



SCM /Tender Ref #:	DPME 03 2025-2026
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Request for proposals for:

Appointment of a service provider to conduct an implementation evaluation of a process of standardisation of indicators for sectors with concurrent functions

Bid closing date and time as well as the date and time of briefing session are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
November 2025	6 Months

1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note there will be a compulsory briefing session (Refer SBD1).

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this term of reference. The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team (Must use attached Excel template)
- **Annexure B2:** Summary of past experience of team members (Must use attached Excel template)
- **Annexure B3:** Deliverables and allocation of time to team members (Must use attached Excel template).
- **Annexure B4:** Pricing information. Price proposals must include VAT and should be fully inclusive to deliver the all outputs indicated in the terms of reference (Must use attached Excel template).
- The published terms of reference (this document, including Annexure A to this document).
- All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the **compulsory briefing session** (refer to SBD 1) will be considered. Bids must be valid for a minimum period of 90 days after the closing date.

ENQUIRIES		
	Technical	SCM
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Initials of specification committee members: _____

1. BACKGROUND

Annexure A contains a detailed description of the requirements for this project, including:

- Background
- Problem statement and purpose
- Objectives and scope of project
- Proposed methodology / approach
- Key deliverables
- Timeframes

2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spread sheet must be used to summarise qualifications, skills and past experience and to cost the proposal.

2.1. Qualifications and Experience required.

Bidders will demonstrate adequate experience through the number, types, scale, scope and geographical spread of projects/assignments undertaken. The attached template B2, must be used to summarise experience and the proposal must contain details about projects worked on including roles, cost and duration as well as names and contact persons at contracting party.

Annexure B1 must be completed and the required details of each team member must be provided. Team members indicated in the proposal must be available for the duration of the project and must play a meaningful role in the project. Replacement of team members may only be done in consultation with DPME and replacement team members must have the same qualifications and experience as those they are replacing.

Roles*	Qualifications	Experience
Evaluations specialist	Minimum: Masters Degree preferably in Social Sciences/ Management Sciences/Public Policy Development. Added Advantage: Doctorate in Social Sciences/ Management Sciences/ Public Policy Development.	Minimum: Five-year experience and has worked on at least 3 evaluations of any value and played a lead evaluator role in at least one evaluation of R500,000. Added advantage: More than five-years' experience and has worked on more than 3 evaluations above the value of R500 000.
Sector expert(s)**: Public Sector Planning	Minimum: Masters Degree preferably in Social Sciences/ Management Sciences/ Public Policy Development Added Advantage: Doctorate in Social Sciences/ Management Sciences/ Public Policy Development	Minimum: 5 years' experience in public sector planning, monitoring and evaluation. Added advantage: More than 5 years' experience in public sector planning, monitoring and evaluation.
Project manager	Minimum: Any tertiary NQF level 7 qualification Advantage: Tertiary qualification in project management	Minimum: Successfully managed and completed at least 4 projects of R500,000. Advantage: Successfully managed and completed more than 4 projects of the value of above R500,000.

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** One team member can have more than one of the roles indicated.*

2.2. Confirmation of experience, qualification and availability

The following must be submitted for each of the proposed team members:

- Written confirmation of availability (signed by the proposed team member) for the expected duration of the project to produce the deliverable(s) as indicated in Annexure B.
- Detailed CV indicating qualifications, previous experience as well as letters of reference (references must be contactable).
- Copies of qualifications.
- Failure to submit the above required documentation will lead to disqualification.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

2.3. Past performance

The past performance of bidders in executing similar projects will be evaluated using the references supplied by bidders as well as any other information available to the panel. Below satisfactory performance on a particular project may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar projects.

2.4. Project plan

The bid submitted must include a detailed project plan of the deliverables and dates must be included in Annexure B3. The start of the project will depend on the DPME procurement processes. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control). The project plan must cover the following:

- An overall conceptual framework;
- Rationale, purpose and objectives to be achieved (as per this ToR);
- Approach and methodology;
- Data collection, analysis and management;
 - Sourcing of all relevant data and information
 - Modelling, document analysis and synthesis
 - Stakeholder engagement
- Time frames and deliverables

3. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B4 must be used to summarise costing.

4. EVALUATION OF BIDS

4.1. Administrative requirements

Only Bidders registered on CSD will be considered for evaluation

Annexures B1 to B4 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Initials of specification committee members: _____

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference.

4.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Score per criteria: The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

4.3. Functional evaluation Part 1 – Quantitative criteria

Part 1: Minimum functional requirements: Only bids that scored at least the minimum overall score of 65% will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

Functional Evaluation Criteria		Weight	Min overall score of 65%
1.1	Evaluation specialist (par 2.1 of ToR): 1= The evaluation specialist(s) does/do not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The evaluation specialist(s) meet(s) all the minimum experience and qualifications requirements. 4= The evaluation specialist(s) exceed(s) the minimum experience or qualifications requirements.	3	9
1.2	Sector expert(s) Public Sector Planning (par 2.1 of ToR): 1= The sector expert(s) do/does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The sector expert(s) meet(s) all the minimum experience and qualifications requirements. 4= The sector expert(s) exceed(s) the minimum experience or qualifications requirements.	3	9

Initials of specification committee members: _____

Functional Evaluation Criteria		Weight	Min overall score of 65%
1.3	Project manager (par 2.1 of ToR): 1= The Project manager does not meet the minimum requirements for either experience or qualifications, or did not submit verifiable references, or did not submit written confirmation of availability for project. 3= The Project manager meets all of the minimum experience and qualifications requirements. 4= The Project manager exceeds the minimum experience or qualifications requirements.	3	9

4.4. Functional evaluation Part 2 – Qualitative criteria

The functional evaluation criteria indicated below will be applied during Part 2 of functional evaluation to all bids that met the minimum requirements stipulated under Functional evaluation Part 1. During part 2 the Bid Evaluation Committee may evaluate and score bids based on the bid documents and proposals submitted

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder is unable to attend a bid presentation on the date requested by the Bid Evaluation Committee, then the bidder must be afforded another opportunity within 5 working days. If a bidder is for a second time unable to attend a bid presentation then the bid must be evaluated based on the bid documents and proposals submitted only.

Part 2: Minimum functional requirements: Only bids that obtained the minimum overall score of at least 65% for both functional evaluation parts 1 and 2, will proceed to Price/PPPFA evaluation.

Functional Evaluation Criteria		Weight	Min overall score of 65%
2.1	Understanding the brief. The proposal and / or presentation by the service provider: 1= Did not address the purpose and objectives of the project. 2= Proposal shows minimal understanding of the sector and partially addresses the purpose and objectives of the project. 3= Proposal shows good understanding of the sector and fully addresses the purpose and objectives of the project. 4= Proposal shows exceptional understanding of the sector and policy issues, the purpose and objectives of the project responded innovatively and proposal offered added value to the project.	5	15
2.2	Proposal displays knowledge of and exposure to development planning principles and practice, particularly in public service. 1= Proposal displays limited knowledge and/or exposure to development planning, principles and practice. 2= Proposal displays some knowledge and exposure but not adequate or convincing. 3= Proposal demonstrates adequate knowledge and exposure to development planning, principles and practice, including within public service. 4= Proposal demonstrates advanced knowledge and exposure to development planning, principles and practice, with innovative approaches.	5	15

Initials of specification committee members: _____

Functional Evaluation Criteria		Weight	Min overall score of 65%
2.3	Project plan (par 2.4 of ToR and Annexure B3): 1= No project plan included in bid. 2= Project plan does not fully address all criteria. 3= Project plan addresses all criteria and indicates completion of the project within the required time frames. 4= Project plan addresses all criteria and indicates completion of the project using innovative solutions	5	15

4.5. PPPFA: Price /Specific Goals

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations include your BBBEE certificate/ Affidavit – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1. Points to be allocated as follows:

The specific goals allocated points in terms of this tender (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated (80/20 system) (To be completed by the organ of state)	POINTS TO Applicable to 80/20AWARD >= More than < = Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
TOTAL	20	

5. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the DPME. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tender's website. Bidders should familiarise themselves the content of the standard template.

Bidders should note that:

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- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

6. SPECIAL CONDITIONS APPLICABLE TO THIS BID

None