



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT
A DESIGN AND IMPLEMENTATION EVALUATION OF THE HOUSEHOLD FOOD AND NUTRITION
SECURITY PROGRAMME**

1. Tender No: **SD04/2022**
2. Closing Date: 12 September 2022 at 11:00
3. The following documents form part of this invitation for a proposal:
 - SBD1: Invitation to bid
 - SBD3.3: Pricing Schedule
 - SBD4: Declaration of Interest
 - SBD6.1: Preference points Claim Form
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria
8. Compulsory briefing session

Kind regards

DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 19/08/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	SD04/2022	CLOSING DATE:	12 SEPTEMBER 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO CONDUCT A DESIGN AND IMPLEMENTATION EVALUATION OF THE HOUSEHOLD FOOD AND NUTRITION SECURITY PROGRAMME				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	Social Development	CONTACT PERSON		Mr B Futshane	
CONTACT PERSON	Mr Z Mantantana	TELEPHONE NUMBER			
TELEPHONE NUMBER		FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS		BathembuF@dsd.gov.za	
E-MAIL ADDRESS	ZolisaM@dsd.gov.za				

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 ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

BID NO: SD04/2022	CLOSING TIME 11:00 ON 12 SEPTEMBER 2022
NAME OF SERVICE PROVIDER:	

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAVULE ADDED TAX
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APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A DESIGN AND IMPLEMENTATION EVALUATION OF THE HOUSEHOLD FOOD AND NUTRITION SECURITY PROGRAMME

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

	R.....	
	R.....	
	R.....	
	R.....	
	R.....	

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

	R..... days
	R..... days
	R..... days
	R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
			R.....
			R.....
			R.....
			R.....

Name of Bidder:

TOTAL: R.....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
 7. Estimated man-days for completion of project
 8. Are the rates quoted firm for the full period of contract? *YES/NO
 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantantana
 Email: ZolisaM@dsd.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... 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 not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

- 3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

POINTS	
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
 ii) The name of the sub-contractor.....
 iii) The B-BBEE status level of the sub-contractor.....
 iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

P.O. Box X 901, Pretoria, 0001, 134 Pretoria Street, HSRC Building, Pretoria
Tel: (012) 312 7552 /7066 Fax: (012) 312 7463 ZolisaM@dsd.gov.za

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A DESIGN AND IMPLEMENTATION EVALUATION OF THE HOUSEHOLD FOOD AND NUTRITION SECURITY PROGRAMME

1. PURPOSE

The purpose of the Terms of Reference is to appoint a service provider to conduct a Design and Implementation evaluation of the Household Food and Nutrition Security programme.

2. PROJECT NAME

Design and Implementation evaluation of the Household Food and Nutrition Security Programme.

3. BACKGROUND

Food insecurity exists when people lack sustainable physical or economic access to enough safe, nutritious, and socially acceptable food for a healthy and productive life. Food insecurity may be chronic, seasonal, or temporary. Nutritional consequences of insufficient food or under nutrition include protein energy malnutrition, anaemia, vitamin A deficiency, iodine deficiency, and iron deficiency.

Food insecurity and malnutrition result in catastrophic amounts of human suffering. The World Health Organization estimates that approximately 60 percent of all childhood deaths in the developing world are associated with chronic hunger and malnutrition.

There is a high rate of children in the parts of Africa who suffer from malnutrition (Countries like Zambia, Madagascar and Uganda). Therefore, it is important to give children enough food in order to avoid malnourishment and to help children get their normal level of health.

With unemployment levels at 25% nationally and over 15 million people receiving social grants, people do not have enough money to buy food. People in employment or who have casual jobs indicated that they are food secure in the first week after their wages are paid but are often food-insecure for the remaining three weeks in the month. Low-paid and irregular work reduces stability of access to food. Social grants provide a crucial safety net to many.

Women face hunger more often than men, due to disparities in income, limited access to employment or means of production and cultural practices that put them last or allow them smaller portions when food is in short supply. Women in the communities covered by this study are still largely responsible for feeding their families and are further burdened when family members are suffering from diseases such as HIV or AIDS, with time and money needed for food spent on caring for the sick.

At present 26% of South Africa's population regularly experiences hunger and an additional 28.3% are at risk of hunger (SANHANES, 2013). Food insecurity affects formal and informal settlements in both rural and urban areas. According to the SANHANES survey, the largest groups actually experiencing hunger live in urban informal (32.4%) and rural informal (37.0%) areas. The same areas account for the biggest percentages at risk of hunger: 36.1% in urban informal areas and 32.8% in rural informal areas. The lowest prevalence of hunger, at 19%, was reported in urban formal areas.

The National Development Plan, Vision 2030, provides a plan for the reduction of poverty and inequality in the next 15 years. A key element of both poverty and inequality is food security; it is both a consequence of poverty and inequality as well as a cause. As a result the National Development Plan makes reference to a number of steps that will improve food security, including the expanded use of irrigation, security of land tenure, especially for women, and the promotion of nutrition education.

To realize the objectives of the NDP, South Africa approved its Food and Nutrition Security Policy to ensure the availability, accessibility and affordability of safe and nutritious food at national and household levels to its citizens. The Policy also strives to respond to the triple challenges of poverty, inequality and unemployment, which are the foundations of food and

nutrition insecurity. The right to food is enshrined in Section 27 of South Africa's Constitution, which states, 'Everyone has the right to have access to sufficient food and water'.

Cabinet approved the National Policy on Food & Nutrition Security (NPFNS), the Household Food and Nutrition Strategy and Fetsa Tlala Food Production Initiative in September 2013. The strategy proposes an inter-sectoral approach of existing policies and programmes in health, education, social protection, trade, agriculture and environmental protection.

The policy proposes integrated responses to food insecurity and further provides a broad framework in which the various social and economic programmes of government and civil society can be coordinated. There are a number of stakeholders responsible for the implementation of the proposed interventions to ensure the availability, accessibility and affordability of safe and nutritious food at national and household level.

The strategy recommends amongst many things that DSD should take immediate steps to deliver on the following:

- Initiate work to establish a proper network of food distribution centres, backed by a larger financial commitment from the fiscus than is presently the case.
- Develop and test mechanisms to support ECD centres to offer meals to the children in their care.

In the medium-term, government should:

- Phase out the food parcel system, while developing and testing food voucher systems that can assist in addressing the food insecurity of those who are not adequately catered for through other governmental mechanisms and interventions.

It must be noted that there was an evaluation of nutrition interventions done before for children from conception to age 5, the evaluation was to assess the implementation of 18 nutrition interventions being delivered by the Departments of Health, Social Development, and Agriculture and to determine the enabling and inhibiting factors for implementation. The findings pointed that South Africa has made limited progress in improving child nutrition since 1999. Among all children under 5, stunting rates remain high and poor nutrition is the principal factor in deaths of South African children, despite the presence of the INP. Evidence points to unequal commitment to nutrition across departments (DoH, DSD, DAFF, and DRDLR) with varying leadership, management, planning, budgeting, and staffing. The absence of both a

coordination body of the above mentioned departments (to hold each department accountable) and a consolidated operational plan with a common goal/objectives and common metrics for tracking interventions across all sectors, has led to a silo's and somewhat fragmented approach to addressing child nutrition in South Africa.

The focus of this evaluation will be on the design and implementation of the Household Food and Nutrition Security Programme managed and funded by the National Department of Social Development delivered via Provincial Food Distribution Centres and Community Nutrition and Development Centres.

The Department has made some progress such that there are 9 Provincial Food Distribution Centres to manage the distribution of food to households; and 167 Community Nutrition and Development Centres in the Provinces which are managed by NPOs. The main purpose for establishing Community Nutrition and Development Centres (CNDCs) is to feed the hungry with nutritiously cooked meals and promote the development of beneficiaries towards creating sustainable livelihoods.

CNDCs are designed to empower people through training and skills development to become food secure, while the nutritional support is an interim safety net measure. A vital area for development in the CNDC model is the training of the cooks, who plays a pivotal role in the operation of the CNDCs. The CNDCs will have the potential to undertake activities over and above the preparation of food only by assisting with the profiling the beneficiaries, operation of the community vegetable gardens and job creation projects such as beading and sewing. The CNDCs will serve meals, usually during lunchtime, five days a week.

A weekly menu will be provided that will be posted in the facility and reflect the meals cooked for that week. Beneficiaries participating in the meal have to be seated at a table and enjoy a nutritious meal that will be served with appropriate cutlery and crockery. The CNDC as a centre will collect food directly from the local food producers such as community vegetable gardens that will be included as ingredients in preparing the meals for vulnerable individuals.

The key principles of the CNDC model

The following principles should be taken into account in the establishment of Community Nutrition and Development Centres (CNDCs):

- Protecting the dignity of beneficiaries;
- Creating the necessary inclusive environment for the beneficiaries;

- The CNDC should operate as a community asset that does not have any form of discrimination;
- Ownership by local community structures;
- Collaboration with other feeding and food distribution organisations

Selection Criteria for the NPOs that could operate a CNDC

- The NPO should be involved with some kind of feeding programme;
- The NPO should have a valid NPO number with DSD;
- The NPO must be well received and accepted by the local communities;
- It will be beneficial if the NPO have existing feeding infrastructure such as cooking equipment, vehicles, storage facilities, etc;
- The NPO must be accessible to beneficiaries utilising the CNDC;
- The NPO must be willing to share resources with surrounding and similar NPOs;
- The NPO must demonstrate that it has the capacity to implement basic Monitoring and Evaluation processes such as keeping a database of how many people are fed each day;

A Provincial Food Distribution Centre (PFDC) is the central coordinating facility for the provincial network of food distribution centres. The PFDC delivers donated and procured food to Community Food Depots (CFDs) and Community Nutritional Development Centres (CNDCs). The PFDCs will function as a central storage, packaging and distribution centre to supply CFDs with food parcels and CNDCs with dry and fresh ingredients for cooking meals.

3.1 The key functions of the PFDC

- Distribute procured and donated bulk food from Producers, Manufacturers, Wholesalers and Retailers;
- Supply raw ingredients to CNDCs on a weekly basis. The CNDCs inform the PFDCs about the requirements of the menus and the PFDCs in turn supply them accordingly;
- The PFDC supplies the CFDs with prepared food parcels which will be distributed to deserving households. The CFDs inform the PFDCs about the number of households it serves per week and the PFDCs supply it accordingly

3.1 Main Objective of the intervention/programme

The main objective of the Food and Nutrition Security programme is to reduce levels of hunger and increase access to safe and nutritious food in communities by:

- Enabling poor and vulnerable households' access to food through increasing distribution of food to such households Procurement of food from local food producers, while attaining cost efficiencies through bulk procurement
- Support households to attain self-reliance and self-sustenance
- Improve nutrition security of citizens;

4. PROBLEM STATEMENT AND CURRENT SITUATION

At present 26% of South Africa's population regularly experiences hunger and an additional 28.3% are at risk of hunger (SANHANES, 2013). Food insecurity affects formal and informal settlements in both rural and urban areas. According to the SANHANES survey, the largest groups actually experiencing hunger live in urban informal (32.4%) and rural informal (37.0%) areas. The same areas account for the biggest percentages at risk of hunger: 36.1% in urban informal areas and 32.8% in rural informal areas. The lowest prevalence of hunger, at 19%, was reported in urban formal areas.

The inability of the current Household Food and Nutrition Security programme to adequately address the prevalence of hunger in South Africa is underpinned by the following challenges:

- There are inadequate safety nets and food emergency management systems to provide for all those who are unable to meet their immediate food needs;
- Citizens lack the knowledge and resources to make optimal choices for nutritious diets;
- In cases where land is available, it is not always optimally utilised for food production, often due to insufficient supply of inputs (including finance, equipment and water), or skills;
- There is limited access to storage, processing facilities and markets for developing farmers and fisher folks particularly in rural areas;
- High cost associated with appropriate storage (e.g. warehousing) and distribution (e.g. fuel and trucks) of food at a large scale
- Climate change (and drought) and its associated impacts of seasonal rainfall altered patterns pose a threat to domestic food production;
- Lack of sustainable food production is a key threat to the country's food self-sufficiency and the concentration of controls with our food system governance perpetuate food prices volatility.

- There is no adequate, timely and relevant information on food and nutrition security; hence the impact of food and security programmes is not ascertained.

5. EVALUATION APPROACH

5.1 Purpose of evaluation

The purpose of the evaluation is to assess the appropriateness of the Design and Implementation of the Household Food and Nutrition Security Programme in addressing the identified hunger challenges in South Africa. To assess the effectiveness of the Food and Nutrition Security Programme in all provinces in terms of its objectives and improvement on the design of the model. To provide beneficiaries an opportunity to share their experiences, perceptions and challenges in the programme of which the concerns raised would inform the department's review of the programme going forward.

5.2 Focus area for the evaluation:

- Programme interventions implemented by HF&NSP
- Classification of funding for HF&NSP operations
- Scope and coverage within each province
- Compliance to the national HF&NSP model – PFDC, Strategic food sourcing (Bulk & local procurement) , Compliance to menu, cooks training, uniforms, stipends paid to Cooks,
- Development interventions implemented in CNDCs
- Number of beneficiaries that exited the CNDCs

5.3 Evaluation questions

This section identifies the main questions and sub-questions:

5.3.1 (Relevance and appropriateness) How was the programme implemented at Provincial level?

- What is the most appropriate model for sourcing food and balancing bulk procurement with local sourcing?

5.3.2 (Effectiveness) Have the intended programmes adequately addressed the food & nutrition problem in the ward/municipality/community that services are provided in?

- What are the key binding constraints/challenges currently experienced by PDC's and CNDC's in delivering the programme

- What are the key success factors presented by PDC's and CNDC's in delivering the programmes that can be deemed as best practice?
- What sphere of government is best placed to manage and implement the programme
- How can the NPO selection process (of both PDCs and CNDC's) be managed better to ensure adequate capacity?
- How were the developmental interventions implemented?

5.3.3 (Efficiency) Are all the institutional arrangements and the operational procedures at all the relevant spheres of government in place to implement the programme and plan?

- What was the scope and coverage within each province?
- Is there sufficient oversight, coordination and management capacity to implement the programme within government, PDCs and CNDCs?
- How were compliance to the national HF&NSP model – PFDC, Strategic food sourcing (Bulk & local procurement), Compliance to menu, cooks training, uniforms, and stipends paid to Cooks, dealt with?
- Are CNDC's more successful if they operate individually as separate organizations or if they affiliated to other existing services (such as drop-in centres, luncheon clubs, etc.)?
- How many beneficiaries exited the programme?
- Were there sufficient finances, human resources and administrative management to implement the programme?
- How the province got affected by classification of funding for HF&NSP operations? Is the programme designed in the most cost effective and efficient manner?
- Does the current design facilitate rapid scale up at minimal cost?
- How can the programme be redesigned to ensure less money is spent on operational expenditure and more on food? Ratio of funds spent on operational cost must be reduced in favour of feeding.

5.3.4 (Sustainability) How many successful and sustained projects were developed by CNDCs beneficiaries since the beginning of the HFNSP?

5.3.5 (Lesson learnt) What are the key lessons that DSD can draw from other food relief programmes?

5.4 Evaluation design and methodology

This is design evaluation of a multifaceted intervention (numerous implementing agencies, different programmes and projects, etc.) responding to an even more complex bio-psycho-social issue. A mixed methods evaluation design is recommended. This will require the collection of primary data from respondents (programme managers, managers in departments, sector specialists and NGOs), as well as analysis of secondary data (e.g. existing survey data; administrative, policy, strategic documents; and financial data from relevant NGOs and Implementing Agents).

Evaluation questions	Type of data	Main data sources
Has the intended strategy adequately addressed the food & nutrition problem? How is the programme designed to work?	Primary	Concept document, reports
	Secondary	Programme managers in departments; sector specialists; NGOs
Are all the institutional arrangements and the operational procedures at all the relevant spheres of government in place to implement the programme?	Secondary	Theory of change document
Is there sufficient oversight, coordination and management capacity to implement the programme within government?	Primary	Programme managers in the department; sector specialist
	Secondary	ToR and minutes of the meeting
Is there sufficient oversight, coordination and management capacity to implement the programme within PDC's and CNDC's	Primary	Programme managers in the department; sector specialist
	Secondary	ToR and minutes of the meeting
Does the programme adequately reach the intended beneficiaries?	Primary data	Programme managers in the department; sector specialists; NGOs
What are the key binding constraints/challenges currently experienced by PDC's and CNDC's in delivering the programme?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Reports
What are the key success factors presented by PDC's and CNDC's in delivering the programmes that can be deemed as best practice?	Primary	Programme managers in the department; sector specialists; NGOs

	Secondary	Concept document, reports
Are CNDC's more successful if they operate individually as separate organisations or if they affiliated to other existing services (such as drop-in centres, luncheon clubs, etc).	Primary	Programme managers in the department; sector specialists; NGOs
Are there sufficient finances, human resources and administrative management to implement the programme?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Budget
What sphere of government is best placed to manage and implement programme?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Literature review
How can the NPO selection process (of both PDCs and CNDC's) be managed better to ensure adequate capacity?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Reports
Is the programme designed in the most cost effective and efficient manner?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Concept document, reports
Does the current design facilitate rapid scale up at minimal cost?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Budget
How can the programme be redesigned to ensure less money is spent on operational expenditure and more on food? Ratio of funds spent on operational cost must be reduced in favour of feeding.	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Budget
What is the most appropriate model for sourcing food and balancing budget procurement with local sourcing?	Primary	Programme managers in the department; sector specialists; NGOs
	Secondary	Budget
What are the key lessons that DSD can draw from other feeding programmes?	Primary	Programme managers in the department sector specialist; NGOs
	Secondary	Concept document, reports

How can the programme work with bigger players in the field (gift of the givers, KFC feed a child, etc) to leverage their skills and resources to operating cost of the programme	Primary	Programme managers in the department sector specialists; NGOs
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Though an evaluation approach has been suggested, this does not preclude a service provider from recommending a different methodological approach considered more responsive or more innovative. Should a service provider apply the approach provided in the ToRs, the service provider will be expected to propose a detailed methodology and innovation and creativity in this regard will be an added advantage.

6. SCOPE OF THE EVALUATION

The evaluation should respond to the following scope of work:

- The evaluation should focus on the implementation and design of the Household Food and Nutrition Security Programme with clear recommendation on how both elements can be improved;
- The evaluation should include the lead departments at national level, provincial and local level;
- The evaluation should cover lead and all implementing provincial departments in 9 provinces;
- Senior Management (Directors responsible for the Household Food and Nutrition Security Programme) and Deputy Director General Welfare Services to be interviewed in all the provinces as well as national and provincial coordinators.
- Primary data collection will be required with beneficiaries to get their perspective on the implementation processes and the likelihood of the Household Food and Nutrition Security Programme to reduce levels of hunger and increase access to safe and nutritious food. At least 2 focus groups should be held in each of the 9 provinces participating in the evaluation;
- At least 3 Not for Profit Organisations (NPOs) (per province) that are implementing some of the programmes on behalf of the department should be engaged on their perspectives on the implementation processes.

7. DELIVERABLES

ITEMS	Expected Milestone
Submission and presentation of inception report , include the project plan, key evaluation questions, proposed sampling, methodology including capacity development plan	October 2022
Produce a Draft Literature Review Report on the Design and Implementation Household Food and Nutrition Security Programme	On going
Develop Theory of Change and produce a report	October 2022
Final data collection instruments, field work strategy and analysis plan	October 2022
Conduct fieldwork on a Design and Implementation Evaluation of Household Food and Nutrition Security Programme	October-November 2022
Produce a fieldwork report on Design and Implementation Evaluation of Household Food and Nutrition Security Programme	December 2022
Draft report and Validation workshop report	January 2022
Submission of approved final evaluation reports both full and short report in 1/5/25 format, all datasets and data collection documentation (including interviews)	February 2023
Project closure meeting	March 2023

8. INTENDED USERS AND STAKEHOLDERS OF THE EVALUATION

Stakeholder	Likely use of the results
Sector Lead Department: Department of Social Development	To improve on the Strategy and design of the Household Food and Nutrition Security programme in order to address the food nutrition and hunger problem in SA in a more adequate and efficient manner
Provincial Departments of Social Development	To improve the implementation of the Food and Nutrition security programme
Implementing Agents and NPOs in the various Provinces	To better the service delivery for Food and Nutrition to the poor and vulnerable

9. GENERAL CONDITIONS

9.1 The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

10. TIME FRAME

The duration of the evaluation will be twelve (12) months, starting from October 2022 and should be completed by September 2023, however should the project roll-over into the new financial year 2023/24 the same TOR's and MOU will be used.

11. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

The service provider must have an:

- a. An understanding of the Departments' core mandate
- b. Experience in food security and food distribution or related areas
- c. Project and Financial Management.
- d. Good verbal and written communication for stakeholder management
- e. Experience and knowledge of social welfare services
- f. Experience in conducting national research and policy development
- g. Understanding of community development, sustainable livelihoods, social facilitation and community mobilization
- h. Ability to gather data, to compile information, and prepare reports

The bidder must also provide the following:

- a) A response to the terms of reference.
- b) A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
- c) Profile of the organization and description of similar work undertaken,
- d) Numbers, names and CVs of workers/ consultants assigned to the project, including their roles and responsibilities,
- e) Letter of authority to sign documents on behalf of the organization
- f) One hard copy of the technical proposal and a CD with a soft copy of the technical proposal in pdf format.

12. BRIEFING SESSIONS

There will be a **compulsory** briefing session held on the **01 September 2022 at 09:30am, HSRC Building 134 Pretorius Street, Pretoria**. Failure to attend the compulsory briefing session will result in a bidder being disqualified.

13. BID PROPOSAL

The comprehensive proposal submission should include:

- 12.1 A detailed plan reflecting project time frames, costing and outputs.
- 12.2 Profile of company including a description of similar work undertaken.
- 12.3 Number, names and resumes (abbreviated CVs) of the person assigned to the project.
A summary of the roles, responsibilities and time spent by each Person.
- 12.4 The cost structure should be inclusive and as detailed as possible.
- 12.5 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 12.6 A work plan indicating time frames should be provided with the proposal.

Progress will be monitored monthly based on the work plan and time frames provided by the service provider approved by the DSD.

13. PROPRIETARY RIGHT

- 13.1 The DSD shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed.
- 13.2 The copyrights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.
- 13.3 All information, documents and reports must be regarded as confidential until made public by the DSD.

14. EVALUATION CRITERIA

14.1 The evaluation of the bids will be conducted in two stages:

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the criteria set-up. Proposals scoring less than 75 points in respect of functionality will be disqualified and not be evaluated further.
- b) Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preference Procurement Regulations 2011 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).

- 14.2 The 80 points will be used to calculate points for price only and 20 points will be used to calculate points for BBBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.
- 14.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees).
- 14.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.
- 14.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.
- 14.6 All bids/quotes will be scored as follows against the functional criteria indicated below. The table below showing scores provides a link to the competencies: The rating will be as follows:

- 1 = Very Poor
 2 = Average
 3 = Good
 4 = Very Good
 5 = Excellent

EVALUATION MATRIX

No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
1.	Demonstrates extensive knowledge and experience in conducting evaluation studies by main contractor and subcontractors 1= No evidence that bidder has undertaken similar projects. 2= Bidder has successfully undertaken 1 or 2 similar projects. 3= Bidder has successfully undertaken 3 projects. 4= Bidder has successfully undertaken 4 similar projects. 5= Bidder has successfully undertaken 5 or more similar projects.						30	
2.	Bidder's profile reflects an in-depth understanding, knowledge and experience of the social development sector's core mandate, policies and programmes as informed by its key priorities; and can appropriately relate evaluation of Household Food and Nutrition Security Programme to the current political, policy and governance environments. 1= Profile does demonstrate any of the required qualities.						20	

	<p>2= Profile makes mention of the required qualities but not convincing.</p> <p>3= Profile demonstrates a minimum of the required qualities.</p> <p>4= Profile demonstrates most of the required qualities.</p> <p>5= Profile exceeds of the required qualities.</p>							
3.	<p>Proposed methodology and approach</p> <p>1= Proposal did not meet methodology requirements set out in the TOR</p> <p>2= Proposal partially addresses methodology requirements set out in the TOR</p> <p>3= Proposal meets minimum methodology requirements set out in the TOR</p> <p>4= Proposal exceeds minimum methodology requirements set out in the TOR</p> <p>5= Proposal exceeds minimum methodology requirements set out in the TOR and proposed value-add items such as interesting approach for undertaking the project</p>						20	
4.	<p>Skills, knowledge and experience (as specified in ToRs)</p> <p>1= Team does not meet any skills, knowledge and experience requirements. The sector and M&E specialists meet at least half but not all the qualifications requirements</p> <p>2= Team consist of either sector expert or M&E expert and the project manager.</p> <p>3= Team consist of sector expert on community development and food and nutrition, M&E expert and project manager. The sector and M&E specialists meet the minimum qualifications</p> <p>4= Team consist of sector expert on community development and food and nutrition, M&E expert and project manager. Either sector or M&E specialists exceed the qualifications requirements.</p> <p>5= Team consist of sector expert on community development and food and nutrition, M&E expert and project manager. Both sector and M&E specialists exceed the qualifications requirements.</p>						15	
5.	<p>A skills transfer plan that demonstrates how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>1=No Skills transfer plan demonstrating how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>2= Proposed skills transfer plan partially demonstrates how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>3=Proposed skills transfer plan demonstrates how at least two officials from national DSD and relevant DSD</p>						15	

	officials and provincial offices. 4= Proposed skills transfer plan demonstrate how at least 4 or more officials from national DSD and relevant DSD officials and provincial offices. 5= Proposed skills transfer plan demonstrate how at least 4 or more officials from national DSD and relevant DSD officials and provincial offices. The proposal add some innovation on how the skills transfer plan will be implemented.								
	TOTAL						100		

Minimum requirement: Service providers should be required to meet the minimum scores for each element as well as the overall minimum score (75 points), based on the average of scores awarded by the evaluation panel members.

Proposals should clearly address the project description and the functional evaluation criteria mentioned above.

15. FACILITIES TO BE PROVIDED BY THE DSD

- 15.1 During the project the DSD officials will make themselves available for clarity, reporting processes, discussions and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project.

16. REPORTING ARRANGEMENT

- 16.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- 16.2 The service provider will provide a single overall project manager.
- 16.3 A comprehensive monthly report will be submitted by the service provider.
- 16.4 The service provider must also submit monthly statistics to the DSD.

17. TARRIFS AND PAYMENT

- 17.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.

- 17.2 Payment will be made in accordance with the completion of work to the satisfaction of the DSD based on the milestone for the project agreed to and signed off as part of the implementation plan.

18. SUBMISSIONS

- 18.1 Prospective bidders must submit their bids proposals in **two envelopes**:
- 18.2 **One envelope** with the **technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.
- 18.3 **One other envelope** with the **financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).
- 18.4 The entire proposal should be placed on disc in a PDF format
- 18.5 The following information must be endorsed on each envelope:
- **Bid number:**
 - **Closing date:**
 - **Name of the Bidder:**
 - **Technical Proposal or Financial Proposal**
- 18.6 The closing date for the submission of bid is **11h00 on 12 September 2022**
- 18.7 Failure to comply with these conditions will result in a bid being disqualified.
- 18.8 The Bids should be:
- Deposited in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street
Pretoria
- 18.9 Bids received after the closing date and time will be regarded as late and will not be evaluated.

19. CONTACT PERSONS

Enquiries may be directed to:
Mr Zolisa Mantantana
Tel No: (012) 312 7463
Email: ZolisaM@dsd.gov.za