



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

CALL FOR PROPOSALS

MICT SETA 2025/26 SPECIAL DISCRETIONARY GRANT WINDOW FOR RESEARCH PROJECTS

**A Study of the MICT SETA Ecosystem: Exploring Skill Development
and Training Needs to Support the Sustainability and Growth of
SMMEs, CBOs, NPOs, NGOs, and Cooperatives Within the MICT
Sector**

CALL FOR PROPOSAL DESCRIPTION	A STUDY OF THE MICT SETA ECOSYSTEM: EXPLORING SKILL DEVELOPMENT AND TRAINING NEEDS TO SUPPORT THE SUSTAINABILITY AND GROWTH OF SMMES, CBOS, NPOS, NGOS, AND COOPERATIVES WITHIN THE MICT SECTOR
PROPOSAL CLOSING DATE & TIME	07 November 2025 @ 11:00 am South African Time <i>*Note: A Proposal will not be considered if it is submitted a second after 11:00 am or any time thereafter. Applicants are therefore strongly advised to ensure that Proposals are dispatched, allowing enough time for any unforeseen events that may delay the submission of the Proposal.</i>
INSTRUCTION FOR SUBMISSION OF PROPOSAL	NB: Proposal must be submitted to: dgresearch@mict.org.za
LOCATION FOR PROPOSAL SUBMISSIONS	Email submission via dgresearch@mict.org.za
PROPOSAL VALIDITY PERIOD	Proposals received shall remain valid for acceptance for a period of 30 days counted from the closing date of the Proposal.

CLARIFICATION AND COMMUNICATION

- a. All enquiries relating to this Call for Proposals (CFP) must be addressed in writing to researchqueries@mict.org.za five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- b. The Call for Proposal Description must be mentioned in all correspondences.
- c. Proposals sent to any other platform other than the one specified herein will not be considered for evaluation. It is the Applicant's responsibility to ensure that the Proposal is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- d. All the documentation submitted in response to this CFP must be in English.

Note: Applicants are advised that a response will be disqualified should any attempt be made by an Applicant either directly or indirectly to canvass any officer(s) or employees of MICT SETA in respect of the CFP, between the closing and award date of the business.

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SECTION 1: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

The Call for Proposal invitation document must be completed, signed, and submitted by the authorised Company representative. All forms must be properly completed. The list below serves as a checklist of your CFP submission.

(Tick in the relevant block below)

Description	Yes	No
Technical Proposal (Technical must be submitted in alignment with the functionality requirements from the Terms of Reference)		
CSD Central Supplier (CSD) Registration Report Supplier Registration on CSD Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury Circular No. 4A of 2016/2017. The applicant shall register prior to submitting a proposal		
CSD 1 – Fully completed with required proof (where applicable)		
CIPC registration documents		
Applicant's legibility: Form A		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
SDB 6.1: Preferential Procurement Claim Form		
Copy of joint venture/consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
Shareholding Certificate (Where applicable)		
Pricing / Financial Proposal in a separate document from the Technical Proposal		
Financial Statement for 2023/2024 FY of the applicant		

Note: This proposal must be completed and signed by the authorised company representative.

SECTION 2: MICT SETA – PROPOSAL CONDITIONS

2.1. CALL FOR PROPOSAL CONDITIONS

- 2.1.1. MICT SETA considers this CFP and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this CFP or related information to any third party without the prior written consent of MICT SETA.
- 2.1.2. **MICT SETA does not bind itself to accept the lowest or any CFP, nor shall it be responsible for or pay any expenses or losses which may be incurred by the applicant in the preparation and delivery of the CFP.**
- 2.1.3. **No Proposal shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.**
- 2.1.4. The technical proposal shall not include any price or financial information; a technical proposal containing material financial information may be declared non-responsive. Pricing schedule must be submitted as separate Annexure as per the PRICING SCHEDULE form provided in this CFP.
- 2.1.5. **MICT SETA reserves the right to:**
- a. Not evaluate or award CFPs that do not comply strictly with the requirements of this CFP.
 - b. Make a selection solely on the information received in the CFPs and enter into negotiations with any one or more of the preferred applicant(s) based on the criteria specified in the evaluation of this CFP.
 - c. Contact any applicant during the evaluation process, in order to clarify any information, without informing any other applicants, and no change in the content of the CFP shall be sought, offered or permitted.
 - d. Award a contract to one or more Applicant(s).
 - e. Withdraw or amend the CFP at any stage.
 - f. Accept a separate CFP or any CFP in part or full at its own discretion.
 - g. Cancel this CFP or any part thereof at any stage.

2.2. COST OF PROPOSING

- 2.2.1. The Applicant shall bear all costs and expenses associated with the preparation and submission of this CFP, 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 proposal, evaluation, and selection process.

2.3. EXTENSION OF PROPOSAL VALIDITY PERIOD

- 2.3.1. In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request applicants to extend the period of validity of their proposals in writing and shall be considered integral to the proposal.

SECTION 3: FORM A: APPLICANT'S ELIGIBILITY FORM

NAME OF APPLICANT:	
CALL FOR PROPOSAL DESCRIPTION:	

We, the undersigned, offer to provide the required services in accordance with the above Call for Proposal and hereby declare that our firm, persons, or its directors, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract:

- 1.1. is not under procurement prohibition by the National Treasury from doing business with the public sector;
- 2.1. have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt/fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- 3.1. undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- 4.1. *We declare that all the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Call for Proposal submission may lead to the elimination of our proposal submission.*

Name:

Title:

Date:

Signature:

TERMS AND CONDITIONS FOR PROPOSAL

1. CALL FOR PROPOSAL SUBMISSION:

- 1.1. PROPOSALS MUST BE SUBMITTED BY THE STIPULATED DATE AND TIME IN THE DEDICATED MICT CALL FOR PROPOSAL PLATFORM. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL PROPOSALS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE.
- 1.3. APPLICANTS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE AN APPLICANT IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION, NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE PROPOSAL DOCUMENTATION.
- 1.5. THIS PROPOSAL IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS:

- 2.1. APPLICANTS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2. APPLICANTS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA
- 2.4. APPLICANTS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE PROPOSAL.
- 2.5. IN PROPOSALS WHERE CONSORTIA/JOINT VENTURES/SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6. WHERE NO TCS IS AVAILABLE BUT THE APPLICANT IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO PROPOSAL FOREIGN SUPPLIERS :

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| 3.1. IS THE APPLICANT A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ | YES | ☐ | NO |
| 3.2. DOES THE APPLICANT HAVE A BRANCH IN THE RSA? | ☐ | YES | ☐ | NO |
| 3.3. DOES THE APPLICANT HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ | YES | ☐ | NO |
| 3.4. DOES THE APPLICANT HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ | YES | ☐ | NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT, REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE PROPOSAL INVALID.

SECTION 4: PROPOSAL STRUCTURE

Proposal structure

Indicate the type of proposal by marking with an 'X':	
Individual Applicant	
Joint Venture	
Consortium	
Subcontractors	
Other	
If the Proposal is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement, list the members of such Consortium or Joint Venture and Sub-Contractors below:	

Applicant's Information (includes proposals submitted individually or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity Ownership

Ownership category	% of ownership
Black or historically disadvantaged individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	

SECTION 5: TERMS OF REFERENCE/SPECIFICATIONS

1. INTRODUCTION

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act (SDA), No. 97 of 1998 section 10 (1) (a). MICT SETA has a mandate to facilitate skills development, in particular within its five (5) sub-sectors, namely: Advertising, Electronics, Telecommunications, Information Technology as well as Electronic Media and Film. In line with the core principles of the SDA and the National Skills Development Plan (NSDP) 2030, the SETA strives to bridge the gap between skills supply and demand by strengthening the connection between institutional education and workplace learning. This mandate aligns with the broader goals of the National Development Plan (NDP) 2030, which seeks to establish a framework for building the capabilities of South African citizens.

2. BACKGROUND

The NSDP provides a strategic framework for driving economic growth, employment, and social development in South Africa. Its vision is to ensure the country has "adequate, appropriate, and high-quality skills" that contribute to these goals. This requires a clear understanding of labour market demands and national priorities, which must be addressed through education and training.

A key focus of the NSDP is Outcome 6, which emphasizes "skills development support for entrepreneurship and cooperative development." This outcome acknowledges the vital role of cooperatives and small businesses in South Africa's economy.

In the 2025/26 Annual Performance Plan (APP), MICT SETA aims to support and fund Small, Medium, and Micro Enterprises (SMMEs), Non-Governmental Organisations (NGOs), Community-Based Organisations (CBOs), Non-Profit Organisations (NPOs), and cooperatives. However, there is a significant knowledge gap regarding the specific size, scope, and training needs of these organisations, especially within the rapidly changing MICT sector. This gap is further compounded by their limited

participation in Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs), which are essential for capturing labour market data.

The success of MICT SETA's interventions relies on a deep understanding of these complexities. Without accurate data, skills development programmes may fail to meet the unique needs of these organisations, leading to ineffective outcomes. This study seeks to address this knowledge gap and guide MICT SETA's efforts in designing more targeted, impactful training programs.

3. PROBLEM STATEMENT

The World Bank and International Finance Corporation (2019:8) rightly identify "building small businesses that contribute to the economy and create jobs" as a critical development opportunity for South Africa.

This is especially important in the MICT sector, which plays a crucial role in driving economic diversification, innovation and social progress. In addition to SMMEs, CBOs, NGOs, NPOs, and cooperatives are essential players in social development. These organisations drive grassroots innovation, provide vital services, and support marginalised communities, helping to build a more inclusive society.

Despite their significance, there is a major gap in understanding the scope, size, and specific training needs of these organisations, especially in the fast-changing MICT sector. This knowledge gap is worsened by their low participation in WSPs and ATRs, which are key tools for capturing labour market data for the SETA.

Although SMMEs make up a substantial 88% of the MICT sector and are expected to contribute data to WSP/ATRs, the reality is concerning. In the 2023/24 reporting cycle, only 1,863 (5%) of the 31,839 MICT employers submitted WSP/ATRs. This limits the data available, making it difficult to fully understand the sector's dynamics, particularly the unique challenges and opportunities faced by SMMEs, CBOs, NGOs, NPOs, and cooperatives.

The MICT SETA supports various programmes aimed at supporting growth and capacity-building in these organisations, including skills development initiatives. However, the effectiveness of these interventions depends on a thorough understanding of the sector's complexities. Without accurate data and insights, these programmes may be too general and fail to meet the specific needs of these organisations, leading to less effective outcomes.

The purpose of this study is therefore to address the critical gap in knowledge by assessing the current state of SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT SETA sector, exploring their scope, size, training needs, and capacity for technology adoption and innovation. By providing insights into these areas, the research aims to identify the specific challenges and opportunities within this ecosystem, ultimately supporting the design of more targeted and impactful training and development programmes that can better equip these organisations for future growth and sustainability in the MICT sector.

4. OBJECTIVES

The study aims to address the following related objectives:

- 4.1. Assess the ecosystem of SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT SETA sector (i.e. labour market profile of the organisations).
- 4.2. Identify and analyse the training needs of SMMEs, CBOs, NPOs, NGOs, and cooperatives.
- 4.3. Evaluate the capacity for technology adoption in SMMEs, CBOs, NPOs, NGOs, and cooperatives.
- 4.4. Assess the innovation potential of SMMEs, CBOs, NPOs, NGOs, and cooperatives.
- 4.5. Identify key stakeholders, potential partners, and collaborators to support the development and sustainability of SMMEs, CBOs, NGOs, NPOs, and cooperatives
- 4.6. Identify the challenges and opportunities that impact the growth and sustainability of the MICT sector ecosystem.

- 4.7. Recommend strategies for Effective Training and Development Programmes targeted SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector.

5. SPECIFIC RESEARCH QUESTIONS

The study seeks to answer the following questions:

- 5.1. What is the current labour market profile of SMMEs, CBOs, NPOs, NGOs, and cooperatives within the MICT SETA sector?
- 5.2. What are the skills needs of SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector?
- 5.3. To what extent have SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector adopted technology?
- 5.4. How are SMMEs, CBOs, NPOs, NGOs, and cooperatives currently driving innovation within the MICT sector?
- 5.5. Who are the key stakeholders and role players in the development of SMMEs, CBOs, NPOs, NGOs, and cooperatives within the MICT sector? And what potential partners and collaborators can these organisations and the SETA engage with to enhance their development and sustainability?
- 5.6. What are the key challenges faced by SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector that impact their growth and sustainability?
- 5.7. What are the best practices for designing effective training and development programmes for SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector? And what specific strategies can be implemented to ensure that training programmes address the unique needs of these organisations?

6. SCOPE OF WORK

The service provider will be responsible for the following activities:

- 6.1. Conduct a comprehensive literature review of existing literature and reports on SMMEs, CBOs, NPOs, NGOs, and cooperatives in the MICT sector, including relevant government policies and strategies.

- 6.2. Develop a detailed research methodology, including data collection instruments (surveys, interviews, focus groups) tailored to each type of organisation.
- 6.3. Conduct the study across all nine provinces, covering both rural and urban areas.
- 6.4. Conduct data collection with a representative sample of SMMEs, CBOs, NPOs, NGOs, and cooperatives within the MICT SETA sector.
- 6.5. Analyse data using appropriate statistical methods to identify trends and patterns.
- 6.6. Conduct a comparative analysis of the different types of organisations to understand their unique characteristics and needs.
- 6.7. Prepare a comprehensive research report that addresses all research objectives and questions.
- 6.8. Provide clear and concise findings, supported by data and evidence.
- 6.9. Develop actionable recommendations for MICT SETA to design and implement effective training and skills development programmes.
- 6.10. Develop an implementation plan for the recommended strategies.
- 6.11. Present the research findings to MICT SETA and other relevant stakeholders.

7. EXPECTED OUTPUTS AND DELIVERABLES

- 7.1. An inception report following discussion with MICT SETA, including a detailed research project plan;
- 7.2. Monthly progress reports;
- 7.3. Detailed literature review prior to development of research instruments;
- 7.4. All research instruments and tools to be signed off by MICT SETA;
- 7.5. Draft report for review;
- 7.6. PowerPoint presentations to accompany all reports submitted to MICT SETA;
- 7.7. Presentation to the MICT SETA Management and Governance structures;
- 7.8. All completed instruments, transcripts, fieldwork reports, datasets, etc.
- 7.9. A final report of the study in hard copy and electronic formats. There will be two versions of the report, namely a 10-page executive summary of the whole report and a full report with a maximum of 60 pages; and

7.10. The report should be developed with the use of modern graphical representation and infographics in line with the MICT SETA brand.

8. COMPETENCY AND EXPERTISE REQUIREMENTS

8.1. The service provider must have at least 5 years' experience in conducting similar national-level research preferably, for Post-School Education and Training (PSET) institutions.

8.2. The service provider should also have the capacity to mobilise a team of relevant experts and researchers meeting the below stated qualifications and professional requirements. The expert team to be involved in the study should be composed as follows:

- Lead researcher with a minimum of a master's degree in social sciences/economics/statistics or any related disciplines and ten (10) years of research experience.
- Researchers with a minimum of a bachelor's degree in any discipline related to social sciences/economics/statistics and five (years) research experience.
- Provide a detailed organogram of the project team with roles and responsibilities (please submit a CV of proposed key members of the project team with certified copies of qualifications). Qualifications that are not certified will result in non-scoring.
- Strong understanding and knowledge of the PSET sector;
- Demonstrate understanding of the MICT SETA operating environment and the five (5) sub-sectors.
- Ability to lead and manage a research project of this nature should be demonstrated by providing a list of similar projects completed in the past five years with contactable references.
- Good knowledge and understanding of research methodologies and experience in applying them.
- Ability to systematically gather, analyse, synthesize relevant evidence and data from a range of sources, identify relevant materials and assess quality and identify gaps.

- Ability to write concise and focused reports that are credible, useful, and actionable, address key research questions and show the evidence, analysis, synthesis, and recommendations.
- Demonstrate strong project management skills, including field coordination and implementation where necessary.
- Strong management of resources to deliver high-quality research and results on time and to appropriate standards.

9. DELIVERABLES TIMELINE OF THE PROJECT

The successful service provider will enter into a contractual agreement with MICTSETA from the appointment date till 31 March 2026.

10. QUALITY AND REPORTING

The appointed service provider will report directly to the Manager: Sector Skills Planning. However, the quality management of the service and performance must be overseen by the service provider.

11. OWNERSHIP RIGHTS

MICT SETA shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the appointed service provider and any equipment or software procured under the assignment. All the documents, reports, and information pertaining to the assignment, must be handed over to MICT SETA before final payment. The outputs or part of it cannot be sold or used in any case without the prior permission of MICT SETA.

12. EVALUATION CRITERIA

- Applications will be evaluated based on the MICT SETA Special Discretionary Grant for Research evaluation process and procedure.
- Proposals received will be evaluated on mandatory criteria, functional criteria, and price and specific goals comparison.

- The MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; MICT SETA Supply Chain Management (SCM) Policy, the MICT SETA Discretionary Grant Policy and SETA Grants Regulations.

12.1. FUNCTIONALITY CRITERIA

- Proposals submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **70 points** out of **100 points** has been set.
- Only applicants who meet or exceed the qualification threshold on technical functionality of **70 points** will be evaluated further on price and specific goals.
- **Note:** All applicants achieving less than the set threshold of **70 points** will not move to the next stage of evaluations.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA WEIGHING		
CATEGORY	DESCRIPTION	MAXIMUM POINTS
Methodology	The applicant must submit a detailed methodology demonstrating: • Understanding of the appropriate methodology for investigative or explorative study or related • The approach to data collection • Approach to determining the right sample size, and project plan Points for submitting detailed methodology will be allocated as follows: • The applicant submitted a methodology that covers all 3 elements = 20 points • The applicant submitted a methodology that covers only 2 elements = 15 points • The applicant submitted a methodology that covers only 1 element = 05 points	20

FUNCTIONAL CRITERIA WEIGHING		
CATEGORY	DESCRIPTION	MAXIMUM POINTS
	The applicant did not submit a methodology or submitted a methodology that does not cover any element = 0 points	
Quality Assurance Plan and Risk Mitigation Measures	The applicant must submit a detailed plan demonstrating: - Quality Assurance Plan reflecting procedure and risk mitigation measures. Points for submitting a detailed plan will be allocated as follows: - The applicant submitted a detailed plan on quality assurance procedures and risk mitigation measures = 15 points - The applicant submitted a plan not detailing the quality assurance measures and risk mitigation measures = 0 points	10
Research Reports (Samples)	The applicant must attach research reports (signed samples by the client where services were rendered) of previous work completed for similar research projects conducted for research in investigative study, explorative study or related. Points for submitting signed Research Reports (Samples) will be allocated as follows: - The applicant submitted 3 or more samples of research reports = 20 points - The applicant submitted 2 samples of research reports = 10 points - The applicant did not submit samples of research reports = 0 points	20
Project Team Organogram	The applicant must provide a composition of the project team Organogram that will work on this project with clearly articulated roles and responsibilities for each member. Points for submitting project team organogram will be allocated as follows: The applicant submitted the project team organogram with member roles and areas of responsibility presented = 05 Points	10

FUNCTIONAL CRITERIA WEIGHING		
CATEGORY	DESCRIPTION	MAXIMUM POINTS
	The applicant did not submit the project team organogram with member roles and areas of responsibility presented = 0 Points	
Project Team Capacity	The applicant must attach curriculum Vitae(s) of the individual project incumbent(s): Team leader (10 Points) Must have a master's degree in any of the following disciplines: Social Sciences/Economics/Statistics. A doctoral degree in any one of the above disciplines will be added as an advantage, The applicant must submit a team leader's certified copies of qualifications not older than 6 months and a CV indicating a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research and social sciences. Points for submitting the team leader's certified copies of qualifications will be allocated as follows: - Submission of team leader's certified copies of qualifications = 05 Points - Non-submission of team leader's certified copies of qualifications = 0 Points Points for submitting the team leader's CV will be allocated as follows: - CV submitted highlighting 5 years and above experience in the relevant field = 05 Points - CV submitted highlighting 3 – 4 years experience in the relevant field = 03 Points - CV submitted highlighting 1 – 2 years experience in the relevant field = 02 Points	20

FUNCTIONAL CRITERIA WEIGHING		
CATEGORY	DESCRIPTION	MAXIMUM POINTS
	- Applicant did not submit the CV of the team leader = 0 Points Supporting staff (10 Points) Diploma/Degree in any of the following disciplines: social sciences/economics/statistics. The applicant must submit Supporting staff certified copies of qualifications not older than 6 months and a CV indicating previous research experience. Points for submitting supporting staff's certified copies of qualifications will be allocated as follows: - The applicant submitted supporting staff's certified copies of qualifications = 05 Points - The applicant did not submit supporting staff's certified copies of qualifications = 0 Points Points for submitting supporting staff's CV/resume will be allocated as follows: - CV submitted highlighting 5 years and above experience in the relevant field = 05 Points - CV submitted highlighting 3 – 4 years experience in the relevant field = 03 Points - CV submitted highlighting 1 – 2 years experience in the relevant field = 02 Points - The applicant did not submit the CV of the supporting staff = 0 Points	
Company Profile and Experience	The service provider must submit its business profile demonstrating 3-5 years of experience in conducting investigative study, explorative research or similar at a provincial and national level, not limited to, but preferably for SETAs, Stats SA, and higher education training institutions.	20

FUNCTIONAL CRITERIA WEIGHING		
CATEGORY	DESCRIPTION	MAXIMUM POINTS
	The company profile must be accompanied by a list of related projects undertaken and contactable references, the supporting signed reference letters must be on a client's letterhead. Points for submitting a company profile will be allocated as follows: • The applicant submitted a company profile demonstrating investigative study, exploratory research or similar/related experience and a list of related projects undertaken = 05 points • The applicant submitted a company profile that does not demonstrate experience in investigative study, exploratory research or similar/related conducted and no list of related projects undertaken = 0 points Points for submitting reference letters will be allocated as follows: • The applicant submitted three (3) contactable, signed reference letters on clients' letterheads indicating good performance as per the relevant project implemented = 15 points • The applicant submitted two (2) contactable, signed reference letters on clients' letterheads indicating good performance as per the relevant project implemented = 10 points • The applicant submitted one (1) contactable, signed reference letter on the client's letterhead indicating good performance as per the relevant project implemented = 05 points • The applicant did not submit contactable, signed reference letters on clients' letterheads as per the relevant project implemented = 0 points	
TOTAL		100
MINIMUM SCORE		70

N.B: Only applicants who meet the threshold of 70 points out of 100 points on functional criteria will be further evaluated for price & specific goals.

13. MANDATORY COMPLIANCE DOCUMENTS

For your application to be evaluated for this Discretionary Grant, the following mandatory supporting documents need to be completed and submitted with each application.

- Proof of company registration: CIPC Documents and/or share certificate (for companies with more than one (01) Director).
- Valid Certificate Tax Clearance – must not have expired;
- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).

Proposals without the mandatory required documentation, will not be evaluated.

14. CLOSING DATE

The funding window opens on **10 October 2025** and closes on **07 November 2025**.

15. NOTES TO APPLICANTS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process:

- 15.1. Short-listed service provider may be invited to present and discuss details of their proposals.
- 15.2. The MICTSETA will not be liable to reimburse any costs incurred by the applicant during the proposal submission and evaluation process.
- 15.3. Applicants should identify any work they are currently carrying out or competing for which could cause a conflict of interest and indicate how such a conflict would be avoided.

16. GENERAL

Applicants should respond to the MICT SETA Special Discretionary Grant for Research Projects window advert and apply as per the requirements prescribed in the MICT SETA application instructions.

17. DISCLAIMER

The MICT SETA reserves the right not to appoint a service provider for this research project, MICTSETA further reserves the right to split the work with more than one service provider or award a portion of this work to other service providers. The MICT SETA does not bind itself to accept the lowest cost submission/proposal.

PRICING SCHEDULE

Name of Applicant: _____

Closing date: _____

Proposal shall remain valid for acceptance for a period of **30 days** counted from the closing date.

Applicants to provide further cost breakdown where necessary under each line item, and sub-total and the overall CFP price (Total) should be included. The below table is for illustration only:

ITEM #	DESCRIPTION OF SERVICES	UNIT COSTS (Each item)	QUANTITY	TOTAL COST (excl. VAT)
1	Complete Research Report (Including: PowerPoint Presentation and Close Out Report)	R	1	R
Sub-Total				R
VAT @15%				R
Total				R

NB: Applicants must submit this pricing schedule and related Annexure on a separate document.

I/We, the undersigned, agree that this proposal shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

.....

Capacity under which this quote is signed:

.....

Signature:

.....

Date:

.....

APPLICANT'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to Proposal. 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 Applicant to make this declaration in respect of the details required hereunder.

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

2. APPLICANT'S DECLARATION

2.1. Is the Applicant, 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 proprietors/directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

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.

2.2. Do you, or any person connected with the Applicant, 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 Applicant 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 proposing for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying Proposal, 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 Proposal will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The Applicant has arrived at the accompanying Proposal 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 proposing.
- 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 Proposal, Proposal with the intention not to win the Proposal and conditions or delivery particulars of the products or services to which this Proposal invitation relates.
- 3.5. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official Proposal opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the Applicant with any official of the procuring institution in relation to this procurement process prior to and during the Proposal process except to provide clarification on the Proposal submitted where so required by the institution; and the Applicant was not involved in the drafting of the specifications or terms of reference for this Proposal.

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.



3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Proposals and contracts, Proposals 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 APPLICANT DISCLOSURE ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE PROPOSAL 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 Applicant

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

[MARK APPLICABLE WITH X]

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 APPLICANT(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	