

THE IMPACT OF COVID 19 IN EASTERN CAPE GAMBLING SECTOR

REQUEST FOR PROPOSAL

1. INTRODUCTION

- 1.1** The Eastern Cape Gambling Board is planning to conduct a study to assess the impact of covid 19 on various gambling establishments and how these operations have subsequently revised operations.
- 1.2** The study is also intended to assess alternatives regulatory means to support the industry as a result of Covid 19 impact.

2. PROBLEM STATEMENT

- 2.1** The ECGB has been receiving various requests from licensees for alleviation from various licence conditions and commitments citing covid-19 impact on business operations.
- 2.2** There is no study that has ever been conducted to assess the impact of covid 19 in the Eastern Cape gambling sector.
- 2.3** The ECGB granted temporary relief to licensees from March 2021- March 2023 and requires empirical evidence to make informed decisions regarding any amendments on license conditions/commitments as a result of Covid-19.

3. PRODUCTION / SCOPE OF AND RESEARCH STUDY

The appointed service provider or Research Company is required to investigate:

- 3.1** financial and other impact of Covid-19 and lockdown on various elements of licence conditions/commitments of the various licence categories.
- 3.2** views and perceptions of licensees regarding effectiveness of complying with licence conditions post Covid-19.
- 3.3** work productivity during different stages of the lock down and how productivity was measured and lessons learnt and how these affect current licence conditions.
- 3.4** potential risks on industry growth associated with complying with the current license conditions and aspects that ECGB may need to anticipate in future.

4. ANTICIPATED OUTCOMES OF THIS RESEARCH

The findings and recommendations that will emerge from this study will among other things:

- 4.1 serve as a baseline information and data to make informed decisions on various licence conditions/commitments across license categories.
- 4.2 provide empirical evidence on whether there is a need to further increase amend/relax any license conditions.

5. RESEARCH METHODOLOGY AND RESEARCH INSTRUMENTS

The appointed Service Provider or Research Company will be required to detail a clear research methodology, approach that will be utilised to conduct this research assignment. The methodology will form part of the deliverables that will be used to measure the suitability of a Service Provider to conduct this work. The following are therefore mandatory and should be considered and reported accordingly:

- 5.1 The methodology to be utilised and implemented must clearly indicate as to how the research will be popularised and communicated to research participants and those who will be targeted so that they can participate with ease during the process taking into consideration the time to conduct and finish this assignment.
- 5.2 The appointed Service Provider or Research Company will be required to develop and test the appropriate research instruments which will be approved by ECGB before the research is undertaken. The research instruments and process of testing such instruments will be part of the deliverables that will be used to measure the suitability of a Service Provider or Research Company to conduct this work.
- 5.3 It is anticipated that both qualitative and quantitative Research Methodology maybe utilised because of the nature of this research assignment an in particulate to produce informed findings and recommendations that are empirically evidence based.

- 5.4 A sample strategy to be utilised by the Appointed Service Provider or Research Company must be provided including reasons for choosing such a strategy.
- 5.5 A data collection, quality control of such data and information including data analysis and appropriate interpretation and validation of such data and information is considered as major requirement for this assignment and the Service Provider or Research Company is expected to provide a very clear and unambiguous approach to deal and present this deliverable.
- 5.6 Adherence to principles of ethical considerations when conducting empirical based research or study is a requirement and therefore, the appointed Service Provider or Research Company is expected to present this as one of the deliverables, an approach or process to deal with this matter and ensure that ethical considerations will be applied accordingly.

6 DURATION OF THIS RESEARCH WORK AND ITS SUBMISSION PROCESSES

- 6.1 Furthermore, the appointed Service Provider or Research Company will be expected to complete this Research Project or Assignment within a period of **Ninety days (03 months only)** immediately after signing a performance service level agreement with the ECGBB.
- 6.2 The Production, Printing and Submission of an agreed Graphic Designed, edited and Layout Research Report informed by the research work with clear validated findings and Recommendations is the main deliverable in terms of this request, with the rest laying the ground for such work.
- 6.3.1 The report to be presented to the ECGB Management in PowerPoint format as well. The report will remain the patent of the ECGB and not to be utilised without the permission of the ECGB.
- 6.4 The Service Provider or Research Company will be expected to submit the draft research report with clear findings and recommendations, thereafter the service provider must prepare to appear before the ECGB **three times**, i.e. the Management, the Compliance and Transformation Committee and the entire Board of Directors.

7. OUTLINE OF THE RESEARCH REPORT

Without dictating to Service Providers or Research Companies, the final research report of this assignment is expected to include among other things the following

- 7.1 Introduction, Background, Executive Summary, Explanation of Terms Utilised for ease of understanding, etc
- 7.2 Research methodology, data collection, sampling, control and validation of data and informatoin, ethical research consideration, etc
- 7.3 Research results, discussion of research results, validaiton of such research results, significance of research results in light of what was already known about the research problem being investigated, and explain any new understanding or fresh insights about the problem that may emerge.
- 7.4 Research findings against the terms of reference or the scope provided to Service Providers or Research Companies including recommendations being made based on the same.
- 7.5 Concluding remarks and summary should also be provided for ease of understanding the outcomes of the research.

8. EVALUATION CRITERIA

The following are key criteria that will be used in appointing the successful service provider:

- a) **THRESHOLD:** Bids will be evaluated on the 80/20 principle as prescribed in the Preferential Procurement Policy Framework Act, 2000 read together with Preferential Procurement Regulations, 2022.
- b) Bids will be considered and evaluated in a two staged approach.
- c) During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for specific goals.
- d) Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.
- e) Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price.

- f) Only bidders who meet the minimum of 75 points on functionality during the evaluation of Stage 1 will proceed to score in Stage 2.

Table 1: STAGE ONE: Functionality

FUNCTIONALITY	MAXIMUM POINTS
- company's experience on research projects/contracts 6 Projects/Contracts = 15 points 5 Projects/Contracts = 10 points 4 Projects/Contracts = 5 points 2 Projects/Contracts = 2 points <i>Bidders are required to submit signed reference letters with contactable details from previous research contracts.</i>	15
B. Team members (Senior Researcher & Data Analyst) experience on research projects/ contracts Senior Researcher / Project Manager 5+ research projects/contracts = 20 points 4 research projects/contracts = 15 points 3 research projects/contracts = 10 points 2 research projects/contracts = 05 points Data Analyst 5+ research projects/contracts = 15 points 4 research projects/contracts = 10 points 3 research projects/contracts = 05 points 2 research projects/contracts = 03 points Detailed CVs with contactable references of team members who will be directly involved in providing the required service must be submitted in order to confirm the above	35
C. Methodology Bidders are required to provide and submit their bid documents: - Research Design to be utilised and its justification. - Population, Sample, and Sampling Strategy and the justification of choices. - Data collection instruments and justification of the instruments to be utilised. - Data collection and analysis process. - Validity and reliability in order to ensure that data collected, processed and analysed is trustworthy. - Independent Quality Assurance of the final report to be	50

submitted to the ECGB.	
The more likely the bidder is to be able to execute the contract successfully, the more points will be allocated.	
TOTAL POINTS	100

STAGE TWO: Preferential points system

PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY: Preferential Procurement Regulations of 2022. Price and points for specific goals will be calculated as described in the Preferential Procurement Regulation 2022.

NB: Tenderers are to submit proof of the specific goals claimed.

Table 2: Points available per criteria in Stage 2

CRITERIA		POINT SYSTEM
Price		80
Specific goals:		20
50% or >50% Black Ownership	5	
50% or >50% Black female ownership	5	
SMME (i.e., EME or QSE)	5	
Eastern Cape based bidder	5	
20		

9. IMPORTANT SUBMISSION GUIDELINES

All proposals will be adjudicated in terms of the Supply Chain Management Policy of the ECGB and in accordance with the Public Finance Management Act. In addition to those (the conditions) stipulated in any other section of the request for proposals, the service providers should be especially aware of the following terms and conditions:

- 9.1 The Eastern Cape Gambling Board reserves the right not to make any appointment from the submitted proposals.
- 9.2 The Eastern Cape Gambling Board does not bind itself to accept the proposal with highest score.

- 9.3 The Eastern Cape Gambling Board reserves the right to cancel this request for proposal (RFP) and pursue an alternative course of action at any time without incurring any liability towards any service provider.
- 9.4 The Bidders are advised that the submission of proposals gives rise to no contractual obligations on the part of ECGB.
- 9.5 Proposals submitted by electronic transmission or faxed will not be accepted.
- 9.6 All proposals submitted shall become the property of ECGB and shall not be returned.
- 9.7 CSD reports will be used to verify all company/organization's details and tax status pin codes must be provided.
- 9.8 Bidders are required to complete, sign and submit all SBD forms/bid documents. **If the bidder does not meet this requirement, it will be automatically disqualified**
- 9.9 Proposals received after the specified time and date i.e. _____ **at 11h00 am** will **NOT** be considered and accepted.
- 9.10 No services shall be rendered or goods delivered before an official ECGB Purchase Order has been issued.
- 9.11 The ECGB may request written clarification or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their proposal may be disqualified.
- 9.12 Service providers shall not qualify their proposals with their own conditions.
- 9.13 The name(s) and contact details of the person or persons(s) in your organisation responsible for this proposal.
- 9.14 A service level agreement shall be signed with the successful service provider.
- 9.15 The ECGB will not be held responsible for any cost incurred by the service provider in the preparation and submission of this proposal.
- 9.16 The ECGB reserves the right to terminate the contract if not satisfied with the work or the deliverables as stated above are not going to be met. Only bidders that meet the requirements of the request for proposal specification shall be considered during the adjudication process.
- 9.17 Bidders that bid as joint venture must have a signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.

10. PRICING

Price must be in South African currency and must be inclusive of VAT. Bidders are further required to include any travelling costs and disbursements in their pricing. Price will be evaluated based on 80 points and applicable formula of calculating points.

11. WHERE TO SEND THE PROPOSAL

Please send your original proposal and a copy saved on USB/flash disk to:

Eastern Cape Gambling Board

Quenera Park, Quenera Drive

Beacon Bay

East London

5206

12. Contact Details

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CHIEF FINANCIAL OFFICER