

(“The DSI”)

**TERMS OF REFERENCE**

**PROCUREMENT OF EBOOKS FOR THE DEPARTMENT OF SCIENCE AND INNOVATION**

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

1. **BACKGROUND**

The central role of the Knowledge Resource Centre (KRC) or library is to collect, organise and store knowledge and information resources in a manner that ensures easy retrieval by the borrowers. This involves the integration of different components of the library such as acquisitions, cataloguing and classification and circulation.

1. **PURPOSE**

The Resource Centre intends to solicit service providers who will provides books to be used by DSI officials in performing their duties.

1. **SPECIFICATION**

The appointed service provider will be expected to carry out the condition assessment as follows: -

* 1. **Ebooks**
1. Entrepreneurship, Technology Commercialisation, and Innovation Policy in Africa Chux Daniels, Dr. Mafini Dosso… (2021), ISBN 9783030582401

## Technology Transfer and Entrepreneurial Innovations Policies Across continents Editors: Maribel Guerrero, David Urbano, ISBN 9783030700225

1. Science, Technology and Innovation Diplomacy in Developing Countries Perceptions and Practice Editors: Venugopalan Ittekkot, Jasmeet Kaur Baweja, ISBN 9789811968020
2. Innovation, Regional Integration, and Development in Africa Rethinking theories, Institutions, and Policies Editors: Samuel Ojo Oloruntoba, Mammo Muchie, ISBN [9783319921808](https://www.google.com/search?client=firefox-b-d&sa=X&cs=0&hl=en&biw=1150&bih=595&sxsrf=AB5stBi4dWmadsk90FV56FIvt-V4W52S4w:1688715092039&q=innovation,+regional+integration,+and+development+in+africa:+rethinking+theories,+institutions,+and+policies+%229783319921808%22&ved=2ahUKEwjh_L_5ifz_AhXcVvEDHfrdC8cQ5t4CegQIQBAB)
3. The Handbook of Energy Policy Editors: Farhad Taghizadeh-Hesary, Dayong Zhang, ISBN 9789811967788
4. Africa and the Sustainable Development Goals. Maano Ramutsindela, David Mickler 2020, ISBN 9783030148577
5. Indigenous Methodologies, Research and Practices for Sustainable Development Editors: Marcellus F. Mbah, Walter Leal Filho, Sandra Ajaps. 2022, ISBN 9783031123269
6. Digital Government Leveraging Innovation to Improve Public Sector Performance and Outcomes for Citizens, Editors: M Ramutsindela & D. Mickler, ISBN 9783319387956
7. Digital Government Strategy, Government Models and Technology Bernd W. Wirtz in Springer Texts in Business and Economics (2022), ISBN 9783031130861
8. Global Health Diplomacy: Concepts, Issues, Actors, Instruments, Fora and Cases, by [Ilona Kickbusch](https://link.springer.com/book/10.1007/978-1-4614-5401-4#author-1-0), [Graham Lister](https://link.springer.com/book/10.1007/978-1-4614-5401-4#author-1-1), [Michaela Told](https://link.springer.com/book/10.1007/978-1-4614-5401-4#author-1-2), and [Nick Drager](https://link.springer.com/book/10.1007/978-1-4614-5401-4#author-1-3) (editors), ISBN [9781283934091](https://www.google.com/search?client=firefox-b-d&sa=X&cs=0&hl=en&biw=1150&bih=595&sxsrf=AB5stBiPoVQ4GTCdbq-Gzfn0sYwZQgHJGA:1688716509419&q=global+health+diplomacy:+concepts,+issues,+actors,+instruments,+fora+and+cases+%229781283934091%22&ved=2ahUKEwiz-a2dj_z_AhVrQPEDHWe6A-8Q5t4CegQIORAB)
9. The Sustainable University of the Future, Reimagining  Higher Education and Research , by Mariam Ali S A Al-Maadeed, Mohammed Al-Samen, Abdelazis Bouras and Nathilie Younan (Editors), ISBN 9783031201868
10. **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.
11. **EVALUATION OF PROPOSALS**
	1. The evaluation process will comprise of the following phases:
12. Screening for Compliance;
13. Functional Evaluation; and
14. 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 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.
5. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals**.
6. 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.
7. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.

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* 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 DSI 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 detailed company ownership certificate.

b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 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 (at least 51% ownership) 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  | 0 |
| Companies owned by black people | 5 |
| Companies owned by women | 5 |
| Companies owned by youth | 5 |
| Companies owned by people with disabilities | 5 |

1. A bidder must submit proof of its Specific goals’ status.
2. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
3. 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.
4. 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).
5. The points scored must be rounded off to the nearest two decimal places.
6. 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 aforementioned respects, the Department must cancel the tender.
7. In the event that two or more tenderers score an equal total number of points, 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.
8. 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 DSI 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 DSI team so as to ensure that the objectives of the Department are accommodated.
2. **SUBMISSION OF PROPOSALS**
	1. The deadline for the proposal is **20 September 2023** at **11:00**.
	2. The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that no documents can be delivered to the DSI building.
3. **CONTACT PERSONS**

Enquiries relating to this request should be addressed to the SCM Practitioner who sourced quotations.

* 1. Technical Enquiries can be directed to:

Gezani Mashaba OR Tina Zondi

Gezani.mashaba@dst.gov.za Portia.moseki@dst.gov.za

Cell: 072 0990 100 Cell: 082 882 7001

* 1. Supply Chain Management enquiries can be directed to:-

Odessa Martin

odessa.martin@dst.gov.za

(012) 843 6835

**PART A-CLIENT BASE**

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| **Name of client / organization where contract is being executed/was executed** | **Description of Contract Services** | **Physical Address of the Client/ organization**  | **Contact persons and telephone numbers of your client** | **Contract period (indicate start and end dates)** e.g. 1 April 2012 to 31 March 2015 | **Is the contract Current or Past?** (please indicate accordingly) |
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**NB: DSI reserves the right to verify the contents of this list directly with the service providers’ clients and also conduct site inspections.**