



REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER: BS/2017/RFB031

CLOSE Date: 11 July 2017

Time: 11h00

DESCRIPTION: APPOINTMENT OF A RESEARCH FIRM TO CONDUCT
RESEARCH ON THE CHALLENGES EXPERIENCED IN THE
SKILLS SUPPLY PIPELINE FOR THE BANKING AND
INCLUSIVE BANKING

COMPULSORY BRIEFING SESSION: Yes ☒ No ☐

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:				
Completed by:				
Company Postal address				
Email:				
Telephone:				
Mobile number:				
Date:				
Original copy of documents or copy - Mark with X	ORIGINAL	<input type="checkbox"/>	COPY	<input type="checkbox"/>

1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

BANKSETA is an enabler of skills development and transformation in the broader banking & microfinance sector and supports people development through partnerships, skills development, alleviating unemployment, creating a brighter future and enabling change. BANKSETA focuses on Small and Micro Enterprises, the youth, adult education, continuous professional development and research.

Skills development has been identified as a key requirement for economic growth in South Africa, as a result, the Skills Development Act provides a framework for the development of skills in the workplace. Amongst other things, the Act makes provision for skills development by means of a levy-grant scheme, and the establishment of 21 sector-specific Sector Education and Training Authorities – or SETAs – to administer the scheme’s funds, and manage the skills development process. Each separate economic sector has one SETA, and BANKSETA is the Banking Sector Education and Training Authority. BANKSETA is widely regarded as one of the best SETAs in South Africa. Successive years of unqualified audits confirm BANKSETA’s commitment to carrying out its mandate in a professional and accountable manner.

2. BACKGROUND TO THE RESEARCH PROJECT

The supply of skills to the banking sector comes from a myriad of sources including school leavers, Technical Vocational Education and Training (TVET) graduates, High Education (HE) graduates as well as Sector Education Training Authority (SETA) graduates. Government, in its Green Paper for Post-School Education and Training (2012), indicated that the post-school system was not meeting the needs of the economy and society as a whole. There is often a mismatch between what is produced at higher education level and what industry often requires. A major problem that has been identified in the system is the inadequacy in the provision of post-school education and training in terms of quantity, diversity and in some instances quality. The Green Paper aimed to “align the post-school education and training system with South Africa’s overall development agenda, with links to various development strategies such as the New Growth Path, the Industrial

Policy Action Plan 2, the Human Resource Development Strategy for South Africa 2010-2030, and South Africa's Ten-Year Innovation Plan" (Post-schooling Green Paper, 2012). In the university system, a number of problems relate to access, curriculum, staffing, management, student funding, and other forms of student support.

TVET Colleges have been identified by government as a vehicle to improve throughput rates and expand the numbers of qualified people entering the workforce. Improved quality through effective training of college managers and academic staff, and improved student support was envisaged in the Green Paper for Post-Schooling Education and Training. According to the Green Paper, improving the quality will entail "the development of appropriate programmes; upgrading lecturer qualifications; capacity building for management and governance; improved learner support; utilising appropriate information technology systems for both learning and management; and building strong partnerships between colleges and employers in both the public and private sectors".

An analysis of the employment of new recruits indicate that the sector does not favour the employment of TVET graduates. In fact, most of the new recruits are post-graduate learners from higher education institutions.

3. SCOPE OF WORK

This research seeks to conduct an analysis of the public TVET College sector and the Public Higher Education sector as the major suppliers of skill for the banking and non-banking sector.

It is expected of the service provider to develop the research questions in detail. The following research questions provide some guideline on what BANKSETA seeks to achieve in conducting this study:

- 3.1 What lies behind the resistance from young people to study at a TVET College?
- 3.2 Why is the banking and non-banking sectors reluctant to employ graduates from the public TVET Colleges?
- 3.3 What is the nature of the skills mismatch between the skills demanded by the banking and non-banking sector and the skills supplied by the TVET colleges?
- 3.4 What informs the choice of programmes by learners at higher education institutions and what are barriers to learners choosing fields of study that align to careers in the banking sector?

- 3.5 What kinds of graduates are the banking sector employing?
- 3.6 What is the nature of the skills mismatch between the skills demanded by the banking and non-banking sector and the skills supplied by the public higher education institutions?
- 3.7 How employable are graduates from the TVET and HE institutions in the banking and non-banking sectors?

The scope of the research includes the following:

- a. The research must cover both the banking and the non-banking sector and be conducted nationally across all different sub-sectors and organizational size.
- b. The research must cover all public TVET Colleges and Public Higher Education Institutions including all Universities of Technology and Universities.

Upon appointment, the service provider must submit to BANKSETA the following:

- a. A detailed research plan
- b. A report detailing the outcomes of the research for the TVET Sector
- c. A report detailing the outcomes of the research for the higher education Sector
- d. Provision of all datasets, metadata and survey documentation

Any material compiled, developed, researched, commented on, or evaluated as a result of a contractual agreement with BANKSETA or any other form of material, irrespective of whether in a completed form or otherwise, all intellectual property rights relating to such material will vest in the state.

The material compiled by the service provider for BANKSETA may not be used in any form or for any purpose other than the purpose stipulated in the agreement. If the service provider wishes to use such material in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to BANKSETA a written motivation for such use.

The Service Provider will give due recognition to BANKSETA and the specific research project in all publications and materials developed. The Service Provider will include a disclaimer on its publications that the findings, interpretations and conclusions expressed do not necessarily reflect the views of BANKSETA.

The Service Provider will hand over all materials (instruments, datasets, metadata, field reports etc.) developed for the project to BANKSETA. The Service Provider will not disseminate the findings of the research to the public or media.

The project should take approximately (nine) 9 months to complete.

4. BIDDING REQUIREMENTS

The bidder must submit a proposal using the guideline below:

- a. Understanding of the research and the terms of reference;
- b. Approach, design and methodology for the research;
- c. Outline of the two Final Reports;
- d. Activity-based project/research plan;
- e. Human Resources Plan;
- f. Competence and experience.

THE BIDDER MAY USE THE FOLLOWING GUIDELINES IN PREPARING THE PROPOSAL:

A: UNDERSTANDING OF THE RESEARCH AND THE TERMS OF REFERENCE

The bidder must cover the following to provide an indication of their understanding of the research: an understanding of the background to the research, the purpose for the research, a title for the research, research questions and limitations of the research.

B: RESEARCH DESIGN AND METHODOLOGY

Describe the approach, design and key elements of the methodology to be used by the research team. Some key areas to describe here are:

- a. The overall methodological approach to carrying out the research;
- b. How research ethical issues will be dealt with;
- c. Expected data collection and analysis methods and plans;
- d. A detailed description of the population and sample size of 20% limited to Gauteng, Western Cape and Kwazulu Natal;
- e. Secondary data sources;
- f. Meetings or consultations expected with particular stakeholder groups/individuals.

C: OUTLINE OF THE REPORTS

The bidder must provide an outline of the two research reports/deliverables showing clearly what will be covered in each document.

D: ACTIVITY BASED PLAN

The activity based plan must cover the following at a minimum:

Activities	Outputs	Timeframe		Responsible Person
		Start	Finish	

E: HUMAN RESOURCES PLAN

- Provide a list of all researchers that will be working on the entire project, including their short biographies with qualifications and experience outlined and responsibilities in the research.
- Indicate the role as well as the daily rate of each person who will be in the project using the template below:

		Human Resource Plan (team composition)			
Role in the Project	Qualification	Years of Research Experience	Units in days		
1.					
2.					
3.					
4.					
5					

F: COMPETENCIES AND SKILLS-SET REQUIRED

The bidder must provide evidence of possessing the following competencies:

- Strong understanding and knowledge of the post- school education and training sector (PSET) (or the relevant component of PSET) ;
- Cultural competence – the ability to deal effectively with the different stakeholders involved in the research, including appropriate language skills;
- Strong project management skills, including field coordination and implementation where needed;

- d. Strong management of resources to deliver high quality research and related objectives on time and to appropriate standards;
- e. Knowledge of and exposure to international good practice would be an advantage.

5. DURATION

The research should take a maximum of nine (9) months to complete.

6. COMPLIANCE REQUIREMENTS

The BANKSETA is informed by a regulatory framework that includes and not limited to:

- 6.1 Skills Development Act, No. 97 of 1998 as amended by the Skills Development Act, within the National Skills Development Strategy (NSDS) framework;
- 6.2 Public Finance Management Act (Act 1 of 1999 as amended by Act 29 of 1999);
- 6.3 Treasury Regulations;
- 6.4 Department of Higher Education and Training research report guideline (refer to annexure A).

4. PRICING

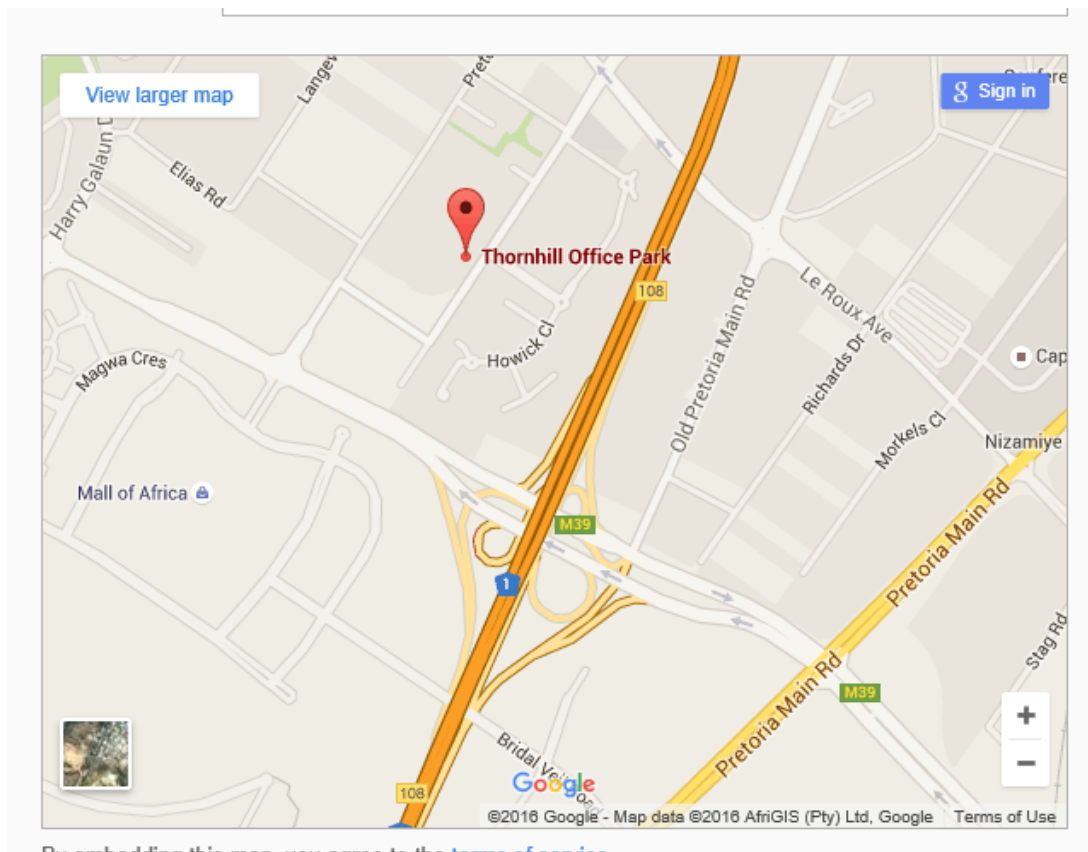
- The bidder must use (Appendix A) pricing schedule to quote its price for the services offered. Any deviation from this format may result in a disqualification.
- The BANKSETA will not entertain pricing adjustments after the signing of the contracts, and it is therefore most important that all pricing elements are disclosed.
- Per the pricing sheet all pricing should show VAT separately.
- Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing. It is critically important to detail all exclusions. All baseline assumptions and numbers must be clearly stated.
- All pricing assumptions, excluded costs and estimated costs must be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.
- Whilst complying with normal commercial confidentiality requirements, the BANKSETA reserves the right to discuss aspects of the pricing with other SETAs. This is to satisfy itself that the pricing as contained in any received proposal avoids fruitless and wasteful expenditure and is regarded as fair and equitable for the services offered.
- The BANKSETA requires transparency concerning the financial aspects and will work closely with the prospective service provider.

5. SUBMISSION REQUIREMENTS

- 10.1 One hardcopy must be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft copy.
- 10.2 All submissions must be delivered in individual envelopes.
- 10.3 Respondents should take particular care to ensure that there are no discrepancies between all submissions to the BANKSETA.
- 10.4 The BANKSETA reserves the right to reject any submissions if there are discrepancies.
- 10.5 Documents must be submitted as follows:
- 10.5.1 Envelope 1 – 1 Original
 - 10.5.2 Envelope 2 - 1 Hard Copy of the original document and 1 Soft copy
 - 10.5.3 Envelope 3 – **Pricing include SBD1** – (Invitation to bid)
- 10.6 Each individual envelope must be clearly marked with the following information:
- 10.6.1 Description of the Submission: **RESEARCH ON THE CHALLENGES EXPERIENCED IN THE SKILLS SUPPLY PIPELINE FOR THE BANKING AND INCLUSIVE BANKING.**
 - 10.6.2 Submission Bid Number: **BS/2017/RFB031**
- 10.7 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.
- 10.8 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.
- 10.9 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address:-

Thornhill Office Park
Building 22
94 Bekker Road
MIDRAND

NB: Please ensure that you sign the submission register.



- 10.9.1 Respondents are invited to observe the closing date and time of the submission as per the advertisement.
- 10.9.2 Unsuccessful submissions will be informed in writing when the process is concluded.
- 10.9.3 A submission will be considered late if received after the specified date and time. Respondents are therefore strongly advised to ensure that submissions be despatched allowing enough time for any unforeseen events that delay the delivery of the submission.

11 ENQUIRIES/COMMUNICATION

11.1 Contact person for enquiries regarding the submission document:

Mr Jabulani Ngonyama

Specialist: Supply Chain Management

Email: Tenders@bankseta.org.za

All clarifications or enquiries must be made in writing and received by the BANKSETA on or before the date of the **20th June 2017**. Telephonic requests for clarification will not be accepted.

12 RFB TIMELINES

Table 3: tender time lines

Activity	Time	Date
Compulsory Briefing Session and final date for clarifying questions	10h00 to 11h00	20 June 2017
Closing date	11h00	11 July 2017
Tender evaluation, Bidder Verification and Due Diligence	T.B.A	12 - 14 July 2017
Clarification presentations by Service Providers if required/ Due Diligence	T.B.A.	17 – 18 July 2017
Provisional Contract Award	T.B.A	19 – 21 July 2017
Contract Signatures	T.B.A	24 – 26 July 2017

13 TENDER EVALUATION

Tenders will be evaluated in the following three (3) phases:

- 13.1 Compliance/eligibility;
- 13.2 Technical/Functionality;
- 13.3 Pricing and B- BBEE contribution level.
- 13.4 Bidders that score **70 points** and above will be requested to provide pricing based on the final specification that will be provided to them.
- 13.5 Shortlisted bidders will be requested to make a presentation to the BANKSETA.

14 Compliance/Eligibility Evaluation

Table 4: Respondents who do not meet the requirements below will immediately be disqualified.

	Description								
1	Submission of the Mandatory requirements. <table border="1"> <tr> <th></th><th>Comply Yes/No</th></tr> <tr> <td>Project Manager/leader must hold A Masters Degree (provide certificate)</td><td></td></tr> <tr> <td>At least 2 research methodologies</td><td></td></tr> <tr> <td>At least 2 written references on the client letterheads</td><td></td></tr> </table>		Comply Yes/No	Project Manager/leader must hold A Masters Degree (provide certificate)		At least 2 research methodologies		At least 2 written references on the client letterheads	
	Comply Yes/No								
Project Manager/leader must hold A Masters Degree (provide certificate)									
At least 2 research methodologies									
At least 2 written references on the client letterheads									

2	<p>Submission of the following fully completed and signed returnable documents:</p> <ul style="list-style-type: none"> - SBD 1 Invitation to submission - SBD 4 Declaration of interest - SBD 6.1 preference point claim form - SBD 8 Declaration of respondents' past supply chain management - SBD 9 Certificate of independent bid determination - Contract Form : Rendering of Services
3	Special Conditions that the bidder needs to accept: Portion 2
4	Submission of signed Pricing Schedule in BANKSETA template
5	Submission of company registration documents

15 TAX COMPLIANCE

Submission of SARS pin number in order to verify service provider's TAX compliance status, or submission of written proof from SARS that supplier either has no tax obligation or has made arrangements to meet outstanding tax obligation.

16 Technical/ Functionality Evaluation

Table 5: The functionality evaluation conducted as per the criteria contained in the table below:

Criteria	Weight
a. Understanding of the research and the terms of reference.	5
b. Approach, design and methodology for the research	50
c. Presentation of Research output	5
d. Activity-based plan	10
e. Human Resources Plan	15
f. Competence and experience	15

Criteria	Weight
Understanding of the research and the terms of reference	5

<ul style="list-style-type: none"> • Understanding of the research = 1 • Title of Research = 1 • Purpose of Research = 1 • Research Questions = 1 • Limitations of Research = 1 	
Approach, design and methodology for the assignment	50
<ul style="list-style-type: none"> • The overall methodological approach to carrying out the research = 2 • Understand ethical issues relating to research including risks and mitigation strategies = 1 • Expected data collection and analysis methods and plans including a detailed description of the population = 2 	
Presentation of Research output	5
<ul style="list-style-type: none"> • No information submitted = 0 • Data spreadsheet provided = 5 	
Activity-based plan	10
Complete within timelines = 2 Process to be followed is clear = 3	
Human Resources Plan	15
<ul style="list-style-type: none"> • Time allocation (days) = 1 • Human Resource Plan (team composition) = 1 • CV's and experience = 3 	
Bidders Competence and Experience in similar assignment	15
<ul style="list-style-type: none"> • at least three (3) similar research projects completed = 3 • Cultural competence = 1 • Ability to provide a tool/report to perform analytics of the trend analysis = 1 	
Elimination of non-qualifying Bids (score below the minimum threshold of 70%).	

SCORING MATRIX

SCORE	DISCRIPTION
0	NON RESPONSIVE
1	POOR
2	FAIR
3	AVERAGE
4	GOOD
5	EXCELLENT

Functionality will be evaluated using the following formula:

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality by submission under consideration.
- So – is the total score of the submission in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

Any proposal not meeting a minimum threshold of **70 points** on functionality will not be considered further evaluation on price.

17 SPECIAL CONDITIONS

- 17.1 BANKSETA reserves the right to withdraw or amend terms of reference/specifications by notice in writing by advertising in the media in which the submission was originally advertised prior to the closing date.
- 17.2 BANKSETA reserves the right not to award any of the submissions submitted.
- 17.3 The cost of preparing the submissions will not be reimbursed.
- 17.4 Shortlisted respondents may be invited for presentations.
- 17.5 Successful respondent will be required to sign a confidentiality/non-disclosure agreement.

18 REVIEW PROCESS

- 18.1 In order to evaluate and adjudicate submissions effectively, it is imperative that respondents submit responsive submissions. To ensure a submission will be regarded as responsive it is imperative to comply with all conditions pertaining to the submission and to complete all the mandatory fields and questionnaires.
- 18.2 All submissions duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

19 NON-COMMITMENT

- 18.1 Any attempt to gain information in a manner deemed to be unfair or disadvantageous to other bidders or any attempt to influence the outcome of the evaluation will result in immediate disqualification from the bid process.
- 18.2 All costs associated with any aspect of developing a response to this Request for Expression of Interest including, but not limited, to transport, accommodation, document collection and document delivery are for the Bidder's account.
- 18.3 Although BANKSETA has endeavoured to provide bidders with as much information as possible. It makes no guarantee as to either the completeness or accuracy of the scope of services set out herein. It is the responsibility of the Bidder to clarify any uncertainties and/or to confirm any assumptions it may be making.

- 18.4 BANKSETA does not take any responsibility whatsoever in respect of errors in the bid submissions.
- 18.5 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the bidders.
- 18.6 BANKSETA is not bound to accept any of the applications submitted.

20 OTHER BANKSETA REQUIREMENTS:

- 19.1 Understand that BANKSETA reserves copyright to this commissioned material for future use. All materials must be produced in line with BANKSETA's Corporate Identity (CI) and signed off by BANKSETA before implementation.
- 19.2 The collateral of all programmes commissioned by BANKSETA will show the SETA's corporate identity design as either the primary or as the sole design.
- 19.3 Adhere to the BANKSETA Project Management Methodology as we subscribe to the PRINCE 2 project management processes.
- 19.4 Ability to meet BANKSETA deadlines.

21 REASONS FOR REJECTION

- 20.1 Respondents shall not contact BANKSETA on any matter pertaining to the submission from the time the submission is closed to the time the submission has been adjudicated.
- 20.2 The results of all submissions will be published by the BANKSETA.
- 20.3 Any effort by a respondent to influence the submission evaluation, submission comparisons or submission award decisions in any matter, may result in rejection of the submission concerned.
- 20.4 BANKSETA shall reject a submission if the respondent has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 20.5 BANKSETA reserves the right to contact references during the evaluation and adjudication process.

22 JOINT VENTURE

- 17.1 In the case of a Joint Venture, the following will be Applicable:
 - 17.1.1 Each JV Member must have a valid Tax Clearance Certificate issued by SARS;
 - 17.1.2 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document;
 - and
 - 17.1.3 Submission of a Joint Venture BBBEE Rating Certificate.