



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

(“The DSI”)

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO DEVELOP A USER-GUIDE FOR THE DSI CAREER PUBLICATION

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1. BACKGROUND

A significant investment has gone into the DSI SET Career Publication since the book was first launched in 2013. The new SET Publication the 3rd Edition is being printed as in the past. The publication is also available in digital format, including through the DSI website.

The present practise is that printed copies of the publication are distributed to schools, libraries, science centres and related institutions. The 200-page book is provided to institutions to be used as a reference, thus limited number of copies are provided to such sites. However, the 16-page Self-Help Guide (for learners) is produced in large quantities and between 100 to 250 copies are provided to a school.

A limitation of the present offering is that the facilitators at centres, libraries and school (teachers) are not able to utilise the resource to its best, due to not having guidance on the benefits and the effective use of it with new readers.

Large numbers of the publication are printed for distribution. In addition to this, the online version is also available to readers with access to the internet and smart phones.

The DSI plan to launch an awareness drive and workshop campaign to promote the full use of the publication in science centres and schools so that the full value of the publication can be experienced. The publication, if used effectively, could motivate learners to follow a career in the sciences. It also provides tools and resources to assist them in preparing to enter and study towards these careers.

The need has been established for a comprehensive user-guide which will be utilised by facilitators at science centres and similar institutions as well as by curriculum advisors and teachers.

The User-Guide / Manual that will be used by Career practitioners / Life Orientation curriculum advisors and teachers to navigate the DSI SET Career publication to use it

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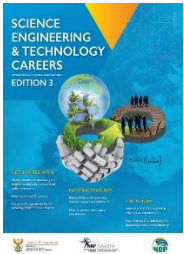

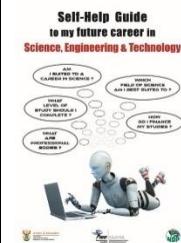
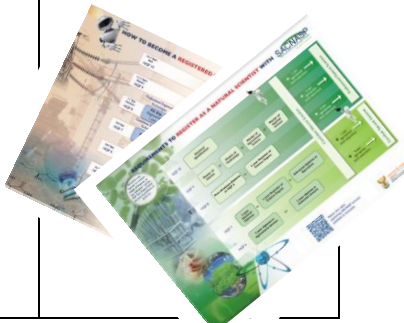
effectively so learners get the maximum benefit. The developer of the Guide / Manual will also be required to create a short video clip on the SET Career Publication. The video will be between 1-2 minutes long and be used to promote careers in science and the publication as a means of investigating interesting careers. This video will also be posted on social media platforms which include Facebook, Instagram and YouTube to further promote the careers in science.

2. PURPOSE

Whilst the SET pub seeks to provide career guidance relating to scientific fields in simple terms, teachers need to know how to use the guide so that its impact is maximised in schools. The reason for the guide is to ensure that it is not just kept on the shelf but that it is used by and delivered to learners with maximum impact:

- The SET Career Publication is delivered in a **multiple media format** and the users need to know where and how to, for example, view or download the book or e-publication and how to print and use the free resources;
- It will also explain the main components of the publication: the SET Career Guide (paper), Online Interactive version (how it can be downloaded from the internet to be printed), the Self-Help Guide (how to use this), the Posters (how to use these in the classroom to explain professional registration);
- Facilitators including Teachers should be informed of the resources available such the two wall posters and where to access supplementary YouTube videos;
- Teachers also need to understand how to use QR codes to access the videos in the publication (this technology may be unfamiliar to them). These videos can also be viewed on the learner's cell phones if multimedia resources are limited at the schools);
- Facilitators /Teachers should also be guided on how to use the SET Career Publication as part of the curriculum for GET (Grade's 7 – 9) and FET (Grades 10 – 12).
- Facilitators / Teachers will also be shown how to fill in the online Evaluation form at the back of the SET publication. This evaluation and feedback would provide valuable

input into future content and requirements for future editions of the SET publication (in the past this has been very effective).

Printed colour)	(full	Online Interactive E-Pub Version	Self-Help Guide	Posters
				

3. SPECIFICATION

The appointed service provider will render the following services:

- 3.1 Develop a User Guide / Manual for the Science, Engineering and Technology (SET) career publication;
- 3.2 Develop the User-Guide with an introduction;
- 3.3 Develop the User-Guide explaining the components of the publication;
- 3.4 Develop the User-Guide explaining the various versions of the publication;
- 3.5 Develop the User-Guide explaining the various contents of the publication;
- 3.6 Develop the User-Guide explaining how it fits in with the General Education and Training (GET) and the Further Education and Training (FET) curricula;
- 3.7 Develop the User-Guide explaining the use of the Self-Help Guide;
- 3.8 Develop the User-Guide explaining the use of the posters;
- 3.9 Develop the User-Guide explaining the use of the QR codes;
- 3.10 Develop a video clip as an introduction to the User-Guide

.1 Structure of the User Guide /Manual

The structure of the manual should include the following elements:

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Introduction

The Guide / Manual should explain the purpose of the SET Careers Publication and how the publication is to be aligned with the future of work and skills requirements.

Components of the publication

The Guide / Manual should describe all the multimedia components of the SET Careers Publication (described above) such as the different versions of book, the Self-Help Guide and Posters and where to access these.

What is Inside the Book?

The Guide / Manual should explain in simple terms, “What’s Inside the Publication?” (using pages 4 -5) including, the 7 Fields or Science contained in the book (colour coding of the fields, what each field represents).



Content

The Guide / Manual should describe the categories of content and what each contains under the following headings:

- Fields of Science (7 Fields as well as study paths)
- Related careers (73 careers and how careers are linked to these fields).
- Careers (explain how the careers are structured (description, further training, employment prospects and post-graduate study opportunities).
- Role Models which describe the personal journeys of those who have studied in the Sciences, the challenges they faced and what they are doing now.
- Post-Graduate Section – Promoting research and giving information on how to study a Post Graduate degree or diploma.



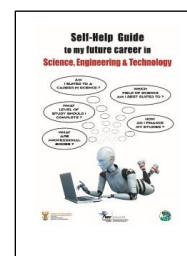
- How to use the posters: A3 pull-out wall posters to showcase and inform students on the accreditation and registration as a Professional Engineers and Natural Scientist with collaboration with ECSA and SACNASP respectively.

Curriculum

The Guide / Manual should explain how the SET Career publication advances the teaching and learning of STEM subjects (both GET and FET) and including how it can best be a useful tool for Life Orientation.

Self-Help Guide

Since this will be printed in mass the User / Manual should explain how to use the Self-Help Guide and the self-exploration questionnaire as a starting point to helping learners identify career fields in the Sciences.

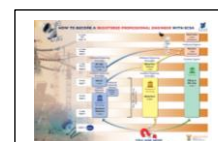


Posters

The manual should explain more about the posters and the process of registration with ECSA and SACNASP.

Online Resources (Interactive PDF)

The Guide / Manual will also explain how the interactive version of the SET Career Publication will work, where it is available (online). It will also explain where to download additional components, such as the self-help guide, posters and other materials linked to the publication.



QR codes

The Guide / Manual should describe how to use the QR Codes and how these are linked to additional information to enrich the user experience.

3.2.1 Audiovisual material

Video Clip

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he producers of the guide / manual will be required to create a 1-2 minute video clip which will serve to both inform and entertain the target audience. The video will be used in conjunction with the Guide/ Manual to explain what the SET Career publication is about. It will be used as a tool by the DSI to promote the SET Career Publication and Self Help Guide. It can be played at workshops where the Guide/ Manual will be handed out. The Video will be available on various social media platforms, so it can be used as a resource when teachers explain and promote the publication to learners.

3.3.2 Description of the video clip

The clip should showcase the different elements of the guide (described above). There will be no narration only visuals, text explanations including background music:

- Length: 1-2 minutes
- Content: Should display the publication and its major components: fields, careers, role models, feature articles, post-graduate section, financial aid and posters.
- Audio visual: Pictures and explanation using written text with background music (without copyright).
- The SET career publication to provide career guidance relating to scientific fields in very simple terms.

4 INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL

- 4.1 All prices quoted must include VAT and should be linked with specific tasks to be undertaken.
- 4.2 A service provider should comply with the specification.

5 EVALUATION OF PROPOSALS

5.2 The evaluation process will comprise of the following phases:

- a) Screening for Compliance;
- b) Functional Evaluation; and
- c) Price and Specific Goals Evaluation.

5.3 Screening for Compliance

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation; failure to submit the following will result in disqualification:**

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.
- h. Attach proven experience by providing a list of current and past contracts which are relevant to the required service in the bid specifications, according to the template in **Part A: Client Base**. Only the relevant experience shall be

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considered for bid evaluation purposes. Reference screening will be undertaken to confirm the validity of referees provided.

- i. Registered as an education practitioner, career practitioner, psychologist or related professional and proof of qualifications. Organisational or individual membership of the South African Career Development Association (SACDA) or related body.

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Functionality Evaluation

- a) Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of fifty percent (60%).
- b) The DSI panel members will individually evaluate the responses received against the following criteria as set out below:

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FUNCTIONALITY EVALUATION					
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent					

CRITERIA					WEIGHTS
1. Experience and Expertise: Bidders must submit a company profile which clearly spells out the experience and knowledge of the company in the education and/or career industry as well as their directorship. Number of years of experience in development of educational/career materials and values shall be allocated as follows:-					30
1 -2 years	3-4 years	5-6 years	7-8 years	9 and above	
1	2	3	4	5	
2. Current and Previous Projects Bidders must also submit a list of references for current and previous projects, which much cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered, (iii) contact person, (iv) his/her contact details (e-mail, telephone, address)					30
1 contract	2 contract	3 contract	4 contract	5 contract	
1	2	3	4	5	
3. Staff Capacity Organogram detailing the roles and responsibilities of each team member as well as CV's; qualifications and experience in educational / career materials development and shall be allocated as follows:-					30
1 -2 years	3-4 years	5-6 years	7-8 years	9 and above	
1	2	3	4	5	
4. Project Implementation The Project Implementation Plan must include, but not limited to the following: <ul style="list-style-type: none"> • Activities during Pre-Project Implementation Phase • Activities during Project Implementation Phase • Tools for the execution of tasks • Monitoring of the Project 					10
1 out of 4	2 out of 4	3 out of 4	4 out of 4	More than 4	
1	2	3	4	5	

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CRITERIA	WEIGHTS
TOTAL SCORE	100
MINIMUM THRESHOLD SCORE	60

- c) Service Providers must take note that any proposal not meeting a minimum score of 60 percent on functional proposal will be disqualified and will not be considered for the next Phase.
- d) The following rating values for evaluation will be used:
- i. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

Value	Description
5 – Excellent	Exceeds the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and meets the requirements
2 – Average	Partial compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria

- ii. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- iii. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
- iv. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- v. Service providers will not rate themselves but need to ensure that all information is supplied as required. The DSI panel members will evaluate

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and score all responsive bids and will verify all documents submitted by the service providers.

5.4 Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a detailed company ownership certificate.

b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration;

P_{\min} = Price of lowest acceptable tender.

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- c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

Table 1 – Specific goals

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
EMEs and QSEs	5
Companies owned by black people	5
Companies owned by women	5
Companies owned by youth	3
Companies owned by people with disabilities	2

- i. A bidder must submit proof of its Specific goals' status.
- ii. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
- iii. A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
- iv. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
- v. The points scored must be rounded off to the nearest two decimal places.
- vi. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
 - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
 - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.

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- If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
 - If a market-related price is not agreed in all the aforementioned respects, the Department must cancel the tender.
- vii. In the event that two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
- viii. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

NB: All costs that the service provider may incur due to the preparation of the project for the DSI shall be the sole responsibility of the service provider.

6 AWARDING OF THE BID

6.2 The successful service provider will work in close collaboration with the DSI team so as to ensure that the objectives of the Department are accommodated.

7 SUBMISSION OF PROPOSALS

7.2 The deadline for the proposal is **18 October 2023 at 11:00**.

7.3 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.

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8 CONTACT PERSONS

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations.

For Technical Queries:

Bersan Lesch

Deputy Director: Science Promotion

Tel: 071 112 6236

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PART A-CLIENT BASE

Name of client / organization where contract is being executed/was executed		Description of Contract Services	Physical Address of the Client/ organization	Contact persons and telephone numbers of your client	Contract period (indicate start and end dates) e.g. 1 April 2012 to 31 March 2015	Is the contract Current or Past? (please indicate accordingly)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

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