



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

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ANNEXURE F

BID SPECIFICATION

BID SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER (S) FOR 2027 SUSTAINABLE DEVELOPMENT GOALS (SDGS) COUNTRY REPORT AND RELATED SEVENTEEN (17) GOAL REPORTS FOR A PERIOD OF 12 MONTHS.

1. PURPOSE OF THE BID

To invite service provider(s) to undertake the writing of one (1) 2027 Sustainable Development Goals (SDGs) Country Report and seventeen (17) related goal reports through an open bidding process for a period of 12 months

2. DEFINITIONS AND ABBREVIATIONS

2.1 Bidders – Country report and goal authors responding to this tender document

2.2 Black - is a term as per the BBBEE act 53 of 2003 refers to Africans, Coloureds and Indians.

List of Abbreviations

SDG: Sustainable Development Goals

CSD: Central supplier database

PDF: Portable document format. A file format to send documents

PPPFA: Preferential Procurement Policy Framework Act

Stats SA: Statistics South Africa

SLA: Service level agreement

VAT: Value-Added Tax

3. LEGISLATIVE FRAMEWORK OF THE BID

3.1 Tax legislation

3.1.1 Bidder(s) must be tax compliant when submitting a bid to Stats SA and remain tax 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 the Value Added Tax Act, 1991 (Act No. 89 of 1991).

3.1.2 It is a condition of this bid that tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

3.1.3 The tax compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids

3.1.4 It is a requirement that bidders, when submitting this bid, grant a written confirmation that SARS may on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status and that by submitting this bid such confirmation is deemed to have been granted.

3.1.5 Bidders are required to be registered on the Central Supplier Database, and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

3.1.6 Where consortiums/joint ventures/subcontractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.

3.2 Technical legislation and/or standards

3.2.1 Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

4. SCOPE OF WORK

Duties of the bidders:

Bidders must adhere to the following and provide documented evidence where required:

- 4.1 Actively participate in the stakeholder forums (UN agencies, government departments and academia, but not limited to) such as the methodology and validation workshops, as well as the ratification meeting to prepare the report for ownership and national relevance.
- 4.2 Through the SDG Secretariat, deliver the validated goal reports and the draft Sustainable Development Goals Country Report for review and comments.
- 4.3 Present the draft country report and goal reports to the relevant governance structures and any other structure(s) that may be proposed.
- 4.4 Integrate comments from the relevant governance structures and any other structure(s) that may be proposed into a final report.
- 4.5 Where required, attend meetings of the relevant governance structures and any other structure that may be proposed.
- 4.6 The service provider(s) will, at regular intervals, report directly to the SDG secretariat within Stats SA.
- 4.7 The appointed service provider(s) will collaborate closely with the members of the relevant governance structures and any other structure(s) that may be proposed.
- 4.8 All correspondence, draft and final reports are to be submitted to the secretariat only.
- 4.9 Any additional data source the service provider may deem suitable for the report should be referred to the SDG secretariat for collection and quality assurance.
- 4.10 The bidder should have published at least 5 publications relevant to development/SDGs.

Table 1: SCM Administrative documents

Document that must be submitted	Requirements	Comments
a. SBD 1 - Invitation to Bid	Complete and duly sign the supplied SBD document	COMPLETE IN FULL
b. SBD 3.1 Pricing Schedule	Complete and submit the supplied SBD document	COMPLETE IN FULL
c. SBD 4 - Declaration of Interest	Complete and duly sign the supplied SBD document	COMPLETE IN FULL
d. SBD 6.1 - Preference Point Claim Form	Failure of a bidder to provide a completed and duly signed SBD 6.1 form will forfeit preference points	COMPLETE IN FULL
e. General Conditions of Contract (GCC)	Read and initial each page	COMPLETE IN FULL
f. Specification	Complete the supplied bid specification	COMPLETE IN FULL
f. Registration on Central Supplier Database (CSD)	Recent full detailed CSD Report must be submitted	ATTACH CSD RECENT REPORT

5 MINIMUM REQUIREMENTS

Bidders must comply with the following minimum requirements:

- 5.1 In the case of an individual, must have at least eight years' experience in area relevant to the SDG sector.
- 5.2 In the case of institutions, must have at least ten years' experience in the relevant SDG sector.
- 5.3 In the case of institutions, the bidder must indicate the lead person and attach their CV, with at least eight years' experience relevant to the SDG sector and proven track record of publications in the field.
- 5.4 Have expertise in the field(s) or area(s) aligned to the relevant SDG goal(s) (refer to 5.1 above).
- 5.5 Excellent knowledge and use of the English language, especially fluency in written and spoken English.
- 5.6 Excellent communication, coordination and facilitation skills.
- 5.7 Bidders must provide details of at least one contact person or project co-ordinator who should also be able to provide the required reports and have the necessary authority to implement or act on requests within the required timeframes. (Annexure G)
- 5.8 Signed reference letters confirming at least five (5) current and or previous clients that the bidder has or had contract(s) with must be provided indicating the contact's name, address, contact number, e-mail address and a short description of the contract indicating the duration of the contract. (Annexure H)
- 5.9 Bidders must submit a full company profile. (Annexure I)

6 Terms of reference and roles and responsibilities of the parties.

Through discussions and interactions with stakeholders, prepare seventeen (17) goal reports (as determined by Stats SA) and a country report that must be of publishable quality, and of which Stats SA will have copyright.

The expected draft reports must cover SDG indicators, domesticated as well as additional indicators as proposed by the sectoral working groups (SWGs).

Compile seventeen (17) individual goal reports and one (1) country report. For the purpose of this bid, goal reports are as follows:

6.1 Please tick ✓ the box of goal(s) you would like to bid for.

Goal Reports	Bidding
Goal 1: End poverty in all its forms everywhere.	
Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture.	
Goal 3: Ensure healthy lives and promote well-being for all at all ages.	
Goal 4: Ensure inclusive and equitable education and promote lifelong learning opportunities for all.	
Goal 5: Achieve gender equality and empower all women and girls.	
Goal 6: Ensure availability and sustainable management of water and sanitation for all.	
Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all.	
Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.	
Goal 9: Build resilient infrastructure, promote sustainable industrialisation and foster innovation.	
Goal 10: Reduce inequality within and among countries.	
Goal 11: Make cities and human settlements inclusive, safe, resilient and Sustainable.	
Goal 12: Ensure sustainable consumption and production patterns.	

Goal 13: Take urgent action to combat climate change and its impacts.	
Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development.	
Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, halt and reverse land degradation and halt biodiversity loss.	
Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.	
Goal 17: Strengthen the means of implementation and revitalise the global partnership for Sustainable Development.	

6.2 Please tick✓ if you will be bidding for the SDG Country Report

Country Report	Bidding
2027 SDG Country report	

6.3 Stats SA shall:

- 6.3.1 Coordinate, through its governance structures (National Coordinating Committee (NCC), Sustainable Development Goals Secretariat, Sectoral Working Groups (SWGs), Technical Working Group (TWG), Report Drafting Team (RDT), Expanded Report Drafting team (ERDT)) and review the drafting of Goal and Country report.
- 6.3.2 Collect data and provide the report drafting team with the necessary quality data and metadata to compile the reports.
- 6.3.3 Facilitate regular feedback/review sessions with report drafting teams.
- 6.3.4 Provide fora for interaction between the report drafting teams and relevant stakeholders.
- 6.3.5 Review the quality of reports presented by the report drafting teams.
- 6.3.6 Facilitate the validation and approval of the Goal and Country reports.

6.4 The appointed individual(s) or institution(s) shall adhere to the following:

- 6.4.1 Actively participate in the stakeholder forums such as (but not limited to) the methodology and validation workshops, as well as the ratification meeting to prepare the report for ownership and national relevance.

- 6.4.2 Through the SDG Secretariat, deliver the validated goal reports and the draft Sustainable Development Goals Country Report for review and comments.
- 6.4.3 Present the draft country report and goal reports to the relevant governance structures and any other structure(s) that may be proposed.
- 6.4.4 Integrate comments from the relevant governance structures and any other structure(s) that may be proposed into a final report.
- 6.4.5 Where required, attend meetings of the relevant governance structures and any other structure that may be proposed.
- 6.4.6 The service provider(s) will, at regular intervals, report directly to the SDG secretariat within Stats SA.
- 6.4.7 The appointed service provider(s) will collaborate closely with the members of the relevant governance structures and any other structure(s) that may be proposed.
- 6.4.8 All correspondence, draft and final reports are to be submitted to the secretariat only.
- 6.4.9 Any additional data source the service provider may deem suitable for the report should be referred to the SDG secretariat for collection and quality assurance.

6.5 The appointed individual(s) or institution(s) shall:

- 6.5.1 Review the current state of the relevant sector.
- 6.5.2 Review the policies and interventions strategies employed or being considered by key government institutions towards achievement of the relevant SDG targets.
- 6.5.3 Review the level of implementation of said policies and strategies.
- 6.5.4 Review the key challenges to the achievement of the SDG targets for each goal.
- 6.5.5 Suggest possible/alternative policies and strategies to fast-track the achievement of the goals, where necessary.
- 6.5.6 Suggest, for each of the goals, key priority activities that government needs to pay attention to.
- 6.5.7 Suggest formation of strategic partnerships with other development stakeholders in the country, including civil society organisations, the organised labour and private sector.
- 6.5.8 Suggest possible strategies for mainstreaming SDGs into the national development agenda.
- 6.5.9 Design layout and conduct content editing of the goal(s)/country report.
- 6.5.10 Submit a final set of goal reports and the 2027 Country Report.

6.6 Timeframe

6.6.1 Goal Reports

Duration	Tasks
1 October 2026- 30 October 2026	Collect data and metadata from SDG secretariat Desktop review of existing situation, issues and challenges. Interactions with sectoral working groups, expanded report drafting team and SDG secretariat.
1 November 2026– 21 December 2026	Compilation and submission of first draft goal reports: Data analysis, report writing and technical editing of goal reports Participate in Sectoral Working groups

25 January 2027- 26 February 2027	Compilation and submission of second draft goal reports: ▪ Data analysis, report writing and technical editing of goal reports ▪ Participate in Sectoral Working groups
April 2027- May 2027	Goal authors interact with Country report author
1 June 2027- 30 June 2027	Post-drafting activities, including report validation, integration of comments and submission of final reports, including recommendations by other authors.

6.6.2 Country Report Author

Duration	Tasks
1 March 2027- 30 April 2027	▪ Discussion on Country report structure ▪ Interacting with goal report authors ▪ Consolidation of 17 goal reports into draft country report ▪ Submission of first draft of country report
1 May 2027– 30 June 2027	▪ Participate in Sectoral Working groups ▪ Incorporation of comments ▪ Design and layout of country report and content editing ▪ Submission of second draft of country report
1 July 2027 – 31 July 207	▪ Post-drafting activities, including report validation, ratification as well as integration of comments and submission of final report, including recommendations by national coordinating committee. ▪ Submission of final Country report

6.7 Report format

The following will be required from the successful bidder/s. (Bidders are requested to pertinently address compliance/non-compliance to these requirements in their proposals):

Specifications for 1 Country Report and 17 Goal Reports

This section outlines the length and formats applicable for both Goal and Country reports.

6.7.1 Length and format of the executive summary.

This section should be short and concise with a maximum of 5 pages for the goal report and 10 pages for the country report, covering the outline indicated below:

- Introduction (including preparatory process)
- Context of the SDGs (All spheres of government and other relevant development agendas)
- Main findings and proposals.

6.7.2 Length and format of the Goal report

Should be 30 – 40 pages and Country report a maximum of 200 pages, covering the areas indicated below:

- Introduction (including preparatory process);
- Context of the SDGs (All spheres of government other relevant development agendas);
- South Africa at a glance (country report only);
- Body of the report to a maximum 10 - 20 pages per goal;
- Conclusion;
- Proposals for further improvement.

6.7.3 Content

- An introduction that briefly explains preparation of the report, participation of different stakeholders, research and writing;
- Country-specific development context; international, continental and other relevant contexts;
- Current innovative policies and strategic interventions to achieve or accelerate achievement of goals and targets;
- Suggested policy/strategic interventions to achieve goals and targets;
- Each indicator/theme, highlighting the status of progress between the selected base year and current year (or closest year with available data), taking into account the principle of leaving no-one behind;
- Sharing of experiences, including challenges faced, successes, and lessons learnt;
- Develop goal tracking dashboard, indicating progress towards achieving goal(s)/targets/indicators;
- Conclusion;
- Way forward/proposals for further improvements.

6.8 Project management

- 6.8.1 The successful bidder(s) shall work in conjunction with Chief Director: Statistical Reporting and the director(s)/staff member(s) assigned to the project from Stats SA on the planning of the various phases of the project, wherein all the objectives and deadlines will be indicated. Milestones shall be in accordance with target dates.
- 6.8.2 The successful bidder(s) accepts all financial responsibility regarding the deviation from the set objectives that cannot be ascribed to the actions of Stats SA.
- 6.8.3 The successful bidder(s) shall ensure that deviations from the set objectives, that cannot be ascribed to the actions of Stats SA, be made up in non-recoverable time within the timeframes of each relevant phase of the process.
- 6.8.4 The successful bidder(s) shall be held liable for the deviation from the objectives as a result of discontinuity of the service provided by the bidder(s) that cannot be ascribed to the actions of Stats SA.
- 6.8.5 The successful bidder(s) will be required to provide project plan(s) that must be approved by Stats SA before the execution phase of the project begins.
- 6.8.6 The successful bidder(s) shall not sub-contract any portion of the project.

7. EVALUATION CRITERIA

The bid will be evaluated in three stages as given on the table below:

Stage	Description
Stage 1	Mandatory requirement
Stage 2	Functionality
Stage 3	Price and specific goals

7.1 MANDATORY REQUIREMENT

The first stage of evaluation is based on the mandatory requirement

A minimum of a master's degree is required for each expert.

Yes

No

BIDDERS WHO DO NOT SUBMIT A MASTER'S DEGREE WILL BE DISQUALIFIED AND WILL NOT BE CONSIDERED FOR FURTHER EVALUATION STAGES

7.2 FUNCTIONALITY

The second stage of evaluation is based on functionality of the service provider, which will be evaluated using the following criteria and points

The bid submission shall contain sufficient information to demonstrate to the bid evaluators that they are able to deliver and comply with the set standards. Bids not completed in this manner will be considered incomplete and will be disqualified.

Points

Management plan		10
Number of publications of institution (lead author) and/or individual:		
Scoring Matrix	Points	
At least 8 publications relevant to development/SDGs	10	
Between 5 and 7 publications relevant to development/SDGs	8	
Between 3 and 4 publications relevant to development/SDGs	6	
Between 1 and 2 publications relevant to development/SDGs	4	
No publications relevant to development/SDGs	0	
Bidder to provide detailed list of publications.		
Relevance of specialised knowledge, experience of similar work i.e. work done for UN agencies or government departments or academia. Documented proof is required indicating years of experience based on contracts the bidder have or had with clients:		30
Scoring Matrix	Points	
Experience of 8 years or more in reporting progress in development work AND providing high-level technical and policy advice to institutions.	20	
Experience of 8 years or more in reporting progress in development work OR providing high-level technical and policy advice to institutions.	15	
Experience of less than 8 years in reporting progress in development work AND providing high-level technical and policy advice to institutions.	10	
Experience of less than 8 years in reporting progress in development work OR providing high-level technical and policy advice to institutions.	5	
Signed reference letters from five (5) current and or previous clients that the bidder has or had contract(s) with in the last five (5) years or beyond that must be provided indicating contact name, address, contact number, e-mail address and a short description of the contract and indicating the duration of the contract.		
Scoring Matrix	Points	
5 reference letters	10	
1 to 4 reference letters	5	
No reference letters submitted	0	
TOTAL		40
NB: Bidders that score less than 30 points out of 40 points for functionality will be considered as submitting a non-responsive bid and will not be considered for further evaluation.		

7.3 THE THIRD STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

POINTS AWARDED FOR PRICE

7.3.1 Price evaluation (80 points)

Criteria	Points
Price evaluation $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

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

Where:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

7.3.2 POINTS AWARDED FOR SPECIFIC GOALS (20 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (80/20 system) (To be completed by Tenderer)
Race (black)	10		
Women	5		
Disabled	2		
Youth (below 35 years)	3		

- Stats SA reserves the right to require of the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.
- The following formula must be applied to calculate the number of points for equity ownership by an Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

- c. Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
- i. Race: (Black) -attach certified copies of Identity Documents (ID) and certified company registration document, CSD full detailed report, certified BBBEE Certificate/Sworn affidavit to show substantiate ownership equity.
 - ii. Women: - attach certified copies of Identity Documents (ID) and certified company registration document, CSD full detailed report, certified BBBEE certificate /Sworn affidavit to show substantiate percentage ownership equity.
 - iii. Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability. The medical certificate should not be older than three (3) months from the closing date of this bid.
 - iv. Youth – attached certified copies of Identity Documents (ID) and certified company registration document, CSD full detailed report, certified BBBEE certificate/Sworn affidavit to show substantiate percentage ownership equity.

8 GENERAL CONDITIONS

The following conditions must be read in conjunction with the General Conditions of Contract (GCC).

8.1 Compliance

- 8.1.1 Bidders must comply with all specifications of this bid. If additional information is required, bidders shall be prepared to respond in full and attach an addendum to the bid response, clearly indicating the corresponding relevant section or paragraph they are referring to.
- 8.1.2 It is imperative that bidders indicate their compliance with all the conditions as outlined in the GCC. Failing to indicate agreement of compliance/non-compliance shall result in Stats SA disqualifying the bid.
- 8.1.3 Responding to questions or supplying detail by referring to other sections shall under no circumstances be accepted.
- 8.1.4 The requirements in this bid are the minimum and non-compliance thereto may result in the bid being disqualified.
- 8.1.5 This bid shall be valid for 90 days after the closing date

9 SPECIAL CONDITIONS

- 9.1 Bidders should submit, together with their proposals, the Board Resolution confirming that the person signing the bid document is duly authorised to do so and to conclude any legal documents on behalf of the company.
- 9.2 Upon awarding of the bid, the successful bidder shall enter into an agreement with Stats SA. The said agreement shall be in a format prescribed by Stats SA.
- 9.3 Stats SA may conduct security screening of bidders in compliance with section 2A of the National Strategic Intelligence Act, 2002 (Act No. 67 of 2002). This security screening shall be done through an independent body/organisation.
- 9.4 All documentation specifically developed for this process remains the property of Stats SA and should be submitted on completion of the project. There will be no acknowledgement of authors in the SDG country report.
- 9.5 It is Stats SA's intention to award the contract to a single bidder or a number of bidders.
- 9.6 The successful bidder(s) shall provide the service required based on the set timelines and as per schedule to be provided by Stats SA.
- 9.7 The bids must be calculated at a rate in line with the Stats SA rules and regulations for a comparable assignment. (Stats SA reserves the right not to accept the lowest bid if the minimum required points for functionality are not achieved.)
- 9.8 Once a bid has been accepted by Stats SA, this document along with a contract for report writers, will be binding between the successful bidder(s) and Stats SA.
- 9.9 All prices quoted must be in South African rand (ZAR), be inclusive of value added tax (VAT), and must set out a detailed breakdown of professional fees or any other disbursements, per goal and country report.
- 9.10 Stats SA reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to awarding of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 9.11 Prior to expiration of the period of proposal validity, Stats SA will award the contract to the qualified bidder(s) whose proposal(s), after being evaluated, is (are) considered to be the most responsive to the needs of the activity concerned.
- 9.12 Reference checks shall be conducted by Bid office officials.
- 9.13 Stats SA reserves the right not to award for all the goals.

10 Submission of bids

- 10.1. Bidders are required to submit **one (1) original, plus one (1) copy and one (1) electronic copy (USB)** of the bid proposal/responses

10.2 Stats SA may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information **within 48 hours** after the request has been made, otherwise the bidder will be disqualified.

10.3. Bids received after the closing date and time will be disqualified.

11 Enquiries

For more information, please contact:

Bid Office

Tel: 012 310 8940/6978/2114/2946 OR 012-406 3154

Email address: bidoffice@statssa.gov.za

~~Recommended/not recommended~~



Chairperson: BSC

Date: 29/07/2026

Supported /not supported



Chairperson: BAC

Date: 30.07.2026

~~Approved / not approved~~



Risenga Maluleke

Date: 07/08/2026