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| <b>TENDER DESCRIPTION:</b> | <b>APPOINTMENT OF A RESEARCH ORGANISATION /COUNCIL OR HIGHER EDUCATION INSTITUTION TO CONDUCT A TRACER AND IMPACT STUDY FOR AGRISETA.</b> |
| <b>TENDER NO:</b>          | <b>AGRISETA/2026/03</b>                                                                                                                   |
| <b>BRIEFING SESSION</b>    | <b>22 July 2026</b>                                                                                                                       |

## **QUESTIONS AND ANSWERS:**

### **Question 01**

Why was the briefing session made compulsory when the tender document already contains all the relevant information?

#### **Answer:**

The purpose of the compulsory briefing session was not merely to read the contents of the tender document but to provide prospective bidders with an overview of the project, explain the Terms of Reference (TOR), clarify the evaluation criteria, and afford bidders an opportunity to seek clarification before preparing their proposals. The session was also intended to minimise misunderstandings, improve the quality of submissions, and ensure that bidders clearly understand the project requirements.

### **Question 02**

Why does the functionality evaluation allocate a greater weighting to previous experience and published work than to the proposed methodology?

#### **Answer:**

The functionality criteria were intentionally designed to place greater emphasis on demonstrated experience. Previous tracer and impact studies commissioned by the

organisation had not always produced satisfactory outcomes. Consequently, proven experience, published evaluation studies, previous research projects and client testimonials provide verifiable evidence that a bidder possesses the necessary technical expertise and capacity to successfully deliver the required services. While the proposed methodology remains important, previous successful implementation provides greater assurance of the bidder's ability to execute the project.

**Question 03.**

Why does AgriSETA require the Project Lead to have published five evaluation articles, and what type of publications will be accepted? Is this requirement mandatory?

**Answer:**

The publication requirement was introduced to demonstrate specialised expertise in evaluation research rather than general research experience. Evaluation studies require specialised knowledge and technical competence, which published academic work helps to verify.

Peer-reviewed journal articles, academic books and book chapters relating specifically to evaluation studies will be accepted, provided that they can be verified through accessible electronic links.

Bidders who do not meet this requirement may still submit proposals; however, they will not receive the points allocated to this evaluation criterion.

**Question 04**

Is the sample size predetermined, or is the successful service provider expected to determine and justify the sampling methodology?

**Answer:**

The successful service provider will be required to propose and justify an appropriate statistical sampling methodology after receiving the beneficiary database. The proposed sample must be representative of the target population and will be agreed upon by both parties during the inception phase of the project.

**Question 05.**

May evidence from other large-scale research projects be submitted, even if they are not tracer and impact studies?

**Answer:**

Evidence submitted for functionality must specifically relate to tracer and impact studies or evaluation research. Since the scope of work requires specialized experience in evaluation studies, evidence of unrelated research projects, including market research or other forms of research, will not be considered for purposes of scoring functionality.

**Question 06**

Can publications and research undertaken by academics under the umbrella of a university be submitted as evidence of institutional experience?

**Answer:**

Yes, publications and research undertaken by members of the proposed project team while employed by a university or research institution may be submitted as evidence of experience, provided the researchers are appropriately credited as authors or contributors and the work relates to evaluation studies.

**Question 07**

Has AgriSETA considered partnering directly with a higher education institution instead of advertising the tender?

**Answer:**

AgriSETA advised that alternative approaches, including partnerships with higher education institutions, had previously been explored. However, those arrangements did not achieve the desired outcomes. Due to statutory reporting obligations, project timelines, capacity and previous implementation challenges, AgriSETA resolved to re-advertise the project through a competitive procurement process while strengthening the evaluation criteria to improve the likelihood of appointing a suitably qualified service provider.

**Question 08**

Why were the functionality criteria strengthened compared to previous tenders?

**Answer:**

Previous projects highlighted the need for stronger quality assurance during the evaluation process. The revised functionality criteria were therefore designed to ensure that only institutions with proven expertise, demonstrated experience and a successful track record in tracer and impact evaluations would be considered for appointment, thereby reducing implementation risk and improving the quality of project outcomes.

**Question 09**

Will executive summaries or research abstracts be accepted instead of full research reports?

**Answer:**

Yes, research abstracts or executive summaries may be submitted where specified in the evaluation criteria. These documents must clearly demonstrate the bidder's

role in the project and provide sufficient evidence of successfully completed tracer and impact studies within the prescribed period.

**Question 10**

Will AgriSETA prescribe the research methodology to be used for the study?

**Answer**

No, bidders are expected to develop and propose their own research methodology based on recognised research principles. The methodology should demonstrate how both qualitative and quantitative approaches will be utilised to achieve the objectives of the tracer and impact study.

**Question 11**

Will AgriSETA provide beneficiary information to the successful service provider?

**Answer**

Yes, the successful service provider will receive the beneficiary database together with any relevant institutional information required to undertake the tracer and impact study. This information will be shared during project implementation and will be subject to confidentiality and data protection requirements.

**Question 12**

Are Higher Education Institutions required to be registered on the Companies and Intellectual Property Commission (CIPC) and the National Treasury Central Supplier Database (CSD) in order to submit a bid?

## **Answer**

All bidders, including Higher Education Institutions where applicable, are required to be registered on the National Treasury Central Supplier Database (CSD), as this is a legislative requirement for government entities to conduct business with suppliers. Institutions that are not yet registered on the CSD may register before submitting their bid.

With regard to CIPC registration, this is an administrative document. Where a bidder is not registered with CIPC due to its legal status, supporting documentation confirming the institution's legal status may be submitted instead. The evaluation will consider the applicable legal form of the bidding entity.