



("The DST")

TERMS OF REFERENCE

**THE APPOINTED SERVICE PROVIDER
RESPONSIBLE WILL PLACE DEPARTMENT OF
SCIENCE AND INNOVATION DDM PROJECTS IN
SOUTH AFRICAN LOCAL GOVERNMENT
ASSOCIATION PUBLICATION**

1. BACKGROUND

To address the negative socio-economic impact of COVID-19 in South Africa, the government is implementing an Economic Reconstruction and Response Plan. A number of economic instruments have been put in place to assist business, grow the economy and create jobs. These are aimed particularly at vulnerable groups, with a focus on women and the youth. The Department of Science and Innovation (DSI) supports government in several of these initiatives, using science, technology and innovation (STI) to raise business competitiveness, enable a capable state and create skilled jobs.

2. PURPOSE

The purpose of this request is to appoint a service provider responsible for placement of Local Government service delivery initiatives in the VOICE of SALGA. SALGA is aimed at municipalities across the country, and the DSI would like to promote this work to Local Government. The service provider is required to create awareness about the Department District Development Model initiatives. The initiatives include the Off-grid Computer Lab at Molohe Primary school in Limpopo, Alternative Power Vehicles, IPHE conference see Fuel Cell technology at work, Living Labs initiative.

3. SPECIFICATION

3.1 The appointed service provider will be expected to carry out the following:

3.1.1 Placement of the advertorials on the Department's DDM projects, as mentioned in 2.

Place advertorials in the VOICE of SALGA showcasing the work of the Department at Local Government level.

3.1.2 Reach

The publication must reach no less than 250 municipalities across the country. And reach an online audience.

3.1.3 Position

Four-page profile in the publication. Also banner adverts online.

3.1.4 Colour

Full colour.

3.1.5 Frequency

October

3.1.6 Language

English.

3.17 Monitoring and Evaluation

Ensure that weekly status update with DSI and share tearsheets as soon as the campaign is flighted

3.1.4 Language for promotional spots and live interviews

English and the DSI will provide scripts for the promo and live OB.

4.1 The following documents are compulsory and should be submitted together with the proposal; *failure to submit the following will result in disqualification*:

- a) Attach proof of registration on the Central Supplier Database (CSD) held by National Treasury.
- b) Compliant tax matters as per CSD or SARS e-Filing.
- c) Completed and signed SBD forms (SBD 1, SBD 4, SBD 6.1, SBD 8 and SBD 9).
- d) A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the bid documents is an unacceptable tender and will be disqualified.

5.1 7.3 Phase 4: 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 detailed company ownership certificate.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value equal to or above R30 000.00 up to R50 000 000.00:

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

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.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal (at least 51% ownership) specified for the tender, as per the table below:

Table 1 – Specific goals

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
EMEs and QSEs	05
Companies owned by black people	05
Companies owned by women	05
Companies owned by youth	
Companies owned by people with disabilities	05

- i. A bidder must submit proof of its Specific goals' status.
- ii. Bidder to claim points if their specific goal(s) ownership is at least 51 %.
- 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. 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).
- v. The points scored must be rounded off to the nearest two decimal places.
- vi. 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 aforementioned respects, the Department must cancel the tender.
- vii. In the event that two or more tenderers score an equal total number of points, 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.
- viii. 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 closing date for submission of quotations is 4 May 2023.
- 6.2 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source. It should be noted that due to COVID-19 pandemic there will be no deliveries to the DSI building.
- 6.3 Enquiries relating to operational SCM issues should be addressed to the SCM Practitioner who sourced quotations.
- 6.4 Technical Enquiries can be directed to:

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