



REQUEST FOR PROPOSAL

FOR

**INDEPENDENT ASSESSMENT OF THE SOYBEAN FOOD AND
NUTRITION DEVELOPMENT PROGRAMME**

Issue Date: Monday 17 November 2025

Response Deadline: Thursday 27 November 2025 at 14h00



1. INTRODUCTION

- 1.1. The Soybean Food and Nutrition Development Programme, focuses on skills transfer through training of communities and individuals in planting, harvesting and processing of the soybean crop and increasing productivity of the soybean crop in communities while ensuring food and nutritional security. The programme is a joint effort of the Oil and Protein Seeds Development Trust (OPDT), Oilseeds Advisory Committee (OAC) and Department of Science, Technology and Innovation (DSTI) /Technology Innovation Agency (TIA).
- 1.2. The programme commenced in 2016/17 as a partnership between DSTI and OPDT and was later inherited by TIA in 2017/18 to be implemented under the Agriculture Business Unit within the ABIPP programme. The objectives of the collaborative programme are to increase soybean production, increase food security at community level, soy food awareness, development of soya agroprocessing businesses, enhancement of local meals making soya the major source of protein, training of development farmers, extension officer and students, upliftment of communities and job creation. The programme is a partnership between TIA and OPDT with OPDT co-funding an equal amount to the project. Since the inception of the partnership programme, a total of R10 619 343 has been invested by DSI/TIA, with OPDT co-funding an equal amount into the programme. The collaborative programme includes three sub programmes namely, Soy Awareness, Soybean Production and Soybean Trials which all contribute to the programme objectives.
 - 1.2.1. **Soy Awareness Programme** – The Soy Awareness sub programme focuses on training communities, soypreneurs and small-scale farmers and disseminating technologies and information through training, seminars and workshop. The aim of the sub-programme is education on the nutritional benefits of soybeans, education on how soybeans are cultivated and how soybeans can be processed within the kitchens in low income households.
 - 1.2.2. **Soybean Production** - The Soybean production sub programme provides planting materials such as seed, inoculants, herbicides, insecticides and foliar feed to the farmers while assists by providing equipment and mentorship to the smallholder farmers to produce soybeans in the province. The income generation for the



farmers and SMME's will result in growth in the local economy and may alleviate poverty and the affordable soy-based foods will be available to low-income households

- 1.2.3. **Soybean Trials-** The Soybean Trial subprogramme has contributed greatly to creating awareness on the nutritional benefits of soybeans in low income communities and how to include soybeans as a source of protein in a balanced diet. Through the programme, low income households are introduced to cheaper high protein alternatives to include in their diets. The programme also introduces beneficiaries to agro-processing in its simplest form where they can produce soy based products in their kitchens which will improve household and community level food security.

2. PURPOSE

- 2.1. The purpose of this request for proposal is to appoint a service provider to conduct an independent assessment of the ABIPP Soybean Food and Nutrition Development Programme.
- 2.2. Since the programme's inception in 2016/17 FY, over 6 years ago, the programme has not undergone any form of impact evaluation or review. An indication of the level of fulfilment and satisfaction of the objectives will assist investment decisions going forward. The findings of the evaluation will be used to inform better decision making and provide documented evidence used as a learning guide for ongoing implementation and future plans for continuous development and impact.
- 2.3. It is for this reason that the organisation wishes to ensure that a suitable service provider is appointed to conduct the programme's impact and performance over a six-year period, 2017/18-2023/24, ultimately informing decisions on future funding.
- 2.4. The objectives of the independent assessment are to:
 - a) Assess the impact to determine the extent to which the programme has achieved its intended outcomes and impacts.
 - b) Evaluate value for money to analyse the financial investment versus the results achieved to ascertain cost-effectiveness and return on investment.



- c) Examine relevance of the programme to evaluate whether the programme remains aligned with the needs of the target population and stakeholders.
- d) Review effectiveness of the programme to assess how well the programme's activities have been implemented and their effectiveness in achieving desired results.
- e) Investigate sustainability to assess the long-term viability of the programme's benefits beyond initial funding.
- f) Assess stakeholder engagement to determine whether stakeholders have been served as intended and to evaluate their satisfaction with the programme.

2.5. It is good management practice that decisions be made objectively. Without the appointment of an independent and objective service provider, it would be difficult to quantify and report the impact the programme has made thus far.

3. SCOPE OF WORK

3.1. The assessment will cover the following areas:

- a) Document Review: Analyse programme documentation, including plans, agreements, reports, financial records, and stakeholder feedback.
- b) Interviews and/or Focus Groups: Conduct virtual interviews with key stakeholders, including programme staff, beneficiaries, funders, partners and researchers
- c) The winning service provider will be expected to do field visits and observe programme implementation to gain first hand insights into activities and challenges in the following Provinces:
 - KwaZulu-Natal
 - Eastern Cape
 - Mpumalanga
 - Limpopo
 - Northern Cape and
 - North West.
- d) Recommendations to inform decisions on future funding.



- 3.2. The assessment will utilize a mixed-methods approach, combining qualitative and quantitative data collection techniques. Key methods will include:
- a) Desk review of relevant documents.
 - b) Semi-structured virtual interviews and/or focus group discussions.
 - c) Observational assessments.
- 3.3. The assessment will produce the following deliverables:
- a) Inception Report: Outlining the detailed methodology, tools, and timelines.
 - b) Draft Assessment Report: Presenting preliminary findings, conclusions, and recommendations.
 - c) Final Assessment Report: Presenting comprehensive findings, conclusions, and actionable recommendations.
 - d) Presentation of Findings: A session to present key findings and recommendations to ABIPP Steering Committee.

4. DURATION OF CONTRACT

- 4.1. The duration of the contract shall be a maximum of 12 months.
- 4.2. The assessment is expected to take 3 months with key milestones including:
- a) Inception Report (with project implementation plan and milestones): Completed within three weeks of inception of the project
 - b) Data Collection: Completed within eight weeks of inception of the project
 - c) Draft Report: Completed within ten weeks of inception of the project
 - d) Final Report and presentation of findings: Completed within 13 weeks of inception of the project

5. PROPRIETARY INFORMATION

- 5.1. TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives.
- 5.2. The Bidder shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent



of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

6. ENQUIRIES & RESPONSES

All communication and enquiries regarding this proposal shall be submitted in writing to nana.modiba@tia.org.za with for “ The Soybean Food and Nutrition Development Programme Independent Assessment” as the subject.

7. MEDIUM OF COMMUNICATION

- All documentation submitted in response to this RFP must be in English.

8. VERIFICATION OF DOCUMENTS BY THE SERVICE PROVIDER

- Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.

9. SUBMISSION OF RFPS

The proposal should be submitted via e-mail at: nana.modiba@tia.org.za

- 9.1. It is the responsibility of the prospective supplier to ensure that the proposal is submitted by no later than **Thursday 27 November 2025** at **14h00** on

10. GENERAL TERMS AND CONDITIONS

The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

Kindly note that TIA is entitled to:

- 10.1. Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- 10.2. Verify any information contained in a proposal;
- 10.3. Not to appoint any bidder;
- 10.4. Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof;



- 10.5. An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- 10.6. TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- 10.7. TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- 10.8. TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 10.9. The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 10.10. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- 10.11. The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 10.12. Validity period: **90 days**
- 10.13. Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.
- 10.14. TIA's decision on proposals received shall be final and binding
- 10.15. TIA will disregard any submission if the service provider, or any of its Director:
 - 10.15.1. Abused the Supply Chain Management (SCM) system of any Government Department / Institution.

- 10.15.2. Committed proven fraud or any other improper conduct in relation to such system.
- 10.15.3. Failed to perform on any previous contract.
- 10.15.4. Restricted from doing business with the public sector.
- 10.15.5. If a Bidder provided fraudulent references or submitted false documents as evidence for specific goals.

11. MANDATORY REQUIREMENTS

Service providers will be disqualified if:

- They are not registered on the Central Supplier Database (CSD)
- They are not tax compliant by the time of appointment.

12. EVALUATION CRITERIA

a) First Stage evaluation criteria

Table 13.1

PHASE 2: PROPOSAL		
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent		
CRITERIA	WEIGHTS	MAXIMUM SCORE
1 Expertise and Experience		
a. Expertise of the organization in agriculture R&D programmes 5= 8+ years' experience in Agric Sector 4= 6-7 years' experience in Agric sector 3= 4-5 years' experience in Agric sector 2= 2-3 years' experience in Agric sector 1= Less than 2 years' experience in the Agric sector	0.2	5
b. Team leader as an evaluation specialist and has experience in undertaking agriculture evaluations. This has to be accompanied by reference letters from previous clients. 5= 7+ years' evaluation studies conducted by the team leader and 5 reference letters from previous clients. 4= 6 years' evaluation studies conducted by the team	0.3	5

leader and 4 letters from previous clients. 3= 5 years' evaluation studies conducted by the team leader and 3 letters from previous clients 2= 4 years' evaluation studies conducted by the team leader and 2 letters from previous clients. 1= 1-3 years' evaluation studies conducted by the team leader and 1 letter from previous clients		
c. Sector specialist has deep knowledge of the sector and experience in the agriculture R&D sector: 5= 8+ years' experience in the Agric sector 4= 6-7 years' experience in the Agric sector 3= 4-5 years' experience in the Agric 2= 2-3 years' experience in the Agric sector 1= Less than 2 years' experience in the Agric sector	0.2	5
2 Methodology approach 1= Inappropriate design methodology and approaches 2= Full description of the study design and data analysis approach and reporting to client 3= In addition to 2, clear justification of the rationale behind the study design, methodology and related approaches 4= In addition to 3, risks associated with the overall approach to be followed in the study identified and the mitigation strategies articulated 5= In addition to 4, there is demonstration of innovative and originality of methodology and approach to addressing the overall study requirements	0.3	5
Total weighted score/Maximum possible score	1	
Minimum qualifying score (expressed as percentage)	70%	

b) Third Stage: Specific Goals - Please note that preference point system (80/20 will be used as prescribed in terms of the PPR 2022).

Table 13.2

Subject to meeting the minimum qualifying score of 70% for the technical evaluation, service providers will be evaluated further based on TIA's Specific Goals as outlined below:

Specific Goal	Points	Proof
At least 51% Black ownership	10	Share register or Central Supplier Database report
Less than 51% Black ownership	0	
At least 51% Black Women ownership	5	Central Supplier Database report or Share Register with the copy of and ID
Less than 51% Black Women ownership	0	
At least one of the owners has a disability or disabilities.	5	Letter from the Doctor confirming the disability
No Owner has a disability	0	
Total points for specific goals	20	
Price	80	Quotation
Total	100	



SBD 4

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

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.



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

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.



3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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 tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

At least 51% Black ownership		10		
Less than 51% Black ownership		0		
At least 51% Black Women ownership		5		
Less than 51% Black Women ownership		0		
At least one of the owners has a disability or disabilities.		5		
No Owner has a disability		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of
company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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.....