



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

Private Bag X897, Pretoria 0001 – Sechaba House, 202 Madiba Street and Paul Kruger, Pretoria 0001
Tel: (012) 441 3000, Fax: (012) 441 3699

Enquiries : DSAC SCM Office

Tel : 012 441 3417/ 012 441 3173

SUBJECT: REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EVALUATION STUDY OF THE OUTDOOR GYMS AND PROVIDE DATA COLLECTION SERVICES FOR ANOTHER STUDY

Kindly receive the attached specification and afford the Department with quotation and fully completed SBD4 and SBD 6.1 attached.

Service providers are advised to submit their quotation to the following address:
Department of Sport, Arts and Culture, Sechaba House, 202 Madiba Street, Corner Paul Kruger and Madiba Street, Pretoria Central. <https://q.co/kgs/DEXjrTJ>

The deadline for quote submission is **31 March 2025 at 12:00pm(Midday)**

Preferential procurement regulation 2022 will apply. The 80/20 preference point system will be used to calculate price and specific goals as per SDB 6.1 attached.

NB: Bidders are required to submit the following proof/documentation to claim points for specific goals.

- a) Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC) that shows ownership percentage (e.g. Beneficial ownership, CK ...etc) and
- b) BBBEE certificate or Sworn affidavit

Failure to submit the required documents will result in 0 points.

Warm regards,

DSAC SCM

W: www.dac.gov.za



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REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EVALUATION STUDY OF THE OUTDOOR GYMS AND PROVIDE DATA COLLECTION SERVICES FOR ANOTHER STUDY

1. INTRODUCTION AND BACKGROUND

South Africa's health outcomes are poor. Life expectancy in South Africa is estimated to be 63.6 years for males and 69.2 years for females (STATSA, 2024), which is lower than the average for lower middle-income countries. Additionally, the country is also affected by a quadruple burden of diseases. These health challenges can only be addressed by promoting a healthier lifestyle and creating opportunity for people to be active.

DSAC has an objective of getting people active more often by creating an enabling environment for communities. This is vital for health promotion and disease prevention. In response to this mandate, the Department installs customized Outdoor Gyms and Kiddies Play area across the communities. Since 2013, the DSAC has installed over 100 outdoor gyms and kiddies play park. The provision of Outdoor Gyms is increasingly seen as an important strategy to realize public health agenda and promoting habitual physical activity.

The provision of Outdoor Gyms is also in support of the NDP that states that sport plays an important role in promoting wellness, and social cohesion. The NDP proposes that every ward should have adequate facilities for basic exercise and sporting activities. By





its nature and design, Outdoor Gyms encourage a full time 24 hours access to facilities. DSAC's concept combines adult gym facility with the kiddies play area, that encourages another angle of cohesion between old and young people/children, it also allows mothers to participate in physical activities while the children's area keeps kids busy and safely occupied.

The Outdoor Gyms have not been evaluated since its inception. It is for this reason that DSAC seeks to appoint a capable service provider to conduct an evaluation study of the Outdoor Gyms Project

The service provider shall also be required to administer a questionnaire using Survey Monkey to collect data for the Evaluation Study of the DSAC Internship Programme which the Department is conducting internally.

1.1 Objectives of the Outdoor Gyms

- The primary goal of the outdoor gyms is to promote active lifestyle and increase access and encourage the community to participation in sport and recreation
 - Outdoor Fitness Equipment Encourages Physical Activity

Outdoor fitness equipment can motivate non-regular exercisers to start their fitness journey, especially if they already visit the park often. Exercising outside is more fun than indoors, so people are more likely to keep up with their workout routine

- Promote Accessibility and Inclusivity:





Unlike indoor gyms, outdoor fitness equipment is free and available to everyone.

This makes it a great option for people who do not have the finances necessary to invest in a gym membership.

- Outdoor gyms can promote social cohesion as they provide a place for people to connect and work out together

2. OBJECTIVES OF THE EVALUATION STUDY

2.1 The objectives are as follows:

- To conduct an implementation/process evaluation study coupled with impact and design evaluation.
- To assess the impact of the Outdoor Gyms and measure changes in outcomes.
- To measure progress in terms of promoting active lifestyle and getting more people active.
- To assess how have the beneficiaries' lives changed as a result of the Outdoor Gyms?
- To assess if the Outdoor Gyms have achieved the intended objectives.
- To assess if the Outdoor Gyms yielded good/expected results for example, to promote physical activity and mental health

3. EVALUATION QUESTIONS

- Is the Outdoor Gyms project implemented as planned?
- Is the targeted group reached as intended?





- What is the significance of Outdoor Gym in improving the life of the communities?
- Did the Outdoor Gyms produce or contribute to the intended outcomes in the short, medium and long term?
- What is the direct impact of Outdoor Gyms?
- How have the beneficiaries' lives changed as a result of the Outdoor Gyms?
- What are the lessons learned?
- Does the project provides value for money?
- What are the operational constraints and how can they be addressed?

4. PROPOSED METHODOLOGIES

- The research/evaluation mixed methods approach should be employed. It is believed that employing both quantitative and qualitative methods for data collection purposes, will help to answer the above-mentioned objectives. Furthermore, literature and document reviews should also be considered. That should also include related instruments for the primary research component. The service provider is also expected to provide a synthesis of knowledge by consulting and using existing evidence to define the context and provide international comparisons where possible.

5. REQUIREMENTS

- The service provider shall be shortlisted and selected based on the overall merit of its proposal and the technical merit guide as outline below:
- The service provider should have successfully completed assignment of a similar nature





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- Have been produced evaluation reports
- The service provider should submit a detailed project proposal which will include the hours, team members (including their skills and expertise), rates and estimated costs for the proposal/quotation.
- The service provider should have Monitoring and Evaluation, background as well as strong research and evaluation skills in both qualitative and quantitative methods.
- Skills transfer and capacity building: The potential service provider should be able to transfer skills to the unit: Research and Policy (including other relevant officials where needed). Skills Transfer takes place through virtual platform
- The service provider should have understanding of different types of evaluations.
- The Service Provider should note that cost-effectiveness is a critical factor in the evaluation of this bid
- The Service Provider is responsible for ensuring contact with DSAC officials to make arrangements for the provision of the documents/records.
- The appointed Service Provider will be responsible for co-ordination of any activities related to the project as well as project related meetings.
- Present the final documents to the Research and Policy Unit.
- DSAC remains the lead client in this undertaking and the Service Provider shall consult the DSAC for all final approvals.
- The service provider should also quote/price for administering a questionnaire using Survey Monkey to collect data for the Evaluation Study of the DSAC Internship Programme which the Department is conducting internally.



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6. PROJECT DELIVERABLES

The service provider is expected to perform and produce the following deliverables:

- Produce the inception report (where the proposal is discussed, reviewed and final proposal approved before initiating the evaluation study).
- Develop a theory of change, log frame and evaluation questions and taking into account the evaluation criteria.
- Conduct literature review and other sources.
- Develop sampling strategy and data collection plan.
- Collect data
- Analyse and interpret data.
- Prepare first draft report.
- Conduct consultative workshop with relevant stakeholders to validate findings and update the report based on the inputs received.
- Present the draft report to Management for comments and endorsement.
- Prepare and submit the final Evaluation Report to DSAC (this should include editing of the report) with executive summary and PowerPoint Presentation.
- Transfer skills and build capacity to the Research and Policy staff members.

7. EVALUATION

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable up to a rand value of R50 million (all applicable taxes included). The lowest





acceptable bid will score 80 points for price and the remaining 20 points will be awarded to a specific goal as per the SBD 6.1. attached to this bid.

- Prospective bidders will have to score at least 70 points out of 100 allocated for functionality before the company's proposal will be considered for pricing.
- All bids duly lodged will be evaluated first on functionality then price.
- For purposes of comparison and to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to each of the evaluation criteria mentioned below.

EVALUATION CRITERIA	WEIGHT
1. COMPANY EXPERIENCE IN RELATION TO CONDUCTING EVALUATION STUDIES • The service provider must submit a minimum of five (05) reference letters indicating work completed for the organization in terms of types of evaluation studies they conducted. • Reference letters should be on a letterhead, signed and have the contact details for verification if need be. 11+ reference letters = (20 Points) 8 - 10 reference letters = (15 Points) 5 - 7 reference letters = (10 Points) 1 – 4 reference letters = (0 points)	20
2. QUALIFICATIONS AND EXPERIENCE OF THE PROJECT LEADER • The Project leader should have a minimum of Masters Degree or Postgraduate Diploma in M&E plus 10 years experience in research and evaluations • The service provider must submit certified copies of qualifications (Not older than 6 months) of the project leader • The service provider must submit <u>a detailed</u> CV of the project leader	25





	3. QUALIFICATIONS AND EXPERIENCE OF PROJECT TEAM MEMBERS - The Project team members should have Postgraduate qualification and 5 years' experience in conducting research and evaluations - The service provider must submit a minimum of 3 project team members with the relevant qualifications - The service provider must submit certified copies of qualifications and CVs of the project team members	20
	4. PROJECT IMPLEMENTATION PLAN The service provider should submit a detailed <u>project implementation plan</u> addressing the following: - Detailed methodology - Project plan with timelines - Financial breakdown - Risk management plan - Capacity building of the Research & Policy Unit within DSAC (the training to be maximum of 3 hours, to conducted virtually)	35

8. INDEMNIFICATION AND DISPUTE RESOLUTION

By agreeing to the terms of this contract the service provider agrees to indemnify and hold DSAC harmless from and against any inquiry loss, claim or action arising out of performance of the service provider's responsibilities under the contract.

The appointed service provider will be requested to sign the service level agreement with the Department. DSAC has the right to terminate this agreement in writing and provide reasons for that.

9. TIME FRAMES

- The project is expected to run for a period of no longer than 6 months from the date of receiving an official Purchase Order from the DSAC's Supply Chain Management.





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10. ENQUIRIES

All enquiries related to the technical content of the specification may be directed in writing to the officials listed below:

For Technical Enquiries:

Name: Ms Nkhensani Mabundza

Tel: 012 441 3516/ 067 599 6751

E-Mail: nkhensanima@dsac.gov.za



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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 interest¹ 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.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 consortium² 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

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.

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 FALSE.

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

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**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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.

1.6 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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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.)

The specific goals allocated points in terms of this tender (Specific goals 20 points)	Achievement Level	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
PROMOTION OF SMMEs (RDP GOALS)		20	
Women	100% women ownership	6	
	75% - 99% women ownership	5	
	60% - 74% women ownership	4	
	51% - 59% women ownership	3	

	0 – 50% women ownership	0	
Black People	100% black ownership	7	
	75% - 99% black ownership	6	
	60% - 74% black ownership	5	
	51% - 59% black ownership	3	
	0 – 50% black ownership	0	
Youth	100% youth ownership	5	
	75% - 99% youth ownership	3	
	60% - 74% youth ownership	2	
	51% - 59% youth ownership	1	
	0 – 50% youth ownership	0	
People living with Disabilities	75% - 100% owned by persons living with disabilities	2	
	51% - 74% owned by persons living with disabilities	1	
	0 - 50% owned by persons living with disabilities	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. 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:	
	
	
	