



**REQUEST FOR PROPOSAL (RFP)**

**THE APPOINTMENT OF A SERVICE PROVIDER TO PREPARE A REPORT ON  
TRACKING OF EMPLOYED, UNEMPLOYED AND UNDEREMPLOYED NATURAL  
SCIENCE GRADUATES (2007 – 2017)**

**SACNASP  
SUITE L4/L5 ENTERPRISE BUILDING  
INNOVATION HUB  
MARK SHUTTLEWORTH STREET  
PRETORIA  
0087**

**FEBRUARY 2019**

## TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND.....	2
2. QUOTATION GUIDELINES .....	2
3. KEY OUTCOMES, DELIVERABLES AND IMPACT .....	3
4. PROJECT SCOPE.....	4
5. PROJECT DELIVERABLES.....	4
6. RFP AND PROJECT TIMELINE .....	5
7. KEY PERSONNEL .....	5
8. REQUIREMENTS FOR RFP PROPOSALS.....	6
9. QUOTATION EVALUATION CRITERIA .....	7
10. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR.....	9
11. NATURE OF APPOINTMENT AND CONTRACTUAL ARRANGEMENT.....	10

## **1. SUMMARY AND BACKGROUND**

The South African Council for Natural Scientific Professions (SACNASP) is a registration and regulation authority for natural science professions in South Africa. This includes practicing natural scientists in fields such as chemistry, physics, mathematics, biology, food sciences, zoology, and geology but to name a few. SACNASP is governed by Council Members at the highest level who are appointed by the Minister of Science and Technology and are responsible for the strategic management of SACNASP. Similar to the Health Professions Council, The Natural Scientific Professions Act, (Act no. 27 of 2003) makes it compulsory for natural scientists practicing in the listed fields of practice of natural science to register irrespective of the nature of their employment; be it academia, industry, commerce or consulting. There are three categories of registration, namely Candidate, Certificated and Professional. SACNASP has 25 fields of practice and representing these are 51 registered voluntary associations (VA's). According to the SACNASP Annual Performance Plan, SACNASP is mandated to deliver a report on the delivery of core skills to South Africa. Hence, the purpose of the Request for Quotation (RFP) is for the SACNASP to solicit proposals from service providers to prepare a detailed report on tracking of natural science employed and unemployed graduates, conduct a fair and extensive evaluation based on criteria listed herein, and select a suitable service provider that best represents SACNASP's expectations.

## **2. PROPOSAL GUIDELINES**

This RFP represents the requirements for an open and competitive process. Proposals will be accepted by SACNASP until **4pm on Friday 15 March 2019**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the quotation. If the organisation submitting a quotation must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the quotation. Additionally, all costs included in quotation must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted. All costs must be itemised to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the successful service provider for this RFP. All contractual terms and

conditions will be subject to review by SACNASP's legal advisors and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. KEY OUTCOMES, DELIVERABLES AND IMPACT**

The main objective of the project is to prepare a report on tracking of employed, unemployed and underemployed natural science graduates (2007 – 2017). A new variable was derived by Statistics South Africa (Stats SA) with the introduction of the Quarterly Labour Force Survey (QLFS) since 2007, known as the underemployment variable. However, there is limited information about the extent to which jobs occupy people in terms of hours and the way in which it utilises their skills and qualifications. The report seeks to trace underemployed natural science graduates as well. Key informants of the study will be natural science graduates who obtained their higher education qualification (at least a national diploma or BSc degree and postgraduate qualification) from 26 South African universities between 2007 and 2017. In this study, a graduate is defined as an individual with at least a diploma or degree from any South African higher education institution. It is expected that evidence of stakeholder engagement should be submitted through the provision of formal evidence of the engagements. The objectives of the project are:

- To review relevant empirical studies on unemployment of natural science graduates from a global, regional and national perspective;
- To determine the number of employed, unemployed and underemployed natural science graduates (2007 – 2017 cohort);
- To establish demographic profiles of employed, unemployed and underemployed natural science graduates (2007 – 2017 cohort) from the 26 HEIs;
- To determine key stakeholders' perceptions of employability attributes of natural sciences graduates in South Africa.

#### **4. PROJECT SCOPE**

The service provider should provide a clear proposal that includes a detailed literature review, the methods to be used for data collection, questionnaire design, format and layout as well as the statistical analysis to be used. The service provider should further ensure that the study complies with ethical standards of academic research where participation will be based on informed consent, and all participants will be ensured of confidentiality and anonymity. All survey responses should be held in strict confidence and only disclosed in the form of aggregate statistical summaries. For privacy and ethical purposes, the name of the university where graduates were sourced should not be disclosed. The service provider will be expected to profile the list of key stakeholders or agencies affected by or involved in the proposed project. Facilitation of consultation meetings and workshops that will be held with key stakeholders is important and present findings and outcomes of the study to the key stakeholders. The service provider will be responsible for:

- Planning and coordination of all workshops for stakeholder engagements;
- Ensure that all relevant stakeholders are involved;
- Administer and coordinate any other relevant meetings;
- Prepare regular progress reports.

#### **5. PROJECT DELIVERABLES**

The key deliverables within the nine months for this project will be:

- Inception Report;
- Report of the preliminary findings;
- Draft Final Report;
- Final Report (This report).

## **6. RFP AND PROJECT TIMELINE**

The contract will be for a period of six months starting from the appointment date. The performance of the service provider will be assessed regularly, and should the required standards not be met, the contract may be terminated.

## **7. KEY PERSONNEL**

The service provider will also be responsible for bringing together and managing the following key personnel that would typically be required on the project including, but not limited to:

- Principal investigator to facilitate the process and submit the reports as per deliverables. The principal investigators should demonstrate expertise and experience in conducting transformative and qualitative participant-driven evaluation in a complex partnership context, preferably in the science and technology sector.
- A research facilitator should be identified to support with information gathering, documenting events and document storage.
- A statistician should be actively involved in the project.

In addition, the successful Service Provider's team must possess the following competencies:

- Proven ability in the design, facilitation, and execution of studies of a similar nature to that required for this tender;
- Ability to adapt to issues as they emerge through the evaluation process;
- Ability to work in a team and manage processes that require inputs from different role players and platforms;
- Excellent analytical and conceptual abilities;
- Excellent writing and communication skills which should include experience in accessible writing as well as the ability to communicate clearly and effectively with scientists and other practitioners across a broad range of experience;
- The ability to work independently and deliver efficiently on high quality deliverables within agreed timeframes and agreed fixed budget.

The RFP proposal should give clear examples of all professionals' proficiency and recent experience in terms of the above skills, abilities & competencies as well as CVs of the team.

## **8. REQUIREMENTS FOR RFP PROPOSALS**

Service Providers interested in rendering proposals for the requested services should submit a concise written tender proposal that addresses the scope of work and the above requirements and deliverables. The tender proposal should include the following:

- A brief description of the approach and methodology to addressing the objectives, scope and specific requirements.
- A detailed work plan should be developed that indicates a clear allocation of roles, responsibilities and resources towards the deliverables to be achieved.
- The service provider should outline relevant qualifications, skills, experience and track record in support of the required competencies. This should include brief CVs of all members of the proposed professional team that outline relevant skills, experience and track record in support of the required competencies.

### **Required documents**

- The contracted service provider is required to provide a company profile for evaluation purposes (i.e. providing details about track record and years of experience in the industry and must prove that they have the capacity to undertake project of this nature and size);
- The contracted service provider is required to submit a certified letter from the bank verifying banking details (with bank stamp and on bank letterhead);
- Proof of address;
- The contracted service provider is required to submit a proof of registration on the Centralised Supplier Database held by National Treasury;
- The contracted service provider is required to provide an original SARS tax clearance certificate must be provided;

- The contracted service provider is required to provide a Certificate of Incorporation: Registration and Proof of legal identity of the contracted service provider (e.g. certificate issued by the Registrar of Companies and Close Corporations);
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status has been provided;
- SBD 1 – Invitation to tender;
- SBD 4 – Declaration of interest;
- SBD 8 – Declaration of bidder’s past supply chain management practices;
- SDB 9 – Certificate of independent bid determination;

**Failure to submit the required documentation above will lead to disqualification.**

## 9. QUOTATION EVALUATION CRITERIA

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 75% or more to proceed to the next stage of evaluation. The following scoring system will be utilised for this evaluation:

Scoring range	0	1	2	3	4
Definition	No information	Poor	Average	Meets requirements	Exceeds requirements

Total Evaluation Score = (score x weighting x no. of evaluators) / (maximum score x 100 x no. of evaluators)



Functionality Assessment	Weight %
<p><b>Criterion 1: References</b></p> <ul style="list-style-type: none"> <li>• Five (5) References and above in the past 10 years = 4 points</li> <li>• Three (3) to Four (4) references in the past 10 years = 3 points</li> <li>• Two (2) relevant references in the past 10 years = 2 points</li> <li>• One (1) relevant references in the past 10 years = 1 points</li> </ul>	20%
<p><b>Criterion 2: Relevant experience</b></p> <ul style="list-style-type: none"> <li>• More than 5 years relevant experience= 4</li> <li>• 4-5 years relevant experience = 3</li> <li>• 3-4 years relevant experience = 2</li> <li>• 0-2 years relevant experience = 1</li> </ul>	30%
<p><b>Criterion 3: Qualifications and skills of key personnel</b></p> <p>The service providers must submit, as part of its proposal, the following: The structure and composition of the proposed team, please provide no more than 5 CVs for qualification evaluation; CVs of the key personnel must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above; The team leader should have the relevant qualifications in Natural or Social Sciences and will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• PhD = 4</li> <li>• MSc = 3</li> <li>• Honours = 2</li> <li>• Undergraduate = 1</li> <li>• No CV' of the project team / none of the above-mentioned qualification = 0</li> </ul>	20%

<p><b>Criterion 4: Proposed project plan and methodology</b></p> <p>A total of 4 points will be allocated at the sole discretion of the SACNASP's Bid Evaluation Committee based on the information provided as follows:</p> <ul style="list-style-type: none"> <li>• Detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly demonstrating how the objectives of the study will be achieved;</li> <li>• Detailed project plan to undertake the stud, the plan must indicate key activities, timelines, milestones/ deliverables;</li> <li>• Budget allocated per project phase in project plan;</li> <li>• Stakeholder facilitation and engagement model to be used.</li> </ul> <p>If there are any outstanding documents, 0 points will be allocated to the service provider.</p>	30%
<b>Total</b>	<b>100%</b>

**Service providers must score a minimum of 70% or more in order to proceed to the next stage of evaluation.**

#### **10. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

Points shall be awarded to a service provider for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status level of Contributor</b>	<b>Number of points (80/20 system).</b>
1	20
2	18
3	16
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

## **11. NATURE OF APPOINTMENT AND CONTRACTUAL ARRANGEMENT**

The appointment as a successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The contract will be drawn up between SACNASP and the successful service provider. No upfront payments will be made.

Service providers should email proposals to the address below by **4pm on Friday 15 March 2019**.

All documents should be forwarded via email to:

Matshidiso Matabane

Tel: 012 748 6501

Email: [mbmatabane@sacnasp.org.za](mailto:mbmatabane@sacnasp.org.za)