



NON - COMPUSORY BRIEFING SESSION

RFP:003/01/2021

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT
ANTI- CORRUPTION SURVEY IN LOCAL GOVERNMENT
FOR 97 MUNICIPALITIES.**



The State's preferred and trusted anti-corruption forensic investigation and litigation agency

DURATION OF THE CONTRACT

Once off project with interim report to be submitted on the 26 March 2021.

CLOSING DATE BID

Closing Date: 12 FEBRUARY 2021

Time :11:H00

Date of Closing for Questions: 3 FEBRUARY 2021

Date for publishing answers: 08 FEBRUARY 2021

E-mail address: scm@siu.org.za

SCOPE OF WORK/ TERMS OF REFERENCE (TOR)

The project is aimed to be rolled out across the country within eight (8) Metropolitan Municipalities, forty-four (44) District Municipalities, 45 local municipalities and **2000** members of the public per province with an interim report by 26 March 2021 (List of Metropolitan, District Municipalities, Local municipalities and public member's numbers-Annexure A).

The service provider will be expected to clearly indicate the survey/research methodology to be employed in the survey and furthermore, should clearly define the key stakeholders and how they will participate in the survey process.

The project is aimed to be rolled out across the country in line with the below terms of reference:

- a) Continuous consultation with the SIU;
- b) Plan, implement and manage the design, data collection, data processing, data analysis and dissemination of an accurate perception survey with findings, within the timeframes provided;
- c) Analyze data and produce a statistical report on the survey findings;
- d) The service provider will be required to conduct monitoring and evaluation on data collection;
- e) Recruit, remunerate and provide researchers with all the necessary materials as well as training;

- F) Provide a monthly progress report to the SIU during consultation meetings; the bidder will be expected to present the final report to the SIU EXCO.
- G) Design and develop and implement relevant, user friendly questionnaires that promotes efficiency, enhances data quality and produces relevant, accurate and timely results;
- H) The service provider should ensure that data is protected and not be disclosed to third party without approval by the SIU including handing over metadata.
- I) The service provider should ensure that data is protected and not be disclosed to third party without approval by the SIU including handing over metadata.
- J) Develop a comprehensive project plan to ensure timely delivery of products outlining the following;
 - ❖ Detailed timelines
 - ❖ Milestones
 - ❖ Dependencies
 - ❖ Resources
 - ❖ Activities in logical sequence
- K) Compile a final report; and Design and layout the report and submit to the SIU according to agreed and, pre-determined specifications (Provide print ready report) ;

DELIVERABLES AS PER SCOPE OF WORK

A. Project Inclusions:

The local government Maladministration and Corruption Perception Survey 2020/2021 project scope includes the following aspects:

- i. Monthly consultation with SIU;
- ii. Design and develop survey methodology;
- iii. Questionnaire design and development ;
- iv. Conduct pilot study to test the validity and reliability of the data collection instrument
- v. Respondents : Public Members Municipal Managers and Senior Managers in finance, SCM practitioners, Internal Auditors, Risk Management and Compliance teams;
- vi. Project plan;
- vii. Quality assurance in all aspects of the survey;
- viii. Present the final report to SIU;
- ix. Project Management and support; and
- x. Interim report
- xi. Final report (Design and layout in Pdf (print ready format))

B. Project Proposal

The service provider is required to submit a detailed proposal outlining:

- the proposed approach and methodology;
- Project plan with proposed milestones and respective deliverables, dates, key tasks and activities.

THE BIDDING PROCESS

- This bid is evaluated through a three (3) stage process
- Stage 1 – Compliance to Requirements including Mandatory

RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

TABLE A: RETURNABLE DOCUMENTS (M = Mandatory) <i>(Failure to provide or meet below mandatory requirements will result in disqualification and the bid will not be considered for further evaluation).</i>	Envelope 1		
Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 5 if applicable, 6.1, 6.2 if applicable, 8 and 9	M	YES	NO
Proof of Registration on the Government's National Treasury Central Supplier Database (CSD). (MAAA)	M	YES	NO
A detailed breakdown of team composition and cost for the project must be attached in excel format (USB FORMAT)		YES	NO
RETURNABLE DOCUMENTS	Envelope 2		
B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf <i>(Failure to submit sworn affidavit will results in non-compliant on preference points system)</i>		YES	NO

Stage 2 – Evaluation of Bids against Specifications and Quality

- Scores will be tabulated to 100 points. Respondents must **score 75** points and above to be assessed on their financial offer and preference score.

DESKTOP EVALUATION

1. Bidders' Experience

The bidder must provide at least three (3) contactable references in order for the years of experience to be considered for evaluation.

- The bidder must provide demonstrable research experience in conducting Survey in Public or Private Sector.
- The bidder must provide at least three (03) reference letters or trade client list with dates of appointment, values, and contactable references to demonstrate number of years in conducting Survey in Public or Private Sector as per table below. *(Separate table can be attached).*
- **Evaluation rating 1 equals to 05 points**
(1-2) years' experience in conducting Survey in Public or Private Sector)
- **Evaluation rating 2 equals to 15 points**
(3-5) years' experience in conducting Survey in Public or Private Sector).
- **Evaluation rating 3 equals to 25 points**
(6 or more years' experience in conducting Survey in Public or Private Sector)
- **Evaluation rating 0 equals to non-allocation of points, to the bidders who:**
 - Failed to submit the required reference letters or detailing list of clients supported by number of years of experience,
 - Submitted irrelevant information or less than 12 months experience in conducting Survey Public or Private Sector.

<p>2.Qualifications of the Project Manager = 15</p> <p>The bidder must demonstrate that the Project leader responsible for the project has the relevant qualifications.</p>	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 05. Post Graduate Diploma / Honours in Social Science or any other related and relevant qualifications. • Evaluation rating 2 equals to 10. Master’s Degree or M. Tech in Social Science or equivalent • Evaluation rating 3 equals to 15. PHD/equivalent in Social Science or equivalent • Evaluation rating 0 equals to non-allocation of points, to the bidders who : <ul style="list-style-type: none"> ○ The proposed project manager does not have a minimum qualifications ○ No proof of relevant experience/qualifications attached. 	<p>15</p>
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<p>3. Experience Project Manager = 15</p> <p>Service providers must provide CV/profile of the Project Manager demonstrating relevant experience in leading teams to conduct and finalise similar research surveys.</p>	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 05 (5 years' experience in conducting research Survey in Public or Private Sector in a project/survey managerial role). • Evaluation rating 2 equals to 10 (6-7 years' experience in conducting Public or Private Sector Survey in a project/survey managerial role). • Evaluation rating 3 equals to 15 (8 or more; experience in conducting Public or Private Sector Survey in a project/survey managerial role) • Evaluation rating 0 equals to non-allocation of points, to the bidders who: <ul style="list-style-type: none"> ○ Submitted irrelevant information or less than five (5) year experience in Public or Private Sector Survey in a project/survey managerial role. ○ Failed to submit CV or profile with details of the Project Manager. 	<p>15</p>
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<p>4. Ability to conduct survey in South African official Languages.</p> <p><i>(Bidders are required to provide proof for survey conducted in various South Africa languages e.g. report, questionnaires etc.)</i></p>	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 05 (Survey conducted in less than 3 official South African languages). • Evaluation rating 2 equals to 10 (Survey conducted in more than 3 to 5 official South African languages). • Evaluation rating 3 equals to 15 (Survey conducted in more than 5 South African languages). • Evaluation rating 0 equals to non-allocation of points, to the bidders who: <ul style="list-style-type: none"> ○ Failed to submit proof of survey conducted in South Africa official languages. ○ Submitted irrelevant information. 	<p>15</p>
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<p>5. Ability to conduct the survey which exceeds 3000 respondents nationally. <i>(Bidders are required to provide proof of number of respondent per survey conducted)</i></p>	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 05 Respondents who were less than 1000 • Evaluation rating 2 equals to 10 Respondents who were more than 1000 – 2999 <p>Evaluation rating 3 equals to 15 Respondents who were 3000 and more</p> <ul style="list-style-type: none"> • Evaluation rating 0 equals to non-allocation of points, to the bidders who: <ul style="list-style-type: none"> ○ Failed to submit proof of number of respondent per survey conducted. ○ Submitted irrelevant information. 	<p>15</p>
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Stage 3 – Price and Preference (B-BBEE)

- Bidders who score a minimum quality threshold of **75%** on functionality, will proceed to be evaluated on Price and Preferences (B-BBEE).

<p>6. Provision of a Project Plan.</p> <p><i>(The bidder should provide project plan related to scope of work.)</i></p>	<ul style="list-style-type: none"> • Evaluation rating 1 equals to 05 Project plan, which describes no activities, milestones, dependencies with timeframes not compatible with terms of reference. • Evaluation rating 2 equals to 10 Project plan which describes some high level activities, in logical sequence with clear timeframes, milestones and dependencies commensurate with the terms of reference. • Evaluation rating 3 equals to 15 Comprehensive project plan indicating resources, detailed timelines, milestones and dependencies describing all activities in logical sequence with clear time frames commensurate with the terms of reference. • Evaluation rating 0 equals to non-allocation of points, to the bidders who: <ul style="list-style-type: none"> ○ Failed to submit the Project Plan related to scope of work. ○ Submitted irrelevant information. 	<p>15</p>
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Award/Objective Criteria

Bidders who fail to meet below award/objective criteria will not be considered for appointment.

- SIU reserves the right to screen the bidder and the team assigned to the SIU in terms of its own Internal Integrity Unit ("IIU") before appointment, should such screening results have a negative outcome, the SIU reserves the right not to award the bid to the subjected/recommended/highest scoring bidder;
- In terms of SIU's procedures, SIU may subject the prospective bidder to vetting process in terms of State Security Agency ("SSA"), should such vetting results have a negative outcome as per SSA and SIU procedures, SIU reserves the right not to award the contract to the recommended/highest scoring bidder; or to revoke/terminate the awarded;
- Bid will only be awarded to the bidder who successfully pass the SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation and;
- The SIU reserves the right not to award a bid if the bidding entity's financial statements and/or supporting financial information creates doubt to the SIU, in its sole discretion, that the bidder would not be able to meet its short and longer term financial commitments.
- SIU requires last three (3) years Audited Financial Statement (AFS), If Audited Financial Statements are not available, the bidder should provide justifiable reasons and provide the SIU with a copy of the latest Unaudited AFS/ Management Accounts signed off by the directors/members/ management " certifying accuracy and completeness of the said AFS.

TEAM REQUIREMENTS:

- The successful service provider should provide a team which;
- Is reliable and effective
- Has extensive experience in conducting surveys and a proven track record in delivering professional results;
- Has experienced personnel to undertake this work.
- List the names and attach CV's of Team members who will direct the overall survey throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and/or reporting on the survey.



THANK YOU

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