



TERMS OF REFERENCE

INVITATION TO SUBMIT PROPOSALS SERVICE PROVIDER OR INDIVIDUAL CONTRACTOR TO PROVIDE TECHNICAL SUPPORT TO THE ECONOMICS UNIT AT NEDLAC

1. INTRODUCTION

The National Economic Development and Labour Council (NEDLAC) was established in 1995 under the NEDLAC Act, No. 35 of 1994, as South Africa's primary platform for social dialogue between the Government, Organised Labour, Organised Business, and the Community Constituencies. NEDLAC plays a central role in ensuring that policies and legislative frameworks are shaped through collective input from its social partners, fostering stability and inclusive development.

In pursuit of this mandate, NEDLAC work collaboratively with industry expert to facilitate and coordinate social dialogue sessions particularly in matters that are affecting the national economy with key stakeholders in the economic sector, ensuring that discussions are effectively managed and objectives are successfully achieved.

2. PURPOSE

NEDLAC seeks to appoint a suitably qualified and experienced service provider for Technical Support services for a period of 3 years. The appointed service provider will be expected to support the development of regular economic and employment trends analysis, including monthly or periodic reporting on key indicators and emerging issues affecting the South African economy.

3. SCOPE OF WORK

3.1 The service provider or individual contractor will need to agree to an inception phase encompassing of the following:

- Inception Meeting: To discuss working modalities, communication mechanism, timelines, etc.
- Inception Report: To document revised and agreed upon project deliverables timelines, communication plan, working modalities, etc.

3.2 The service provider or individual contractor will be responsible for the following tasks:



- Support social dialogue sessions, research projects, engagements on policy and legislation, and realisation of agreements in respect of economic matters to ensure that the above outputs meet quality standards.
- Regularly scan the economic, trade, industry, job creation, fiscal and monetary policy environments and do briefing notes as and when requested for the Unit Managers, Senior Manager and Executive Manager.
- Facilitate and chair meetings with social partners and dialogue sessions where requested.
- Develop reports arising from Nedlac engagements and processes where requested.
- Macro-economic trends analysis, and depending on availability of data, including that from the informal economy (nationally, provincially and sectorally, utilising official statistics and other sources of data). These should include, at a minimum: Gross Domestic Product (GDP), Consumer Price Index (CPI), Monetary and Fiscal Policy, Investments, and International Trade. The aforementioned indicators are a bare minimum and not an exhaustive list.
- Economic and Employment trends and analysis (nationally, provincially and sectorally, utilising official statistics and other sources of data). The service provider should also be able to dissect the employment trends according to age groups, gender, race or any other demographic factors etc. Other important labour indicators should be considered such as wage agreements, number of strikes / protest actions and their impact.
- Sector analysis consisting of various sectors in South Africa e.g. Agriculture, Forestry and Fishing; Mining and Quarrying; Manufacturing; Retail; Electricity, Gas and Water; Construction; Trade, Catering and Accommodation; Transport, Storage and Communication; Finance, Insurance, Real Estate and Business Services; General Government and; Community, Social and Personal Services.
- Recent and relevant research of interest at the time of publication.
- High-level analysis of key factors impacting the aforementioned trends, including areas of vulnerability for each identified sector, as well as current domestic and global opportunities and possible environmental challenges. It is important to note that over and above the gathering of data, the service provider will always be expected to provide an analysis of the data.
- From time to time, the appointed service provider may be requested to provide specific supplementary data based on an emerging and relevant issue at the time.
- From time to time, the appointed service provider may be requested to present the report/s within Nedlac structures.



3.3 Reporting

The monthly report should be divided into the following sections:

- There should be an introductory slide/s on The Month in Review where a summary of the report and key findings are highlighted.
- There should be a Section A consisting of Macro Data Trends and Analysis. This section should set out key economic and employment data using indicators from inter alia Statistics SA, such as the Quarterly Labour Surveys and South African Reserve Bank reports. The reporting should remain consistent from one period to the next in order to make comparisons easier.
- There should be a Section B consisting of a Sector Analyses. This section should provide data on sector developments and their implications on the economy, employment, and environment.
- There should be a Section C consisting of Recent Research of Interest. This section should provide for reporting on ad hoc studies relevant to employment, the economy, or the environment, highlighting key factors and their impacts.

4. DURATION OF THE CONTRACT

The contract will be concluded for a period of three (3) years.

5. EVALUATION PROCESS

NEDLAC has set minimum standards (phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder.

The minimum evaluation standards consist of the following evaluation phases:

5.1 Pre-qualification

Bidder(s) are required to submit all documents stipulated on the RFP document.

- Fully completed and signed SBD 1 (Invitation to Bid)
- Fully completed and signed SBD 4 (Declaration of Interest)
- Fully completed and signed SBD 6.1 (Preference Points Claim Form)



- Valid certified BBBEE certificate / Sworn Affidavit
- Proof of registration on the Central Supplier Database (CSD)

Failure to comply with the above requirements may result into disqualification.

5.2 Technical Evaluation Criteria

Proposals will be evaluated on functionality to assess bidder competence.

Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to phase 3 (Price and Specific Goals).

The below matrix will be used in scoring the proposals	Scoring	Weight
Total Functionality	Total Score	100%
A. Approach and methodology (Proposal)		
Proposal shows excellent understanding of what is required in the terms of reference and the scope of work and shows innovation in the approach.	5 = Excellent	30%
Proposal shows good understanding of what is required in the terms of reference and the scope of work and shows practicality in the approach.	4 = Good	
Proposal shows satisfactory understanding of what is required in the terms of reference and the scope of work.	3 = Satisfactory	
Proposal shows poor understanding of what is required in the terms of reference, and is missing some of the critical components required in the scope of work.	2 = Poor	
Proposal shows wrong interpretation of what is required in the terms of reference, and is missing some of the critical components required in the scope of work.	1 = Very Poor	
No proposal submitted.	0 = Not Acceptable	
B. Relevant Expertise		
Availability of appropriate skills and resources to provide technical support. CVs of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as the number of years in the fields set out above.		



Excellent academic qualifications in an economic related qualification inclusive of data analysis, modeling, research, report writing and presentation knowledge within the team (Possesses a PHD/Doctorate in the required fields).	5 = Excellent	25%
Good academic qualifications in an economic related qualification inclusive of data analysis, modelling, research, report writing and presentation knowledge within the team (Possesses a Master's Degree in the required fields).	4 = Good	
Satisfactory academic qualifications in an economic related qualification inclusive of data analysis, modeling, research, report writing and presentation knowledge within the team (Possess a Post graduate Diploma or Honours Degree in the required field).	3 = Satisfactory	
Inadequate academic qualifications in an economic related qualification inclusive of data analysis, modeling, research, report writing and presentation knowledge within the team as per the TORs. (Possess a Degree in the required fields).	2 = Poor	25%
Inadequate academic qualifications in an economic related qualification inclusive of data analysis, modeling, research, report writing and presentation knowledge within the team as per the TORs (Possesses a Diploma in the required fields).	1 = Very Poor	
No academic qualifications in and economic related qualification inclusive of data analysis, modeling, research, report writing and presentation knowledge within the team as per the TORs (Possesses a Certificate or no qualification in the required fields).	0 = Not Acceptable	
C. Relevant expertise of the resources Nedlac reserves the right to verify the information provided on the CV's Bidder to submit CV's of the resources to be allocated.		
To evaluate each of the above components, the following criteria will apply:		
14 years or more relevant experience	5 = Excellent	25%
12-13years relevant experience	4 = Good	
10-11 years relevant experience	3 =Satisfactory	
7-9 years' experience	2 = Poor	



5-6 years	1 = Very Poor	
4 years or less experience	0= Not Acceptable	
D. Similar Projects Completed		
Number of Completed Similar Projects: Work performance on previous assignments (bidders to specify area of specialisation); successfully completed in the areas set out above, with contactable references. On the job assignments with previous employers will be accepted. Bidder to submit a signed reference letter on a company letter head		
5 or more completed similar projects	5 = Excellent	20%
4 Completed similar projects	4 = Good	
3 Completed similar projects	3 = Satisfactory	
2 Completed similar projects	2 = Poor	
1 Completed Similar Projects	1 = Very Poor	
No Completed Similar Projects = Not Acceptable	0 = Not Acceptable	

5.3 Price and Specific Goals

In accordance with the provisions of the Preferential Procurement Policy Framework Act (PPPFA) and its Regulations, all responsive bids will be evaluated using the 80/20 preference point system, where constitutes 80 points and Specific Goals constitute 20 points.

The points obtained from Pricing and Specific Goals will be consolidated and rounded off to two decimals will be used to rank the bidders.

a) Price Evaluation

Price proposals must be submitted in South African Rand.

All prices must be inclusive of VAT.

NEDLAC has issued a pricing model that bidders must use to complete their financial proposal. The rates provided must be all inclusive, accurate and complete.

Points scored will be rounded off to the nearest 2 decimals.

The following formula will be used to calculate the points for price:



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

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

b) Specific Goals Evaluation

The B-BBEE certificate or sworn affidavit should be submitted in the name of the bidding entity. If the proposal is submitted by an incorporated joint venture, the incorporated joint venture must submit their B-BBEE status level verification certificate or sworn affidavit. If the proposal is submitted by an unincorporated joint venture arrangement, the unincorporated joint venture must submit a consolidated B-BBEE certificate or sworn affidavit as if they were a group structure, and that such consolidated B-BBEE certificate or sworn affidavit is prepared for every separate proposal.

Bidders who do not claim preference points on the SBD 6.1 will be scored zero for Specific Goals.

Failure of a bidder to submit a B-BBEE certificate from a verification agency accredited by the South African Accreditation System (SANAS), a Companies and Intellectual Property Commission (CIPC) B-BBEE Certificate for Exempted Micro Enterprise (EME), or a sworn affidavit confirming annual turnover and level of black ownership in the case of an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) together with the proposal, will be interpreted to mean that preference points for B-BBEE are not claimed.

Points scored will be rounded off to the nearest 2 decimals.

The Specific Goals points will be allocated as outlined below:

B B-B EE Levels	Number of points allocated (80/20 system)
BBEE Level 1	20
BBEE Level 2	16



BBEE Level 3	10
BBEE Level 4	8
BBEE Level 5	6
BBEE Level 6 - 8	0

6. CONDITIONS OF THE RFP

NEDLAC is not obliged to appoint any bidder

NEDLAC reserves the right to withdraw or amend this RFP

No bid will be awarded to a bidder who is listed on the National Treasury National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers.

Bidders must declare any conflict of interest.

NEDLAC will disqualify a bidder who engages in the following:

- Bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
- Bidder who received information not available to other vendors through fraudulent means; and/or
- Bidder who does not comply with any other requirements as stipulated in this bid document.
- A bidder who engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder
- A bidder who makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of NEDLAC's officers, directors, employees, advisors or other representatives and any government entity's officers

7. TAX COMPLIANCE

The Bidder(s) must be compliant when submitting a bid to NEDLAC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991), where applicable.



Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

No bid will be awarded to a bidder who is not tax compliant.

8. SUBMISSION REQUIREMENTS

The bid proposals must be submitted in two separate sealed envelopes in the below format:

File 1	<ul style="list-style-type: none">• Standard Bidding Documents (SBDs)• CSD Report• Functionality/Technical Evaluation Responses• Any other related document
File 2	<ul style="list-style-type: none">• B-BBEE Certificate/Sworn Affidavit• Pricing Proposal

9. ENQUIRIES

All enquiries must be in writing and directed to:

SCM ENQUIRY

Contact Person : Selinah Ramphisa
Tel no : 076 717 1116
Email : Selinah@nedlac.org.za

TECHNICAL ENQUIRY

Contact Person : Dineo Modika
Tel no : 060 771 0760
Email : Dineo@nedlac.org.za

Bidders are strictly prohibited from communicating with any NEDLAC personnel or third parties involved in the preparation, evaluation or adjudication of this RFP, except through the official contact person specified in this document.

Any direct or indirect communication with other NEDLAC employees or representatives concerning this RFP outside the designated communication channels may result into disqualification of the bidder at the sole discretion of NEDLAC.



10. BID PREPARATION COST

All costs and expenses incurred by the bidder in preparing and submitting a proposal shall be borne entirely by the bidder.

NEDLAC will not be liable for any costs, losses or expenses incurred by any bidder whether the proposal is successful or not.

Bidders are therefore advised to prepare their proposals on the understanding that no reimbursement or compensation will be made by NEDLAC for any bid-related cost.

11. CHECKLIST OF RETURNABLE DOCUMENTS

No.	Document	Submitted (Yes/No)
1	SBD 1 - Invitation to bid form has been completed and signed.	
2	SBD 4 - Bidder's Declaration of Interest has been completed and signed.	
3	SBD 6.1 - Preference points claim form has been completed and signed	
4	CSD Report	
5	Functionality/Technical Evaluation Responses	
7	B-BBEE Certificate/ Sworn Affidavit	
8	Pricing Proposal	