



REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER: BS/2017/RFB033

CLOSE Date: 13 July 2017

Time: 11h00

DESCRIPTION: APPOINTMENT OF PUBLIC HIGHER EDUCATION INSTITUTION(S) TO CONDUCT RESEARCH RELATED TO SKILLS PLANNING 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

ENABLING SKILLS DEVELOPMENT IN THE BANKING AND MICROFINANCE SECTOR

Address

Thornhill Office Park, Block 22, 94 Bekker Road, Midrand, 1685
PO Box 11678, Vorna Valley, 1686

Telephone

011 805 9661

Facsimile

011 805 8348

Call Centre

086 102 0002



The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act 26 of 2011 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 SMEs, 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 ASSIGNMENT

On an annual basis the BANKSETA conducts research to support its strategic skills planning in order to update its sector skills plan and the strategic plan. The planning cycle for the NSDS III period has reached its end and the banking sector needs to plan its skills development needs for the next five year period (2018-2022). The purpose of this research assignment is to source a number of public higher education institutions to partner with the BANKSETA in conducting the research required for the skills planning process.

This call for bids supports the BANKSETA mandate to engage with public higher education institutions and hence all bidders must be a public higher education institutions or a research institution in a public higher education institution. More than one (1) institution may be appointed to carry out this assignment.

There are five (5) areas that requires research. Bidders may bid for any number of research topics. They can also bid for all topics. Each topic must be treated as a separate bid in line with the tender sub numbering.

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.

3. SCOPE OF WORK

Interested Public Higher Education Institutions are invited to submit research proposals to conduct research on one or more of the topics listed below:

Topic 1: Wage/Salary Trends Analysis in the Banking Sector

The purpose of this research is to conduct a wage/salary trend analysis for the banking sector across all the sub-sectors

Topic 2: Migration and Importation of Skills in the Banking sector

The purpose of this research is to conduct an analysis of the skills that are imported as well as skills that leave the country within the banking sector including all the sub-sectors.

Topic 3: Regulatory Changes including Twin Peaks Regulation

The purpose of this research is to conduct an analysis of all regulatory changes that have a direct influence on the banking/non-banking sector including the Twin Peaks Regulation and the impact of these regulations on skills planning for the banking sector:

Topic 4: The Role of Development Finance Institutions in supporting the implementation of National Priorities specifically in the financial services sector

The purpose of this research is to conduct an analysis of the role of the Development Finance Institutions in supporting government's growth priorities and the skills development challenges these organisations face in delivering on their mandate.

Topic 5: Co-operative Banking and Co-operative Financial Institutions

The purpose of this research is to determine the barriers this sector faces in terms of growth and to investigate best practices internationally and within the African continent in an effort to grow this sector.

On appointment, the service provider must prepare a detailed research plan for approval by BANKSETA. The service provider must conduct the research including arranging and hosting workshops with the sector. On completion of the research a detailed research report must be submitted to BANKSETA. The research report must be made available electronically. Each research topic should take a maximum of six (6) months to complete.

4. BIDDING REQUIREMENTS

The bidder must submit a **separate Proposal for each topic** using the guideline below:

- Understanding of the research and the terms of reference (background to the research, rationale, purpose, objectives);
- Approach, design and methodology for the research;
- Research Report Outline
- Activity-based project/research plan;
- Human Resources Plan.

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.

The bidder must clearly indicate the approach, design and methodology that they will follow to conduct the research.

The bidder must provide an outline of the research report showing clearly what will be covered in the report.

Table 1: The activity based plan must cover the following at a minimum:

Activities	Outputs	Timeframe		Responsible Person
		Start	Finish	

Table 2: The human resource plan must be presented as follows:

		Human Resource Plan (team composition)			
Human Resource Title	Minimum Qualification	Years of Research Experience	Units in days		
1. Senior Researcher	PHD				
2. Researcher	Masters				
3. Junior Researcher	Honors				

NB: if bidding for more than one topic, project teams must comprise of different team members

Copies of Qualifications for the three researchers must be submitted.

5. DURATION

Each research topic should take a maximum of six (6) months to complete.

In the event that the bidder is awarded more than one topic the research must be conducted concurrently.

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).

7. 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.

8. SUBMISSION REQUIREMENTS

- 8.1. One hardcopy must be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft copy.
- 8.2. All submissions must be delivered in individual envelopes.
- 8.3. Respondents should take particular care to ensure that there are no discrepancies between all submissions to the BANKSETA.
- 8.4. The BANKSETA reserves the right to reject any submissions if there are discrepancies.

8.5. Documents must be submitted as follows:

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- 8.5.1. Envelope 1 – 1 Original
- 8.5.2. Envelope 2 - 1 Hard Copy of the original document and 1 Soft copy
- 8.5.3. Envelope 3 – **Pricing include SBD1** – (Invitation to bid)
- 8.6. Each individual envelope must be clearly marked with the following information:
 - 8.6.1. Description of the Submission: **PUBLIC HIGHER EDUCATION INSTITUTION(S) TO CONDUCT RESEARCH RELATED TO SKILLS PLANNING**
 - 8.6.2. Submission Bid Number: **BS/2017/RFB033**
- 8.7. Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.
- 8.8. All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.
- 8.9. The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of **BANKSETA Offices at the following address:-**

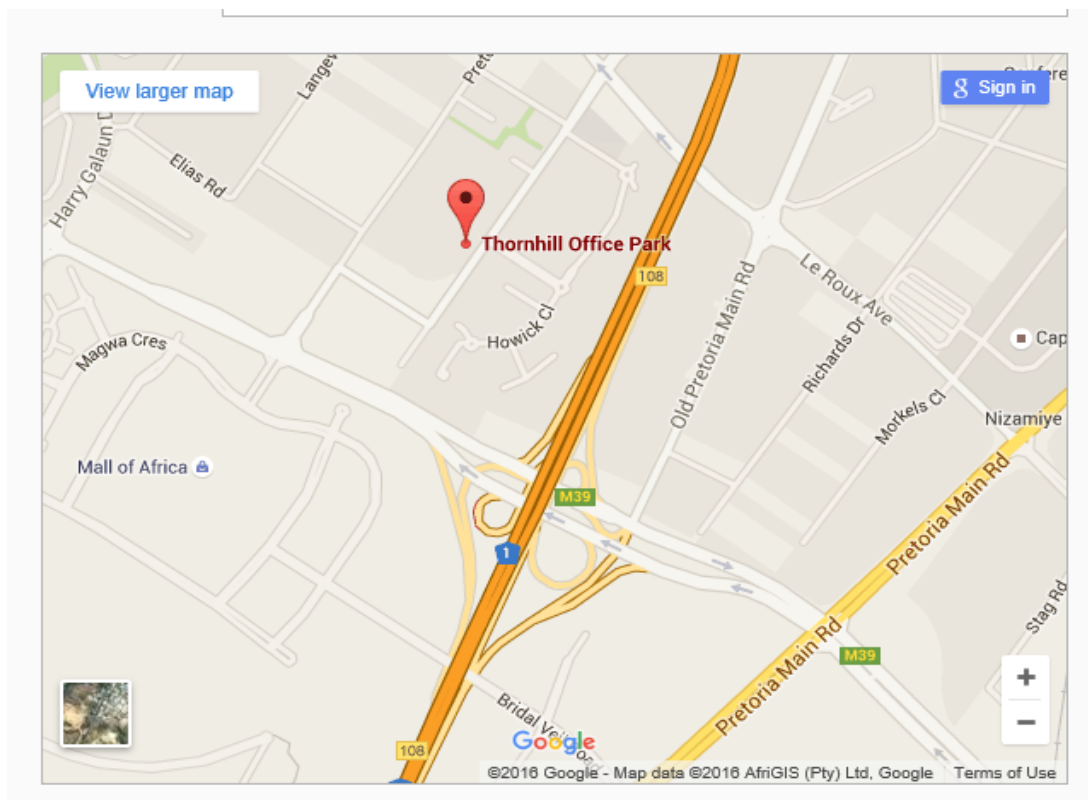
Thornhill Office Park

Building 22

94 Bekker Road

MIDRAND

NB: Please ensure that correct submission register is sign on the submission date.



By embedding this map, you agree to the [terms of service](#)

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- 8.6.3. Respondents are invited to observe the closing date and time of the submission as per the advertisement.
- 8.6.4. Unsuccessful submissions will be informed in writing when the process is concluded.
- 8.6.5. 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.

9. ENQUIRIES/COMMUNICATION

13.1. 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 **21st June 2017**. Telephonic requests for clarification will not be accepted.

10. RFB TIMELINES

Table 3: tender time lines

Activity	Time	Date
Final date for clarifying questions	10h00 to 11h00	21 June 2017
Closing date	11h00	13 July 2017
Tender evaluation, Bidder Verification and Due Diligence	T.B.A	14 - 19 July 2017
Clarification presentations by Service Providers if required/ Due Diligence	T.B.A.	20 – 25 July 2017
Provisional Contract Award	T.B.A	26 – 28 July 2017
Contract Signatures	T.B.A	30 July 2017

11. TENDER EVALUATION

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

13.2. Compliance/eligibility;

13.3. Technical/Functionality;

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- 13.4. Pricing and B- BBEE contribution level.
- 13.5. Bidders that score **70 points** and above will be requested to provide pricing based on the final specification that will be provided to them.
- 13.6. Shortlisted bidders will be requested to make a presentation to the BANKSETA.

12. Compliance/Eligibility Evaluation

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

	Description								
1	<p>Submission of the Mandatory requirements.</p> <table> <tr> <th></th><th>Comply Yes/No</th></tr> <tr> <td>It must be a public higher institution registered with DHET (provide proof of University statute document (Gazetted document))</td><td></td></tr> <tr> <td>Minimum qualification per human resource plan outlined in table 2</td><td></td></tr> <tr> <td>At least 3 written references on the client letterheads</td><td></td></tr> </table>		Comply Yes/No	It must be a public higher institution registered with DHET (provide proof of University statute document (Gazetted document))		Minimum qualification per human resource plan outlined in table 2		At least 3 written references on the client letterheads	
	Comply Yes/No								
It must be a public higher institution registered with DHET (provide proof of University statute document (Gazetted document))									
Minimum qualification per human resource plan outlined in table 2									
At least 3 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								

12 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.

13. 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	10
b. Approach, design and methodology for the research	50
c. Research Report Outline	10
d. Activity-based plan	15
e. Human Resources Plan	15

Table 6: Technical/ Functionality Evaluation

CRITERIA – PHASE 1	Weight	Value	Score
1. Functionality	100		
<input type="checkbox"/> Understanding of the research and the terms of reference	10		
<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 			
<input type="checkbox"/> Approach, design and methodology for the research	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 			
<input type="checkbox"/> Research Report Outline	10		
<ul style="list-style-type: none"> No information submitted = 0 General Report Structure Provided = 2 Detailed Report structure provided = 5 			
<input type="checkbox"/> Activity-based Plan	15		
<ul style="list-style-type: none"> Time frame = 2 Research process = 3 			

<input type="checkbox"/> 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 			
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.

13 SPECIAL CONDITIONS

- 13.1. 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.
- 13.2. BANKSETA reserves the right not to award any of the submissions submitted.
- 13.3. The cost of preparing the submissions will not be reimbursed.
- 13.4. Shortlisted respondents may be invited for presentations.

- 13.5. Successful respondent will be required to sign a confidentiality/non-disclosure agreement.

14 REVIEW PROCESS

- 14.1 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.
- 14.2 All submissions duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

15 NON-COMMITMENT

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 15.4. BANKSETA does not take any responsibility whatsoever in respect of errors in the bid submissions.
- 15.5. All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the bidders.
- 15.6. BANKSETA is not bound to accept any of the applications submitted.

16 OTHER BANKSETA REQUIREMENTS:

- 16.1 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.

- 16.2 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.
- 16.3 Adhere to the BANKSETA Project Management Methodology as we subscribe to the PRINCE 2 project management processes.
- 16.4 Ability to meet BANKSETA deadlines.

17 REASONS FOR REJECTION

- 17.1 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.
- 17.2 The results of all submissions will be published by the BANKSETA.
- 17.3 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.
- 17.4 BANKSETA shall reject a submission if the respondent has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 17.5 BANKSETA reserves the right to contact references during the evaluation and adjudication process.

18 JOINT VENTURE

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