

(“The DSTI”)

**TERMS OF REFERENCE**

**STAKEHOLDER MANAGEMENT TRAINING**

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| **N.B.** | **:** | ***By providing us with your Personal Information, you consent to the DSTI processing your Personal Information, which the DSTI undertakes to process strictly in accordance with the section 18 informed consent document.*** |

1. **BACKGROUND**

The Department of Science Technology and Innovation (DSTI) commits towards the achievement of excellence by having the right people, with the right skills, in the right place. The DSTI therefore, identified a need for a well-structured training for Stakeholder Management Training.

# The Department of Science Technology and Innovation would like to secure the services of an independent provider to deliver training on Stakeholder Management Training. The learning programme is targeted at one DSTI employee. The DSTI invites service providers to submit a quotation for the Stakeholder Management Training.

1. **PURPOSE**

To procure the service of a training provider to Stakeholder Management Training to one employee within the DSTI. Quotation must be submitted as follows:

* The training should be either contact or virtual/online and should at least be 3-5 days, interactive programme.
1. **SPECIFICATION**

3.1 The appointed service provider will be expected to cover the following course content:

* Definition of the universe of stakeholders
* Identification and categorization of stakeholders
* The role of management in the stakeholder environment
* Evaluation and prioritization of interests
* Determination of relevance of stakeholders
* Stakeholder participation and engagement
* Basic Negotiation
1. **INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL**
	1. All prices quoted must include VAT and should be linked with specific tasks to be undertaken.
	2. A service provider should comply with the specification.
	3. The Service provider will be required to provide the services during working hours
2. **BRIEFING SESSION**
	1. The provider may be required to attend the (meeting) session to get clarity on department’s specifications.
3. **EVALUATION OF PROPOSALS**
	1. The evaluation process will comprise of the following phases:
4. Screening for Compliance;
5. Functional Evaluation; and
6. Price and Specific Goals Evaluation.
	1. **Screening for Compliance**

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to functional evaluation**; *failure to submit the following will result in disqualification:*

1. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
2. Compliant tax matters as per CSD or SARS e-filling.
3. Completed and signed Standard Bidding Document (SBD forms): SBD 1, SBD 4 and SBD 6.1.
4. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal but will score 0 points for specific goals.
5. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
6. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.
7. Details of the facilitator (Experience in conducting Stakeholder Management Training and relevant qualifications)
8. Brief indication of the projects undertaken by the service
9. The Facilitator must have a Post Graduate Degree or Degree in the related field
10. The facilitator must have 2-3 years’ experience in facilitating Stakeholder Management Training.
11. The provider must have a track record in conducting Stakeholder Management Training.

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* 1. **Functionality Evaluation**
1. Service providers’ responses will be evaluated for functionality in this stage, based on achieving a minimum score of fifty percent (60%).
2. The following rating values for evaluation will be used:
3. Each panel member will rate each individual criterion on the score sheets as indicated for each phase, using the following scale:

| **Value** | **Description** |
| --- | --- |
| 5 – Excellent | Exceeds the functionality requirements |
| 4 – Very Good | Above average compliance to the requirements |
| 3 – Good | Satisfactory and meets the requirements |
| 2 – Average | Partial compliance to the requirements |
| 1 – Poor | Unacceptable, does not meet set criteria |

1. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
2. The scores will be converted to a percentage and **ONLY** service providers that have met or exceeded the minimum threshold for a phase will be evaluated in terms of the next phase.
3. Service providers must, as part of their bid documents, submit supporting documentation for all technical requirements. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
4. Service providers will not rate themselves but need to ensure that all information is supplied as required. The DSTI panel members will evaluate and score all responsive bids and will verify all documents submitted by the service providers.
	1. **Price and Specific Goals Evaluation**

Price inclusive of VAT will be evaluated as indicated below.

a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSTI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)

- Specific Goals mentioned below in Table1 (maximum 20 points)

Service providers can only claim specific goal credentials, by providing a valid certified BBBEE certificate or Sworn Affidavit.

b) The following formula will be used to calculate the points for price in respect of service providers with a rand value of up to R50 000 000.00:

Ps = 80 

Where

*Ps = Points scored for price of tender under consideration;*

*Pt = Price of tender under consideration;*

*Pmin = Price of lowest acceptable tender.*

c) A maximum of 20 points will be awarded to a tenderer for the specific goal specified for the tender, as per the table below:

Table 1 – Specific goals

| **The specific goals allocated points in terms of this tender:** | **Number of points allocated (80/20 system)** |
| --- | --- |
| EMEs and QSEs  | 5 |
| Companies owned by black people | 5 |
| Companies owned by women |  |
| Companies owned by youth people |  |
| Companies owned by people with disabilities | 5 |
| Companies owned by black people living in rural or underdeveloped areas | 5 |
| Companies owned by black people living in townships | 5 |

*Choose a minimum of 2 to maximum of 4 specific goals, delete this sentence when done*

1. A bidder must submit proof of its Specific goals’ status and claim points on Standard Bidding Document SBD6.1.
2. Bidder to claim points for their specific goal(s) ownership as follows:
3. Points allocated for EME or QSE as follows:
4. EME: 100% of points allocated and
5. QSE: 50% of points allocated.
6. The formula for the calculation of specific goals will be as follows:
7. (Share percentage x points allocated for specific goal)
8. Max percentage of ownership (100%)
* Formula to be used for each specific goal you claim points for.
* Points for each specific goal claimed will be calculated together to get a final score out of 20 points.
1. A bidder failing to submit proof of Specific goals’ status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
2. A bidder may not be awarded points for specific goals status if the bid documents indicate that the bidder intends subcontracting more than 25% of the value of the contract to any person or company that does not have the points that the bidder qualifies for (at least), unless the intended subcontractor is an EME that has the capability to execute the subcontract.
3. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
4. The points scored must be rounded off to the nearest two decimal places.
5. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
	* + The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
		+ If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
		+ If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
		+ If a market-related price is not agreed in all the afore-mentioned respects, the Department must cancel the tender.
6. In the event that two or more tenderers score an equal total number of points, (1) the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
7. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**NB:** **All costs that the service provider may incur due to the preparation of the project for the DSTI shall be the sole responsibility of the service provider.**

1. **AWARDING OF THE BID**
	1. The successful service provider will work in close collaboration with the DSTI team so as to ensure that the objectives of the Department are accommodated.
	2. The successful service provider **may be** required to enter into a service level agreement with the Department.
2. **SUBMISSION OF PROPOSALS**
	1. The deadline for the proposal is **2 October 2025** at **16:00**.
	2. The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source or acquisition@dsti.gov.za.
3. **CONTACT PERSONS**

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations or acquisition@dsti.gov.za.