



**WATER
RESEARCH
COMMISSION**

**PART A
INVITATION TO BID (SBD1)**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)					
RFQ/P NUMBER:	0032312/18-19	CLOSING DATE:	11 January 2019	CLOSING TIME:	11H00
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT AN ORGANISATIONAL CULTURE SURVEY FOR THE WATER RESEARCH COMMISSION				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: quotations@wrc.org.za (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Patience Lobai		CONTACT PERSON	Patience Lobai	
TELEPHONE NUMBER	012-761 9300		TELEPHONE NUMBER	012-761 9300	
E-MAIL ADDRESS	quotations@wrc.org.za		E-MAIL ADDRESS	quotations@wrc.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO			<input type="checkbox"/> YES <input type="checkbox"/>		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			<input type="checkbox"/> YES <input type="checkbox"/> NO		



**WATER
RESEARCH
COMMISSION**

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



**PART C
STANDARD BIDDING DOCUMENTS**

(SBD FORMS – SBD3.3, SBD4, SBD6.1 (where applicable), SBD8 and SBD9 should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

**PRICING SCHEDULE
(Professional Services)**

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION BID PRICE IN RSA CURRENCY NO ** (ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days
.....	R..... days
.....	R..... days
.....	R..... days



5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of contract?

*YES/NO



9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –
(INSERT NAME OF CONTACT PERSON)

Tel:



SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the State; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative

Identity Number:

Position occupied in the Company (director, trustee, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:



Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule	YES / NO
Name of person/ director/ trustee/ shareholder/member:	
Name of State institution at which you or the person connected to the Bidder is employed	
Position occupied in the State institution	
Any other particulars:	
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the National Research Foundation in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
If so, furnish particulars as an attached schedule:	



SBD 6.1 PREFERENCE POINTS CLAIMED

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1.the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);
- 1.2.
 - 1.2.1.The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
 - 1.2.2.The 80/20 preference point system will be applicable to this

- 1.3. Points for this bid shall be awarded for:
 - 1.3.1.Price; and
 - 1.3.2.B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
Total points for Price and B-BBEE must not exceed	100



1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Water Research Commission reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by Water Research Commission.

2. DEFINITIONS

2.1. “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.2. “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.3. “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

2.4. “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.5. “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.6. “**Functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

2.7. “**prices**” includes all applicable taxes less all unconditional discounts;

2.8. “**proof of B-BBEE status level of contributor**” means:

2.8.1. B-BBEE Status level certificate issued by an authorized body or person;

2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;

2.9. “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.10. “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid



invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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



5. BID DECLARATION

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1. B-BBEE Status Level of Contributor:=(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1. If yes, indicate:

7.1.1.1. What percentage of the contract will be subcontracted.....%

7.1.1.2. The name of the sub-contractor.....

7.1.1.3. The B-BBEE status level of the sub-contractor.....

7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--



7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1. Name of company/firm:

8.2. VAT registration number:

8.3. Company registration number:.....

8.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6. COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.



[TICK APPLICABLE BOX]

- 8.7. Total number of years the company/firm has been in business:
- 8.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 8.8.1. The information furnished is true and correct;
 - 8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - 8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - 8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - 8.8.4.1. disqualify the person from the bidding process;
 - 8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 8.8.4.3. 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;
 - 8.8.4.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
 - 8.8.4.5. Forward the matter for criminal prosecution.



SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	YES / NO
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any Government entity terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:
I have read and I understand the contents of this Certificate;
I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;
I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;
Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;
For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:
a) Has been requested to submit a Bid in response to this Bid invitation;



- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;
- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this Bid have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding the bid or to the signing of the contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids 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

COMPANY SIGNATURE CERTIFYING ALL SBD FORMS

We are submitting a bid/quotation for the RFQ/P described under the TOR. The signature below confirms the completed SBD forms as correct and true.

SBD 3.1	<u>YES / NO</u>
SBD 4	<u>YES / NO</u>
SBD 6.1	<u>YES / NO</u>
SBD 8	<u>YES / NO</u>
SBD 9	<u>YES / NO</u>
Completed by:	
Signature:	
Company Name:	
Contact Telephone Number:	
Date:	
Company Stamp:	



PART D

TERMS OF REFERENCE / SCOPE OF WORK / SPECIFICATION

1. Purpose

The Water Research Commission seeks to procure the services of a qualified service provider to complete the consultation, design and implementation of measuring employee engagement and organisational culture through a survey. This is a once off project however the survey results will provide a baseline for future comparisons, particularly over the next three (3) years, to measure and drive improvements and changes in engagement and corporate culture and to inform and further develop a roadmap for the WRC's HR strategy. Total number of employees is 92 as of 31 October 2018.

2. Scope of work

The consultancy services required will be the following:

1. Given the data gathered from the interviews/work sessions conducted with employees, management and the workplace improvement forum regarding perceptions of the WRC's culture the service provider will then create a Culture Survey. The survey will be structured in a manner to allow the WRC to understand the following:
 - Relevant issues among the organization as a whole including employee attitudes and perception, towards the work environment, leadership behaviour, communication, equity and fairness, ethics etc.
 - Information that suggests a range of tools and design principles to enhance the function and the overall culture of the WRC
 - Provide a basis for measuring improvements to the WRC for future benchmarking analysis
2. Recommend leading practices in employee engagement and organisational culture change improvement programmes and provide a communication strategy in supports for a pre, during and post survey time periods to successfully reach targeted survey participation rates.
3. Promotes a high participation rate with an effective communication strategy and with questions that are designed to support ease of understanding and completion for a broad audience. Survey completion should be *less than 30 minutes*, with consideration to the number of questions, language and formatting.



4. Ensures the design has a high level of validity and is statistically sound with questions that are based on proven research.
5. Allows for flexibility with the potential for the WRC to provide input on the selection of questions, and the potential to add questions.
6. Ensures strictest confidentiality and anonymity for survey participants.
7. Ensures sustainability and flexibility with the ability to repeat the corporate wide survey, and conduct multiple pulse check surveys, to monitor progress and effectiveness of action items.
8. Generate flexible reports based on the findings at the departmental, branch and occupational level (taking anonymity of sufficient numbers into account).
9. Provide post survey support with consultation and interpretation of results, as well as support tools, templates, and resources to effectively action engagement results.
10. Collaborate with the WRC to ensure confidentiality and security of the surveys and survey data throughout the implementation, assessment and delivery of results, and in accordance with all privacy laws.
11. Consideration to be given to English Second Language speakers who will require a translator.

3. DELIVERABLES

The selected provider will be required to provide the following:

1. Outline of your understanding of what an **organisational culture survey** is.
2. Statistically valid **organisational culture survey** instrument(s) that has portability so that changes in organizational culture can be tracked over time.
3. Employee engagement and communication plan that informs WRC staff about the survey and encourage participation.
4. Status update meetings with designated WRC representatives to discuss the approach to the work, including survey content; assess progress and any required changes to the work; and to review the results.
5. A final report that will include, but not be limited to:
 - Executive Summary
 - Survey background
 - Copy of survey instrument(s)



- Profile of the WRC workforce
- Profile of respondents
- General overview of survey
- Content description and summaries of each survey topic
- Statistical analysis of survey results including graphs, raw data, and any other information that will be beneficial to WRC
- Comparison to similar local/national survey data norms as deemed useful
- The consultant will provide 2 bound copies of the report, along with electronic copies of the report and data in both Word/Excel and PDF.
- **The project must be completed by the 15 March 2019.**
- **The consultant will also make 4 final presentations of the report to Designated WRC representatives.**

The service provider must deliver on the above-mentioned requirements and others deemed as necessary by the service provider while demonstrating the utmost in professionalism and integrity.

4. GENERAL INSTRUCTIONS

1. The proposal must include a statement clearly articulating the understanding of the work to be performed and must specify the intended scope of work.
2. The proposal must describe the service provider's qualifications for professionally and Expertly conducting the work as understood, including a track record relating to workplace organisational culture survey development and administration, and the provider's ability to carry out the project specifications.
3. All service providers must provide a detailed delivery timeline that will include survey planning consultation and design, communication plan, implementation, analysis, reporting and post survey support. (Internal stakeholders that will be made available for the survey consultation: Executive, HR, Staff representative Forums and Information Technology department from an implementation perspective)
4. A description of how the provider intends to meet project timelines and a contingency plan for any delays will be included. The deliverables will include but not be limited to the following:
 - Status meetings during all phases



- Project plan updates following each weekly status meeting
 - Dedicated project lead/contact to act as a key contact and responsible for resolving issues in a timely fashion.
 - Project plan that will include a work breakdown structure and identify key activities to be accomplished.
5. The proposal must describe the survey instrument(s) proposed to assess the workplace culture and must describe specifically the approach to the development of survey items.
 6. The proposal must describe the provider's approach to data analysis. If the survey instrument(s) includes open-ended or narrative responses,
 7. The proposal must describe the provider's protocols to protect the confidentiality of survey participants.
 8. The proposal must describe the qualifications of all personnel who are to be assigned to or are proposed for this project. Documentation should include resumes with relevant background, such as professional experience, education, training, and certifications.
 9. The shortlisted services providers that passes the first stage of evaluation will be required to do a technical presentation as part of the evaluation process.
 10. Service provider must allow for multiple methods for participation to meet the needs of a diverse workforce, particularly for those with limited computer access and language preference.

5. TECHNICAL EVALUATIONS

The RFQ will be evaluated in accordance with the PPPFA 80/20 principle against the following Criteria.

The received proposals will be evaluated in different phases to arrive to the final phase of bid award, and the phases will be as follows:

Phase One – Screening of the minimum requirements documents

Phase Two – Technical evaluation phase per the set evaluation criteria

Phase three – Commercial Evaluation (Price and B-BBEE)

PHASE ONE: Minimum requirements documents

- Completed RFQ document as attached
- Valid Tax clearance certificate (Pin)
- BBEE certificate
- Pricing quotation on company letter head
- CSD (Central supplier database) registration report
- Completed SBD forms 3.1, 3.3,4,6.1,8,9



Phase two

5.1 Technical evaluation criteria

5.1.1 Evaluation Criteria

The tender will be evaluated in accordance with the following technical Criteria.

SCORE	DESCRIPTION
1	Poor
2	Average
3	Good

5.1.1.1 Technical Evaluation

No	Element	WEIGHTING
1.	<p>The bidder must demonstrate Knowledge and Experience of the relevant work (Company profile) (Scoring is in the sliding scale of 1 to 3)</p> <ul style="list-style-type: none"> • 1 – No Company Profile • 2 – Company Profile does indicate some information around conducting culture surveys. • 3 – Company Profile indicates comprehensive information around knowledge and experience of managing and implementing organisational culture surveys 	40
2	<p>The bidder must provide CV'S of capable personnel (CV of consultants) (Scoring is in the sliding scale of 1 to 3)</p> <ul style="list-style-type: none"> • 1 – No CV's provided • 2 – CV's provided with limited experience or qualifications information provided • 3 – CV's provided with detailed experience and qualifications 	20
3	<p>The bidder must provide a methodology – approach undertaken when conducting a culture survey including project plan with time frames (Scoring is in the sliding scale of 1 to 3)</p> <ul style="list-style-type: none"> • 1 – no detail provided • 2 – some information provided • 3 – full comprehensive information around the process and implementation of an organisational culture 	30
4	<p>The bidder must provide three contactable references where similar service was conducted (Scoring is in the sliding scale of 1 to 3)</p> <ul style="list-style-type: none"> • 1 – only contact details provided • 2 - reference submitted with limited detail around the type of services and work completed • 3 - 3 comprehensive references submitted 	10

Minimum threshold to qualify to the next phase of evaluation, which is the presentation, the service provider must to achieve a minimum of 75% of the above listed evaluation criteria.



5.1.1.2 Technical Presentation Evaluation

The qualifying bidders for this phase of presentation for the Organisational Culture Survey must prepare a 30 minutes presentation as per below evaluation criteria

No	Element	WEIGHTING
1.	<p>Technical Knowledge and Experience of implementing organisation culture surveys (Scoring is in the sliding scale of 1 to 3)</p> <p>1 – minimum information presented 2 – information presented not adequate enough 3 – Comprehensive and adequate demonstration of technical ability to conduct the training</p>	40
2	<p>Presentation and Communication (Scoring is in the sliding scale of 1 to 3)</p> <p>1 – The presentation was poorly communicated 2 – Not all aspects of the presentation were clear and some questions were answered adequately 3 - The presenter conducted the presentation in a clear and structured manner and answered all questions effectively</p>	20
3	<p>Methodology – approach undertaken when a culture survey (Scoring is in the sliding scale of 1 to 3)</p> <p>1 – no logic to the information presented 2 – some information related to the methodology process presented 3 – detail survey methodology including pre and post survey implementation</p>	40

Minimum threshold to qualify to the next phase of evaluation being price and BEE, service provider must achieve a minimum of 75% of the above listed evaluation criteria.



5.1.1.3 Commercial Evaluation

The bidder must provide estimated hours for the project completion.

NB: Service provider should indicate Hourly Fee Rates for Consultants as published by Department of Public Service and Administration effective 1st July 2018.

The project will be executed in WRC offices in Gauteng Pretoria.

NB: Hourly rates

Resource	Rate Per Hour
Consultant	R
Senior Consultant	R
Manager	R
Director	R

Deliverables	Allocated Number per resource	Allocated Hours per resource	Rate Per Hour	Total Cost
Planning			R	R
Consultation			R	R
Design			R	R
Communication plan				
Implementation				
Analysis				
Reporting				
Post survey				
Sub Total				R
VAT (15%)				R
TOTAL				R