

**RFQ: 9/November/2021/IR**

**INVITATION: SCIENCE WRITER/RESEARCHER - ASSAf 2015-2020 INSTITUTIONAL REVIEW SYNTHESIS REPORT**

**BRIEF**

The Department of Science and Innovation (DSI) proposed the use of institutional reviews (at five-year intervals) as additional oversight to examine key strategic issues related to the rationale, relevance, effectiveness, efficiency, impact, and financial viability and sustainability of DSI aligned public institutions. The purpose of the ASSAf Institutional Review (IR) covering the period 1 April 2015 to 31 March 2020 is to provide a retrospective view on the performance of ASSAf in terms of the mandate stated in the ASSAf Act (Act 67 of 2001), as well as the ASSAf strategic objectives and critical views on possible gaps not addressed by the Academy in terms of the ASSAf Act within the National System of Innovation (NSI).

**SPECIFICATIONS**

**Closing date of RFQ: 02 December 2021**

**Delivery Date of final product: 31 March 2022**

Delivery Address: To email contact person at ASSAf

All technical queries may be directed to Ms Renate Venier at [renate@assaf.org.za](mailto:renate@assaf.org.za)

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

**DESCRIPTION OF SERVICE**

The request for service is to be involved as an independent service provider who will project manage, collate, write and produce the final 5-year Institutional Review report of the Academy (2015-2020) in cooperation with the Review Reference Group and the independent Review Panel.

**SCOPE OF WORK AND DELIVERABLES**

The appointed service provider will:

- Familiarise him/herself with the Terms of Reference (ToR) and other documentation relevant to the project.
- Attend Review Panel meetings (three to four, equivalent to eight hours) and interviews with stakeholders (up to 30 one-hour long interviews). All meetings and interviews to be held virtually.
- Document/transcribe the proceedings of the RP meetings.
- Document/transcribe the interviews.

- Provide project support (transcription, summaries and proofreading).
- Combine inputs into a synthesis report (of approximately 50 pages).
- Write the report and get final sign-off from the Review Reference Group and the Review Panel.
- Submit the final signed-off MS Word version of the Institutional Review Report by April 2022.

ASSAf will coordinate the administrative logistics related to the scheduling of all virtual meetings and the interviews with the relevant stakeholders. The stakeholders will be provided with an initial set of questions pertaining to the review of the Academy and these will be followed up with one-on-one virtual interviews.

**SUPPORTING DOCUMENTATION**

- Broad Based Black Economic Empowerment (B-BBEE) status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE.
- Proof of SCD registration.
- Quotations must reflect the cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-VAT Vendor it must be indicated

**EVALUATION CRITERIA FOR BIDS**

The evaluation criteria for the assessment of the proposals will be based on functionality. Bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on the level in the B-BBEE Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.

All bidders who score less than 70 out of 100 points for functionality will not be considered for further evaluation. Bidders will be shortlisted and may be invited to do a presentation on their proposals at their own cost.

The Bid is expected not to exceed R500 000.00, and the 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

The following criteria will be used:

**Rating Scale:**

<b>0</b> = non-compliance	<b>1</b> = poor	<b>2</b> = fair	<b>3</b> = good	<b>4</b> = very good	<b>5</b> = excellent
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<b>CRITERIA</b>	<b>GUIDELINES FOR CRITERIA APPLICATION</b>	<b>WEIGHT</b>
Reputation of writers	Awards and nominations for published materials	30%
Diversity of skills to be delivered	In relation to scope of the work and deliverables	10%
Client feedback	Feedback from clients (see mandatory requirements)	20%
Examples of work	Three examples of work of excellence	30%

At least 3 years' experience in Editing and design	Levels of experience and diversity of skills	10%
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## **MANDATORY REQUIREMENTS**

In summary, ensure that the following are attached (mandatory requirements):

- The company profile detailing, experience, and track record
- Three (3) references past and present clients on similar assignments
- All Standard Bidding Documents (SBD forms) must be fully completed and signed
- Strong record of quality data collection, report writing and project management
- Strong verbal and written communication skills, particularly English

Note: Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.

Late Bids. Bids received late will not be considered.

ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.