



science, technology  
& innovation

Department:  
Science, Technology and Innovation  
REPUBLIC OF SOUTH AFRICA

(“The DSTI”)

## TERMS OF REFERENCE

PROCUREMENT OF BOOKS FOR THE DEPARTMENT OF SCIENCE,  
TECHNOLOGY 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.

## 2. PURPOSE

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

## 3. SPECIFICATION

The appointed service provider will be expected to provide the following:

- 3.1 Analysis: the key to improving organization & individual performance by R. Swanson & T 9781003518532 (ebook) x1
- 3.2 Cracking The Organizational Climate and Culture Code Paperback – 2020 by Nicole L Turner (Author), ISBN 9780988756946 (Physical book) x1
- 3.3 Labour Relations in South Africa 6e by A. Venter & R. Levy (editors), 20229780190758554 (epub) x1
- 3.4 Organizational climate & culture: an introduction to theory, research and practice, by M.G. Ehrhart, B. Schneider & W.H. Macey, 2025, 9781003322344 (ebook) x1
- 3.5 South African Employment Relations - Theory and Practice 9/e, Paperback, by PS Nel & M. Kirsten (editors), 20209780627037474 (epub) x1
- 3.6 Understanding organizational culture by A Coccozza, 2023, ISBN 978-3-031-43860-8 (ebook) x1

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#### 4. INFORMATION TO BE FURNISHED BY RESPONDENTS IN THEIR PROPOSAL

4.1 All prices quoted must include VAT and should be linked with specific tasks to be undertaken.

4.2 A service provider should comply with the specification.

#### 5. EVALUATION OF PROPOSALS

5.1 The evaluation process will comprise of the following phases:

- a) Screening for Compliance; and
- b) Price and Specific Goals Evaluation.

##### 5.2 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:**

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed Standard Bidding Document (SBD forms): SBD 1, SBD 4 and SBD 6.1.
- d. 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.
- e. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work,

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terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.

- f. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.

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### 5.3 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 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:

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

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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

<b>The specific goals allocated points in terms of this tender:</b>	<b>Number of points allocated (80/20 system)</b>
EMEs and QSEs	05
Companies owned by black people	05
Companies owned by women	05
Companies owned by youth people	05
Companies owned by people with disabilities	
Companies owned by black people living in rural or underdeveloped areas	
Companies owned by black people living in townships	

- i. A bidder must submit proof of its Specific goals' status and claim points on Standard Bidding Document SBD6.1.
- ii. Bidder to claim points for their specific goal(s) ownership as follows:
  - a) Points allocated for EME or QSE as follows:
    - i. EME: 100% of points allocated and

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- ii. QSE: 50% of points allocated.
- b) The formula for the calculation of specific goals will be as follows:
- $$\frac{(\text{Share percentage} \times \text{points allocated for specific goal})}{\text{Max percentage of ownership (100%)}}$$
- 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.
- iii. 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.
  - iv. 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.
  - v. 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).
  - vi. The points scored must be rounded off to the nearest two decimal places.
  - vii. 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.

- viii. 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.
- ix. 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.**

## **6. SUBMISSION OF PROPOSALS**

- 6.1 The deadline for the proposal is **15 APRIL 2026** at **11:00**.
- 6.2 The proposals should be sent to [tenders@dsti.gov.za](mailto:tenders@dsti.gov.za)

## **7. CONTACT PERSONS**

Enquiries relating to this request should be addressed to the SCM Practitioner ([Lihle.Mxoli@dsti.gov.za](mailto:Lihle.Mxoli@dsti.gov.za)) or [tenders@dsti.gov.za](mailto:tenders@dsti.gov.za)

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