

Request for Quotation

RFQ NUMBER:	AEC012502RFQ00000001
CLOSING DATE:	Date: 04 March 2025 Time: 11:00
DESCRIPTION	Impact Study of ARC Farmer Training
ADDRESS	CO - Central Office ARC-CO 1134 Park Street, Hatfield PRETORIA
ENQUIRY	If you have any questions or need further clarification, please email scmrequests@arc.agric.za
SUBMISSIONS SHOULD BE SENT TO	scmrequests@arc.agric.za
SPECIFICATIONS	ATTACHED ON PAGE (11)

1. You are kindly requested to submit a written quotation to the Agricultural Research Council as per below or attached terms of reference (TOR).

Description	Quantity	Unit of Measure
The appointment of a service provider to assist with the Impact Study of ARC Farmer Training.		

2. Essential Administrative Requirements:

- 2.1. Only bidders registered on the Central Supplier Database (CSD) will be considered. Bidders shall include the CSD registration number and full CSD report with the bid proposal.
- 2.2. Only bidders that claim specific goals will be considered for scoring on the 20 points as per the 80/20 principle.

2.3. Completed and signed Standard Bidding Documents (SBD) forms included in the bid document.

2.4. Submission should be sent to scmrequests@arc.agric.za

3. The above specified goods/services should be delivered / rendered to the ARC- Institute at above-mentioned delivery address.
4. The particulars of the guarantee that will apply to the goods quoted for, with the particular regards to the period and extent of the warranty must be clearly stated. Where services are required, service providers must submit documentation pertaining the relevant experience.
5. Your written quotation must be emailed depending on the instructions given in the email or advert.
6. All price quotations that have a rand value of R 2,000.00 to below R 50,000,000.00, including VAT, will be evaluated by applying the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
7. The lowest acceptable price will score 80 points, Specific goals for the tender and points claimed are indicate per the table below:

Specific Goals	Percentage Ownership (1%)	Points (20)	Ponts (10)
Ownership by HDIs	51%+	6	3
Ownership by Women	51%+	4	2
Ownership by Youth	51%+	4	2
Ownership by PwD	51%+	2	1
BEE Status	Level 1 - 4	2	1
RDP Goals	No RDP Goals	2	1
TOTAL POINTS		20	10

8. Standard conditions:

- 8.1. The validity of the quotations must be indicated.
- 8.2. Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.
- 8.3. No price adjustments or amendment of the delivery particulars contained in paragraph 8.2 will be considered by the ARC.
- 8.4. The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
- 8.5. ARC reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.
- 8.6. Quotes should be submitted on an official letterhead and duly signed.
- 8.7. Goods and services should be supplied / rendered upon receipt of a purchase order from the ARC.

- 8.8. The General Conditions of Contract issued by National Treasury are applicable.
- 8.9. The ARC supply chain management code of conduct is applicable.
- 8.10. Standard Bidding Documents (SBD) forms must be signed and returned together with the quotation. Failure to comply may result to disqualification of your quotation.
- 8.11. Your quotation must indicate the delivery date.
- 8.12. The ARC reserves the right to do due diligence on the quotations.
- 8.13. The ARC reserves the right to benchmark prices quoted.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender: the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
Price; and
Specific Goals.
- 1.4 **To be completed by the organ of state:**
The maximum points for this tender are allocated as follows:
- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

	POINTS
PRICE	80

SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.1. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.1.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of-
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific goals	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDI's		Points (6)		
51% and above		6		
Below 51%				
Percentage (%) Ownership by Women		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by Youth		Points (4)		
51% and above		4		
Below 51%				
Percentage (%) Ownership by PwD		Points (2)		
51% and above		2		
Below 51%				
RDP Goals		Points (2)		
No RDP Goals		2		
BEE Status		Points (2)		
Level 1-4		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 3.1. Name of company/firm.....
- 3.2. Company registration number:
- 3.3. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation

Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[Tick applicable box]

3.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

SBD4 BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

..... Signature	 Date
..... Position	 Name of bidder

TERMS OF REFERENCE:

THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE IMPACT STUDY OF ARC FARMER TRAINING

1. BACKGROUND

The Agricultural Research Council (ARC), established through the Agricultural Research Act, 1990 (act No. 86 of 1990 as amended by Act no. 27 of 2001) to conduct research, development and technology transfer in order to promote agriculture and industry and thereby to contribute to the improvement of the quality of life of the people of the Republic.

The ARC's vision:

Excellence in research and innovation for sustainable agricultural systems and economic development.

The ARC's mission:

To conduct research, develop partnerships and human capital, to foster innovation for sustainable agriculture sector.

The ARC's values are

I	Integrity
C	Commitment
A	Accountability
I	Innovation
R	Respect
E	Excellence

2. TRAINING FOR TECHNOLOGY TRANSFER

The ARC Act defines '*Technology transfer*' as the transfer of knowledge, techniques and processes for the application thereof. The ARC ensures transfer of new and improved technologies and provision of support to sector clients such as; farmers, extension professionals, schools, tertiary institutions and the general public. This is done to enhance capacities for production decision support, postharvest management, and skills enhancement, thus contributing to the competitiveness of the sector.

One of the ARC's strategic outcomes, '*A Skilled and Capable Agricultural Sector*', is realised through training and advisory services. Training and advisory services are a focal point of ARC efforts in technology transfer. The training interventions range from short courses (one to three days) to skills programmes, that take the form of ad hoc and long-term capacity building initiatives, implemented through projects. These activities enable the organization to impart knowledge and information to a wide spectrum of users of agricultural research and development (R&D) output and stimulate adoption of ARC technologies.

The Agriculture Sector Education and Training Authority (AgriSETA) is the ARC's primary SETA. The ARC was awarded accreditation status in 2010 by the AgriSETA as an education and training provider and remains registered up to March 2026. It is accredited to offer skills programmes in the

following areas: (i) Open field Vegetable production, (ii) Hydroponic Vegetable production, (iii) Small Stock Management, (iv) Plant protection, (v) Animal Health Management, (vi) Agricultural Extension and (vii) Conservation Agriculture, see attached *List of Accredited* courses.

Over and above this, ARC also offers non-accredited short courses, tailor-made to suit industry needs. The accredited and non-accredited courses are designed to help individuals and organizations to develop the capacities, competencies and qualities required in the modern agricultural sector.

3. THE ARC'S TRAINING IMPACT ASSESSMENT

One of the functions of the ARC is to promote the training of farmers, to facilitate the assimilation of technologies for sector support, conversely translating to improved yields and productivity for agricultural and economic development. ARC uses experts to deliver training, who then utilize up to date information, emanating from research to inform the public of developments in their respective fields of expertise.

Since its establishment, the ARC has impacted individual farmers, groups and enterprises across the country through agricultural training, delivering on expressed needs of these clientele. However, there has not been any independent detailed evaluation of the impact of the training done. While commercial farmers receiving ARC training make immediate use of training provided, (as the training is mostly demand driven), the usefulness of training for smallholder farmers is often not assessed post the course. Not having this information negates the purpose to be served by training, that of equipping the farmers with skills and knowledge to improve their farming practices although in some instances, at the end of each training, a course evaluation form is distributed to trainees to gauge likelihood of applying skills acquired. The ARC's approach to evaluation of training is currently varied depending on factors such as the funder's requirements, the individual trainer's preference and previous ad-hoc impact studies conducted by the economics department.

The lack of a comprehensive overview report on the success or failure (impact) of this important intervention, especially among smallholder farmers, limits management's ability to make a case for increased funding for the programme, and to provide strategic guidance for the future of the ARC services to the sector. It is against this background that this request for proposals is sought to investigate the impact of the ARC farmer training regarding the achievement of the organization's aims and objectives for sector support. An independent assessment is hereby required to identify strengths for reinforcement, weaknesses and threats for improvement, as well as opportunities for expansion and application in other smallholder farmer development initiatives.

Key issues of consideration;

- One the ARC's special programme for capacity enhancement, the Koanafatso ya Digkomo (KyD), was independently evaluated in 2022, and will not be included in this evaluation.
- The ARC has no consolidated list of people trained and their contact details, but rather the information is contained in different reports. The Research Support & Coordination Division has now developed a repository of reports for the correct capturing and storing.
- The training to be evaluated should be disaggregated between what is offered to extension officials, farmers, and other actors in the value chain.

- There are some projects in which farmers receive ‘once off’ training, and those where there is some ongoing technical/field support and training for ‘proper coaching’ on technologies imparted. The evaluation should pay particular attention to the latter, for clear stories that can determine impact on farmer development, as a result of training.
- Based on reports of the training and annual reports, the evaluation is also needed to provide consolidated estimations on how many farmers have been trained to date from 2014-2024.

4. INVITATION FOR PROPOSAL

Proposals are hereby invited for the *Independent Evaluation and Impact Assessment of the ARC’s Farmer Training programme* from 2014 - 2024. The purpose of the independent assessment is to determine the extent to which ARC farmer training is contributing to the transformation of targeted smallholder farmers. The proposal should comprise a technical aspect and a financial aspect. The technical aspect of the proposal should include an understanding of the work to be done, study objectives, a detailed methodology for conducting the evaluation and timeframes for delivery. It is expected that the service provider will complete this assignment in four (4) months from appointment. The ARC has a repository of farmers trained and the courses attended and limited records of their contact details.

5. COMPULSORY REQUIREMENTS

- Tax Compliance Status
- Central Supplier Database (CSD Report)
- Standard Bidding Documents (SBD forms)

6. SCOPE OF WORK

The service provider must undertake the following activities for the Independent Evaluation and Impact Assessment of the ARC’s Training programme:

- Assess the awareness of and perception of usefulness about ARC’s farmer training through:
 - Conducting consultative meetings with ARC Research Team Managers and Senior Research Managers, training coordinators, training managers and trainers, to obtain better understanding of the farmer training programme’s objectives and establish if there is a common understanding within the organization. This will include review of strategy documents and reports provided.
 - Interviewing sampled farmers who have benefited from the ARC’s training programme across the country. Where the training has been delivered on behalf of commodity associations and cooperatives, interview their representatives as part of the evaluation. In the case of cooperative, the training provider will also need to interview ordinary members (individually and groups), to avoid representatives seeing an opportunity to canvas for more funding and not convey the right message. The service provider will need to be able to make a decision on who to interview in a group, noting that members in these groups leave and perhaps active ones need to be interviewed. Also important to note is that members that left might have been the ones working/worked with ARC.
 - Solicit the opinions of extension officers (and other development agents), servicing the farmers on the effectiveness of the programme for developing capacity and advancing ARC goals. They will also need to solicit opinions of the funders who will have contact from the farmers and might know of development observed among the farmers.

- ii. Evaluate the professionalism, quality and effectiveness of the ARC farmer training programmes. The bidder will need to include process to be utilized to determine these qualities/criterion of programme usefulness/success.
- iii. Compile a detailed report of the evaluation of the programme and illustrate its impact on the agricultural sector, and the extent of capacitation, in contrast to neighbors not benefiting from ARC training. They will need to also check if the farmer's neighbours adopted the technologies after seeing the impact on the farmers.
- iv. Identify the gaps and opportunities for improving the farmer training programme and fostering better linkages with strategic sector partners for long term success;
- v. Propose mechanisms through which the ARC can strengthen relations with the trained farmers and leverage its reputation in the sector.

7. DELIVERABLES

The service provider will provide the following deliverables:

- a) Attend an inception meeting with the ARC within a week of appointment. At this meeting, the service provider will be given an opportunity to access records of trained farmers that ARC has. Noting that the ARC is all over the country, training information will be collated via a portal. The information will be collated and shared with the selected bidder at this meeting
- b) An inception report detailing the proposed sampling approach and data collection methods and instruments (within 21 days of the date of appointment) – this is short
- c) The report should include a detailed plan of how the service provider will conduct the task including:
 - Time frame per phase and a clear outline of milestones/ phases per process
 - Engagement plan for leadership (Research Team Managers, Senior Research Managers and training managers), trainers, training coordinators and other stakeholders
 - Engagement plan for the farmers and their leadership (individually and in groups)
 - Detailed explanation of the approach, method and tools to be used in the study
 - Sound metrics to be used for measuring and assessing the success of the ARC's farmer training initiatives
- d) Complete report for the ARC inputs (within three months or 90 days)
- e) Final revised report incorporating ARC inputs (within 120 days)
- f) All data used for the study to be shared with ARC in an accessible format (within 120 days)
- g) Monthly meetings with ARC to present progress.

8. PROJECT IMPLEMENTATION FRAMEWORK

8.1 Duration of the project

- This project should be completed within four months after appointment of service provider and there will be no extension.
- The service provider will submit project implementation plan which includes deliverables and budget within seven days after being appointed.

9. PROPOSAL

The submitted technical and financial proposal should include:

9.1 Technical proposal:

- A brief profile and description of the company and/or the lead person for the scope of work demonstrating their ability to achieve tight deadlines and delivering high quality reports;
- Outline the methodological plan for implementing the study;
- Provide a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies and standards;
- List and provide evidence of at least three (3) or more contactable references.

9.2 Financial proposal:

- The financial proposal should include envisaged hours, activity, average rate etc.; and
- The financial proposal of the total cost to complete the whole project.

10. QUALIFICATIONS, RELEVANT EXPERTISE AND EXPERIENCE OF THE SERVICE PROVIDER

- Record of accomplishment of the lead person shall have the following:
 - At least an MSc degree in Agricultural Sciences for contextualization.
 - At least 5 years' experience in social science research and the methods thereof;
- Over and above the project lead, it is further required that one or more team members have an agricultural degree;
- Demonstrated previous experience in conducting programme evaluations and impact assessments;
- Knowledge of impact assessment methodologies
- Successfully completed at least three (3) previous evaluation studies. The reports of these studies should be provided as evidence;
- The project team must show the ability to interact with farmers in any of the 11 languages of South Africa. Reports of previous such engagements should be supplied.
- A brief profile of the team to be assigned to the project showing areas of proven and extensive experience in research design, data collection and analysis and report writing, including monitoring and evaluation (M&E).

11. EVALUATION CRITERIA

The proposal will be evaluated in terms of 80/20 evaluation systems in line with Preferential Procurement Regulations of 2022.

- 11.1** Bidders who score a minimum threshold of **65** out of 100 points on the evaluation criteria will be considered for further evaluation on Price and B-BBEE. Bidders who fail to obtain the required minimum threshold will be disqualified.

Description	Weighting
11.1.1 At least an MSc degree in Agricultural Sciences for contextualization. Project lead's qualifications: ● Diploma and first degree - 1 point ● Honours degree - 2 points ● MSc - 3 points ● PhD - 4 points ● PhD fellowship and more (e.g. scientific rating) - 5 points	20

11.1.2 At least 5 years' experience for the project lead in conducting social science research [specifically farmer or community evaluation], including competent use of associated methods (both qualitative and quantitative methods). Project lead's experience: • Less than 1 years: 1 point • 1 year but less than 2 years: 2 points • 2 years but less than 3 years: 3 points • 3 years up to 4 years: 4 points • More than 5 years: 5 points	20
11.1.3 Evidence that the service provider has conducted similar exercises previously and successfully to different clients. Specifically, demonstrated previous experience in conducting programme evaluations and impact assessments Number of reference letters provided: • 1 reference letter: 1 point • 2 reference letters: 2 points • 3 reference letters: 3 points • 4 reference letters; 4 points • 5 reference letters: 5 points	20
11.1.4 A profile of the team to be assigned to the project showing areas of proven and extensive experience in agriculture, social research and community engagement. The profile should also show proven and extensive experience in research design, data collection and analysis and report writing (gained at at least honours level), including monitoring and evaluation (M&E). Project team's qualifications and years in experience: ● Diploma and less than 1 year experience: 1 point ● Degree and 1 year but less than 2 years experience: 2 points ● Honours and 2 years but less than 3 years: experience 3 points ● MSc and 3 years up to 4 years experience: 4 points ● More than 4 years experience: 5 points	20

11.1.5 Evidence of successfully completed previous project/progamme evaluation studies. The reports of these studies should be provided as evidence. ● Records indicating less than 1 similar project successfully evaluated: 1 point ● Records indicating 1 year, but less than 2 similar projects successfully evaluated: 2 points ● Records indicating 2 years, but less than 3 similar projects successfully evaluated: 3 points ● Records indicating 3 years up to 4 similar projects successfully evaluated: 4 points ● Records indicating more than 5 projects successfully evaluated: 5 points ●	10
11.1.6 Detailed project and methodological plan (The project plan should address the following): ● No plan provided - 1 point ● Plan provided with limited information - 2 points ● Plan provided with details as required - 3 points ● Plan provided with substantially more than required - 4 points ● Plan provided with value added services - 5 points	10

<u>Technical Functional Criteria</u>	<u>Weightings</u>
<u>Total technical/functional</u>	<u>100</u>
<u>Minimum threshold</u>	<u>65</u>
<u>Price</u>	
<u>Points allocated for price</u>	<u>80</u>
<u>B-BBEE Status Points</u>	
<u>Points allocated for B-BBEE</u>	<u>20</u>
<u>Total points for Price and B-BBEE Preference Points</u>	<u>100</u>