitating engagement between government, industry, labour, and civil society.

7.1.6 Bidders must submit comprehensive CVs of all proposed key staff in the following format: **1st Column**: Name and ID number of key staff member; **2nd column**: Relevant qualification(s) and courses successfully completed; **3rd column**: number of years' relevant experience indicated in numerical format; **4th column**: case studies to prove relevant experience and knowledge in field of expertise (as indicated in below table).

Name and surname of key staff member	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in numerical format (Only indicate the number of years performing this specific work / services).	Only relevant case studies or relevant other proof and relevant references to prove relevant experience and knowledge in field of expertise.

7.2 The bidding company must be in existence for at least 10 years with 10 years' relevant experience in delivering the required service.

7.2.1 Proof of relevant experience should be provided by means of cases studies detailing the type of project, the period of the project, the magnitude of the project and the result of the project. Reference letters from former clients will be an added advantage.

NB: **the dtic** reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

8 DUE DILIGENCE

8.1 The bidder must have current technical and logistical capacity to perform the work required. **the dtic** reserves the right to perform due diligence on facilities, resources and capacity of a bidder prior to the appointment of a service provider.

9 SPECIAL CONDITIONS

9.1 A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once a Service Level Agreement is signed between the parties.

9.2 Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to **the dtic**. Each key team member's role must be clearly outlined in the project plan.

9.3 A project plan detailing the tasks, activities and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after appointment of the successful Service Provider. Each key team member's role must be clearly outlined in the project plan;

9.4 As previously indicated **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a Service Provider;

9.5 Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dtic**.

9.6 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

9.7 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

9.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

9.9 The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

9.10 The Bid Office Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

9.11 All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.

9.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory in order for bidders to be considered for bids.

9.13 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.

9.14 Bidders' whose tax matters are not declared to be in order will be disqualified.

9.15 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.

9.16 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require.” (Minimum Information Security Standards. Chapter 5).

9.17 The points scored for functionality, price and preferential procurement points will be rounded off to the nearest 2 decimals.

9.18 In cases where the tenderer use sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.

9.19 In cases where above market related prices are quoted the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and preferential procurement points).

9.20 Bidders to take note that the award of the tender may be subject to price negotiation with the preferred bidder.

9.21 This bid is subject to the PPPFA and its Regulations and *the dtic*’s SCM Policy.

9.22 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

9.23 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

9.24 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. **As this regulation prohibits public service employees from conducting business with an organ of state;**

either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid.

the dtic reserves the right:

9.25 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)**.**

9.26 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

9.27 To accept part of a tender rather than the whole tender.

9.28 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

9.29 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

9.30 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

9.30 Award to multiple bidders based either on size or geographic considerations.

9.31 Bidders will be afforded an opportunity to pose questions relating to this bid/ToR up to 7 calendar days before closing date of the bid. Thereafter no queries/clarification requests will be responded to. Questions raised will be responded to one by one as received from potential bidders to assist in compilation of proposals. During the final week of advertisement, the Bid Office of the dtic will post all questions asked and responses provided on the e-tender portal of National Treasury as well as the dtic's website where the original tender invitation is posted for transparency purposes.

9.32 If the bidder failed to comply with any of the administrative pre-qualification requirements, or if **the dtic** is unable to verify whether the pre-qualification requirements are met, then **the dtic** reserves the right to –

9.32.1 Reject the bid and not evaluate it, or

9.32.2 Accept the bid for evaluation, on condition that the bidder must submit within seven (7) calendar days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

9.33 Incomplete pricing will lead to automatic disqualification as it will not be possible to compare the price with other bid prices.

9.34 Pricing in figures and pricing in words must be the same. Any discrepancy in these two will result in the pricing in figures will be deemed the bid price and will be used for comparison and contract purposes.

9.35 Additional pricing may also lead to automatic disqualification in case where it hinders the comparison of prices (comparing apples with apples).

10 PRICE

10.1 The bid price must be an all-inclusive price that represent the total cost for the full completion of the project in line with the entire terms of reference which will be payable by **the dtic** to the appointed Service Provider upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. The payment schedule will be stipulated in the SLA. The Bid Price MUST be a fixed price. No price escalations will be considered. **Any price condition that contradicts the fixed price requirement will lead to automatic disqualification of a proposal**.

10.2 The bid price must be inclusive of VAT and quoted in RSA currency.

10.3 Consultants will only be remunerated in accordance with the cost containment measures determined by National Treasury and or the SCM Policy of **the dtic**.

NB: The pricing MUST be based on fixed prices. No price escalations will be considered. **Any price condition that contradicts the fixed price requirement will lead to automatic disqualification of a proposal.**

11 the dtic OBLIGATIONS

11.1 **the dtic** Project Manager will serve as the contact person on all matters relating to the project;

11.2 **the dtic** Project Manager will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment is made;

11.3 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by Service Provider in carrying out their duties under this contract.

12 SERVICE PROVIDER'S OBLIGATION

12.1 The Service Provider undertakes to act as an independent contractor in respect of the work;

12.2 To work closely with the Project Manager responsible for the project in **the dtic**;

12.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith;

12.4 The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions;

12.5 The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;

12.6 The Service Provider must in all professional matters act as a faithful advisor to **the dtic**, as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;

12.7 All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**;

12.8 The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential;

12.9 The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;

12.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;

12.11 The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered;

12.12 The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

13 BID EVALUATION CRITERIA

13.1 The 80/20 principle and **two envelope / file system** will apply in evaluating the proposals in accordance with the Preferential Procurement Policy Framework Act; Act no 5 of 2000 its subsequent Regulations and the SCM and Preferential Procurement Policy of **the dtic**. The reason for applying the **two envelope / file system** is to ensure that price does not influence the evaluation of the functional proposals.

13.2 Two envelope system

13.2.1 The two-envelope system is based on the submission of the functional and financial proposals in **two separate envelopes / e-mails. NO financial information may be contained in the functional envelope as this will lead to automatic disqualification**.

13.3 Functional proposal:

13.3.1 Bidders must submit their functional proposal via email to **RFQs@thedtic.gov.za** with the name of the bidder, closing date and time and the RFQ number. This envelope / file should only contain the functional proposal and compulsory forms; SBD 1, 4, 6.1 and General Conditions of Contract; as well as the relevant proof to substantiate claims for preference points. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.**

13.4 Financial proposal:

13.4.1 The financial proposal must be submitted in a SEPARATE email with the name of the bidder, closing date and time and the RFQ number clearly indicated on the email to **FinancialProposals@thedtic.gov.za.**

13.5 FAILURE TO COMPLY WITH THE TWO ENVELOPE / TWO FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE A BID.

13.5.1 All proposals will be evaluated in terms of the two-phase process once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

13.6 **First phase: Functional evaluation**. This evaluation is based on the functional proposal submitted in envelope one (functional envelope). For this phase there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered during the second phase of evaluation.

13.7 **Second phase: Price and preferential procurement**. During the second phase all Bids that scored 60% and above during the functional evaluation will be considered for the second phase where points will be calculated for price and preferential procurement goals in accordance with the latest PP Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no 5 of 2000 and the dtic SCM Policy / Preferential Procurement Policy.

Key scores

Score	Description
0 – Non-compliant	No evidence provided to substantiate compliance
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

PHASE 1: FUNCTIONAL EVALUATION

No.	Criteria	Scoring Criteria	Weighting
1.	**Qualifications and experience of proposed key staff**		
1.1	The Team Leader – Relevant post graduate qualification. Foreign qualifications must be accompanied by SAQA evaluation report.	5 = Master's or higher 4 = Honors 3 = Post graduate qualification 2 = National Diploma 1 = Certificate 0 = No qualification	**10**
1.2	The Key Team members Degree in postgraduate degree. All key team members must have a relevant degree in order to score at least 3.	5 = Masters or higher 4 = Honors 3 = Degree 2 = National Diploma 1 = Certificate 0 = No qualification	**10**
2.	**Experience and number of years' performing services of team leader, key team members and company**		
2.1	The Team Leader	5 = 15 years + 4 = More than 10 years but less than 15 years 3 = 10 years	**20**

No.	Criteria	Scoring Criteria	Weighting
		2 = more than 7 years but less than 10 years 1 = 1 to 7 years 0 = Less than 1 year	
2.2	Key team members All key team members must have at least 3 years' relevant experience in order to score at least 3.	5 = 5 years + 4 = More than 3 years but less than 5 years 3 = 3 years 2 = more than 2 years but less than 3 years 1 = 1 to 2 years 0 = Less than 1 year	**20**
2.3	Case studies in line with par.... requirements as proof of successful completion of similar projects. Reference letters from former clients will be an added advantage.	5 = more than 3 case studies with reference letters 4 = 3 case studies with reference letters 3 = 3 case studies 2 = 2 case studies 1 = 1 case study 0 = No case studies	**10**
3.	**Methodology and research models**		
3.1	Methodology proposed in line with requirements stipulated in the Terms of Reference.	Level of detail. Innovation.	**30**
	TOTAL		**100**
	MINIMUM THRESHOLD		**60%**

PHASE 2 / 3: PRICE AND PREFERENCE POINTS

	<u>**80/20 PRINCIPLE**</u>	**POINTS**
1	<u>Price</u>	**80**
2	<u>Maximum Preferential procurement points</u> **as claimed on the SBD 6.1 form and substantiated by relevant evidence.**	**20**
	MAXIMUM POINTS	**100**

14 CONTRACTUAL PERIOD

14.1 The contract will be for a period of four (4) months. The project should be completed within 12 weeks from the contract start date. Bidders must please take note that no contract will come into existence before the SLA is agreed to and is signed by both parties.

14.2 The bidder must indicate the total number of hours that will be spent on this project.

15 CONTACT DETAILS

Please direct all **technical** questions in writing to:

Kaemete Tsotetsi

Research Branch
Department of Trade, Industry and Competition
Block A, First Floor, **the dtic** campus
77 Meintjies Street, Sunnyside, 0002
Email: KTsotetsi@thedtic.gov.za

Please direct all **bid related** questions in writing to:

Bridget Mohlala
Research Branch
Department of Trade and Industry
Block A, First Floor, **the dti** campus
77 Meintjies Street, Sunnyside, 0002
Email: BMohlala@thedtic.gov.za

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION*)					
BID NUMBER:	**YES - Evaluation**	CLOSING DATE: **19 August 2026**		CLOSING TIME:	**16:00**
DESCRIPTION	**Service Provider to conduct Impact Evaluation of the Youth Employment Service (YES).**				
BID RESPONSE DOCUMENTS					
Service provider are required to submit their proposal by email to RFQs@thedtic.gov.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Bridget Mohlala**	CONTACT PERSON	**Kaemete Tsotetsi**
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**BMohlala@thedtic.gov.za**	E-MAIL ADDRESS	**KTsotetsi@thedtic.gov.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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 ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………
(Proof of authority must be submitted e.g. company resolution)

DATE: …………………………………………...

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

…………………………………………………………………………………
…………………………………………………………………………………
…………………………………………………………………………………

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, …………………………………………………….............................., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

………………………………	………………………………………
Signature	Date
………………………………	……………………………………...
Designation	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total Points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20	**or**	**90/10**

$$\boldsymbol{Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)} \text{ or } \qquad \boldsymbol{Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)}$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tender must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI (Race / Women/ People with disability)		2		
Local Procurement		6		
SMME's		2		
B-BBEE		10		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

……………………………………….
SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME: …………………………………………………………
DATE: …………………………………………………………
ADDRESS: …………………………………………………………
…………………………………………………………
…………………………………………………………
…………………………………………………………

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ………………………………………………………………………………………………….....RFQ NO. **YES - Evaluation**
CLOSING DATE: **19 August 2026**

OFFER MUST BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY *(ALL APPLICABLE TAXES INCLUDED)

1. TO APPOINT A SERVICE PROVIDER TO PROVIDE YES EVALUATION SERVICES TO DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (**THE DTIC)**.

2. Prices must be quoted in RSA currency and include VAT.

3. The contract will be based on hourly rates which **must be fixed** and **travel and accommodation costs which will be paid in line with National Treasury prescripts as and when required.

4. Clearly indicate the hourly rates applicable to this project (certified invoices must be rendered in terms hereof once payment is requested):

ITEM	DESCRIPTION	RATE PER HOUR (VAT INCLUSIVE) YEAR 1
1	Team Leader	**R**
2	Team Member	**R**
	TOTAL	**R**

5. Total Hourly Rate = **R**_____________________

6. **Total Quotation amount as per ANNEXURE A of the RFQ = R**______________________

7. Period required for commencement with project after acceptance of RFQ ……………………………………………………………….

8. Hourly rates quoted must be firm for the full period of the contract: **Accepted / Not Accepted**

PROPOSALS BASED ON NON-FIRM PRICES WILL AUTOMATICALLY BE DISQUALIFIED

9. **Compliance with National Treasury Instruction on Cost Containment:

8.1 Claims for kilometers may not exceed the rates approved by the Department of Transport.
8.2 Parking expenses will not be for **the dtic's** account.
8.3 Travelling costs and time spent or incurred between the home and office of the consultants, including their staff and **the dtic** head office will not be for the account of **the dtic**.

**" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies. **Expenses*