

**RFP : 10/September/2019**

Proposal submission date: **27 September 2019 at 12:00**

The Academy of Science of South Africa (ASSAf) would like to appoint a professional service provider for purposes of recording and compiling minutes of its Council meetings and other forums as and when necessary.

**Terms of reference/Specifications**

**Eligibility profile**

The prospective service provider should be able to demonstrate and provide:

- High quality work, some of which is published as Academy reports.
- Confidentiality when handling Council meetings minutes.
- Familiarity and experience with the South African Science system.
- Audio recordings of acceptable quality made available to ASSAf, after the meetings.

**Product/service description**

<i>Description</i>	<i>Quantity</i>
Regular Council meetings	5
Irregular workshops/conferences – approximately over one (1) year	13

Potential service providers must provide the following information:

- (1) Service provider’s profile.
- (2) Current list of clients, including names of individuals in science organisations who can be contacted to obtain a reference. Recent references from clients can be submitted.
- (3) Name/s of the person/s who will be responsible for undertaking the Academy’s work.
- (4) Sample of previous work produced for a client.

**Duration of the contract**

ASSAf intends to enter into a Service Level Agreement with a successful service provider for a period of one (1) year.

### Costing

Service providers should provide detailed proposals which should amongst others indicate a rate per hour, a rate per day, a rate per hour should you be required to work after normal working hours and a travel rate should it become necessary.

Prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.

The successful service provider should be prepared to engage in price negotiation

### EVALUATION CRITERIA

The 80/20 preference points system will be utilised to evaluate the proposal

Functional evaluation of the proposals will be done by a panel of ASSAf representatives based on the evaluation criteria indicate below. Proposals must achieve a minimum threshold score of 70 points for the technical in order to be considered for further price and preference evaluation.

The proposal will be rated on a scale of 0-5

Bidders who do not achieve to minimum score of **70** on Functional requirements will not be considered for further evaluation on price and preference which is based on the 80/20 PPPFA principle.

Non-Compliance	Poor	Average	Good	Very good	Excellent
0	1	2	3	4	5

<b>CRITERION FOR FUNCTIONALITY</b>							
	<b>Weight</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Equivalent</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
1. Quality (Ability to execute to requirements)	20	0					
2. Reliability (confidentiality when handling critical issues)	20	0					
3. Viability (Personnel involved and delivery issues)	20	0					
4. Durability (Length of work involved)	20	0					
5. Experience (relevant experience science industry), profile and sample of work	20	0					
<b>Total Points</b>	<b>100</b>						<b>70</b>

All technical queries may be directed to Mrs Lynette du Plessis at [lynette@assaf.org.za](mailto:lynette@assaf.org.za)

All SCM queries may be directed to Ms Lebo Makgae at [lebo@assaf.org.za](mailto:lebo@assaf.org.za)

#### **SUPPORTING DOCUMENTATION**

- Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)
- Completed SBD forms.
- Must be tax compliant on the CSD
- Proof of Central supplier database (CSD)
- ASSAF has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.