

**21 OCTOBER 2020****APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RESEARCH SERVICES TO CONDUCT A TRACER STUDY.**

RFQ	RFQ/MICT/61/2020
RFQ ISSUE DATE	21 OCTOBER 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RESEARCH SERVICES TO CONDUCT A TRACER STUDY.
CLOSING DATE & TIME	06 NOVEMBER 2020 @ 11:00
LOCATION FOR SUBMISSIONS	19 RICHARDS DRIVE, GALLAGHER CONVENTION CENTRE WEST WING, LEVEL 3 MIDRAND
NO: OF DOCUMENTS	1 HARD COPY

No emailed submissions will be allowed: For queries please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF RESEARCH SERVICES TO CONDUCT A TRACER STUDY.

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the “MICT SETA”, was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

1.1. The MICT SETA seeks to appoint a professional and competent research service provider to support it in conducting an empirical research project on tracking learners in the following SETA-funded learning programmes:

- Learnerships
- Internships
- Skills Programmes
- Short learning Programmes
- Bursaries

1.2. The project will serve to understand, explore and document key features, trends, challenges, outcomes and impact of skills interventions in the MICT SETA sub-sectors. Fundamentally, the research project will assist in further developing a sustainable skills development strategy for the MICT SETA.

1.3. The primary focus of the study will be to evaluate the implementation of the MICT SETA Service Level Agreement (SLA) for the 2018/19 financial year. Key to Workplace-Based Learning (WBL) programmes, the study will evaluate:

- the employment status (employed, unemployed and self-employed)
- Remuneration rates
- Match between qualifications attained and occupations
- Match between qualifications attained and occupations in demand (PIVOTAL)
- Nature of employment (e.g. formal or informal); tenure (Part time or full time)
- Benefits (UIF, pension, medical aid, allowances)

2. OBJECTIVES

2.1. The study aims to address the following related objectives:

- To determine the destinations of learners who have completed learnerships, internships, skills programmes, short learning programmes and bursary programmes.
- To understand the factors associated with employment/unemployment.
- To understand the intricacies of the articulation of qualifications into occupations.
- To determine the nature of employment of learners who received employment.

2.2.The research study seeks to answer the following specific questions:

- What are destinations of students who complete WBL?
- Are they employed?
- Are they unemployed?
- Are they studying further?
- If employed:
- Where are they employed (name of the company/ or organization)?
- What is their occupation?
- Has there been a change in jobs since completing the learning programmes?
- After WBL has there been a difference in rank/ post level?
- Are they employed full-time or part time?
- What are their wages or salaries?
- What benefits and allowances are they getting?
- If not in employment, why?
- Are they studying full-time?
- Are they looking for employment?
- Are they looking after parents, siblings?

3. SCOPE OF WORK

3.1.The consultancy is expected to develop effective tracer and survey instruments to produce key outcome indicators around learnerships, internships, skills programmes and short learning programmes.

Activities include:

- Delivering a questionnaire signed off by the SETA.
- Conducting telephonic interviews with a specified sample of learners who have completed learnerships, internships, skills programmes and short learning programmes.
- Reporting on the profile of Learnerships, Internships, skills and short programmes completers incentivised by the MICT SETA. This will include inter alia:
 - Details with respect to the characteristics of the learners
 - Demographics, qualifications, occupational profiles;
 - Learner absorption rates into the labour market;
 - Employment status (employed or unemployed);
 - Self-employed vs. employees
 - Employment sector (formal or informal sector);
 - Tenure (part time or full time)

3.2.The required composition of the sample size should represent not less than 45% of the overall cohorts (learnerships, internships, skills programmes short learning programmes and bursary programmes), proportionately randomly selected to represent all the geographical and development regions where MICT SETA implements its learning programmes. Mixed methods of both quantitative and qualitative approaches will have to be employed:

- Make use of (telephonic interviews and an online survey)
- The service provider is expected to follow the sampling guidelines that ensure a stratified random sample of completers.
- Deliver interview data in excel format approved by the SETA.
- Deliver a report on key Outcome indicators.

4. PRE-QUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 4.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)
- 4.3 Bidder must complete and sign the RFQ document by the authorised company representative

Note: All bidders who do not comply with the items listed above will be disqualified.

5. FUNCTIONAL EVALUATION CRITERIA

5.1 Price and BBBEE

5.1.1 As the RFQ price is estimated to be between R 30 000.00 and R500 000.00, therefore RFQ responses will be evaluated on the **80/20** Price & BBBEE preference point system.

Technical Evaluation

- 5.2 The RFQ submission will be technically evaluated out of a maximum of **100**.
- 5.3 A threshold of **70** out of the **100** has been set

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below.

Category	Description	Weight
Methodology and approach	<p>Service provider must include a detailed company profile and project proposal demonstrating project understanding.</p> <p><i>Where:</i></p> <ul style="list-style-type: none"> • Moderate methodology aligned to deliverables in the RFQ document = 20 points • Detailed methodology aligned to deliverables in the RFQ document = 30 points <p>Less than minimum requirement = 0 points</p>	30
Experience of service provider	<p>3-5 years' experience in conducting similar provincial and national level research, not limited to, but preferably for Stats SA, SETAs, TVET or higher education training institutions Attach samples of previous work completed for similar research projects conducted, specifically for tracer/impact study (i.e. a portfolio of evidence).</p> <p><i>Where:</i></p> <ul style="list-style-type: none"> • 2 samples = 15 points • 3 samples= 30 points <p>Non-compliance to any and all of the above = 0 points</p>	30

Capacity of service Provider to conduct The project (Human Resource)	Attach curriculum Vitae(s) of the individual project incumbent(s), e.g. Project lead/consultant /manager who will be implementing the project and executing all project related functions for the impact research project. Please note that each of the company's appointed research project employees must have a formal employment contract with the submitting company. <ul style="list-style-type: none"> • Atleast 2 people have similar project experience = 10 points Less than minimum requirements= 0 points	10
Reference letters	Contactable reference letters from clients and this must be primarily from research work done on tracer/impact study as indicated in your company profile. <ul style="list-style-type: none"> • 2-3 reference letters provided = 15 points • 4-5 reference letters provided = 30 points 	30
TOTAL		100

6. ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

8. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 8.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 8.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 8.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 8.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 8.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

9. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

10. CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

11. MICT SETA reserves the right to:

- 11.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 11.4** Award a contract to one or more bidder(s).
- 11.5** Accept any RFQ in part or full at its own discretion.
- 11.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

12. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of a Contract (GCC)