



TERMS OF REFERENCE

A CALL FOR RESEARCH PROPOSALS ON COVID-19 RESPONSES TO FOOD AND NUTRITION SECURITY ON VULNERABLE POPULATION GROUPS IN SOUTH AFRICA OVER A PERIOD OF SIX MONTHS

BID REF: NDA15/DMR03/21

BRIEFING SESSION	A COMPULSORY BRIEFING SESSION WILL BE HELD ON THE 08th MARCH 2021 at 10H00.
VENUE	<p>MICROSOFT TEAMS: Bidders who are interested in joining the compulsory briefing session MUST send their e-mail addresses to: MuziM@nda.org.za by 09h00 on the 08th March 2021 so that a link can be sent to them for joining the Microsoft Teams meeting.</p> <p>(Failure to join the briefing session will result to disqualification from the bidding process)</p>
CLOSING DATE	23rd MARCH 2021
CLOSING TIME	12h00
SUBMISSION OF DOCUMENTS	<p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance of the NDA building and accessible 24/7.</p> <p><i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i></p>
SUPPLIER ENVELOPES	<p>The supplier's envelope/s MUST clearly have the description "A call for research proposals on COVID-19 responses to Food and Nutrition Security of Vulnerable population groups in South Africa over a period of six months".</p> <p>A Two-envelope system will be used for the submission of bids:</p>

	<ul style="list-style-type: none"> • Commercial Envelope: This envelope must contain price quotations plus all the mandatory documents as listed in section 18 of this document. • Technical Envelope: This envelope must contain all info listed in section 13 of this document.
LATE BIDS	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
<p>Commercial Queries: Contact Mr Muzi Matsenjwa or Elizabeth Mnqabashe on 011 018-5562/5546 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to MuziM@nda.org.za/ElizabethM@nda.org.za</p> <p>Technical Queries: Contact Mr Thami Ngwenya +27 11 018 5528 or ThamiN@nda.org.za</p>	

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1. OVERVIEW OF NDA

- 1.1 The National Development Agency (NDA) reports to Parliament through the Department of Social Development. The NDA is classified as a public entity under schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and was established in November 1998 by the National Development Act, 1998 (Act No. 108 of 1998) (NDA Act) as government's response to the challenge of poverty and its causes in South Africa.
- 1.2 The NDA derives its mandate from the National Development Agency Act, 1988 (Act No. 108 of 1998). In terms of the Act, the primary objective of the NDA is to contribute towards the eradication of poverty and its causes by granting funds to CSOs for the purposes of:
- (a) carrying out projects or programmes aimed at meeting the development needs of poor communities; and
 - (b) strengthening the institutional capacity of other CSOs involved in direct service provision to poor communities.
- 1.3 The secondary objects of the NDA in terms of the Act are-
- (a) to promote-
 - (i) consultation, dialogue and sharing of development experience between CSOs and relevant organs of State; and
 - (ii) debate on policy development
 - (b) to undertake research and publication aimed at providing the basis for development policy.
- 1.4 The NDA plays a critical role in contributing towards shifting the country from the scourge of poverty towards poverty eradication. Through the Act and various policies, the NDA contributes to – but is not limited to – the advancement of economic development, social cohesion, access to basic human rights and skills development. This contribution of the NDA supports the National Development Plan (NDP) 2030 outcomes for a greater and better South Africa.
- 1.5 The National Development Plan (NDP), the Medium-Term Strategic Framework (MTSF), Sector Plans and the United Nations Sustainable Development Goals (SDGs) guide the

NDA's functions. The aim of the NDP is in line with the NDA's mandate. The NDP aims to reduce inequality and eliminate poverty by 2030.

2. INTRODUCTION

The global COVID-19 epidemic, though it presents public health problems and leads by health experts throughout the globe, it is a social and economic problem at a proportional level. The whole value chain of quality of life is affected by the pandemic. South Africa, like all countries, declared COVID-19 as a national disaster, other countries declared it as an emergency depending on their laws governing those countries.

Since COVID-19 is a novel virus, no one knew how to respond appropriately to this type of a virus. No one knew the extent the virus will affect economic and livelihoods efforts to ensure the quality of livelihood of the population. Existing policies and strategies have never been tested by such a pandemic, each country has to adjust as the extent and effect of the virus started to infect the population. Once the World Health Organisation (WHO) announced that the mode of transmission as human to human, health experts started to predict the extent to which the can affect the global population. Countries in the world started response measures to prevent the spread of the virus and managing the morbidity of the disease.

South Africa, started by evoking the disaster management Act and set up structures to respond effectively to the epidemic. These measures were accelerated and included a lockdown, which inevitably affected negatively on social and economic activities of the country. As these preventative and health measures were being implemented it was clear that complete lockdown would have catastrophic outcomes on the economy and livelihoods of the population. A strategy for containment was developed to balance the negative effects of the pandemic and the economic outcomes on the population livelihoods. A risk-adjusted strategy was implemented to balance all the needs to contain the virus and contain mortality associated with COVID-19.

The COVID-19 responses, across the globe, has tested countries resilience to protect populations against global disasters. South Africa was also tested like all the countries responding to the pandemic. Some countries had a severe impact, especially experiencing very high morbidity and mortality, others managed to contain the transmission at manageable levels lowering both morbidity and mortality. It is too early to assess country-by-country responses effectiveness at this point. South Africa has managed to contain both morbidity and mortality at this point and time, however, the pandemic in South Africa has not reached its COVID-19 pandemic pick.

In most countries, national economies are being threatened to collapse, population livelihoods have been battered and health systems are under stress. These stressors are magnified in population groups that are poor and disadvantaged. People making their livelihoods through the informal economy are heavy hit as there do not have any other means for making a living. The majority of this population are currently relying on the state and philanthropic work by the private sector and non-government organisation to provide them with food and basic livelihood needs.

3. RESEARCH BACKGROUND

COVID-19 pandemic has brought with it the exposure of the population to the impacts of poverty, unemployment and inequalities and abilities of the country policies and strategies to eliminate these challenges. South Africa has a very high proportion of the population, especially economic activity that is heavily dependent on the state social security systems. There is also a significant proportion of the population that is not covered by any social security system, which has been exposed by the pandemic. Children constitute the majority of people in the social security grant system in South Africa, thus making them more vulnerable to food and nutrition security during the pandemic.

A significant proportion of people in South Africa live below the food poverty line (FPL), this may be contributed to the high levels of unemployment, which has been reported to cropping towards 30%. The unemployment figures are projected to worsen during the COVID-19 period as many businesses are expected to shut down or downscale. The form of doing may be very different post the COVID-19 shedding more jobs and increasing the burden on households and food security in South Africa.

Since the start of the South Africa COVID-19 response, the state and non-governmental organisations, including the private sector and individuals have ramped up the provision of food parcels to heavily hit households. The Department of Social Development, which is responsible for social security, has extended its food and nutrition programmes to provide food parcels and prepared meals for those vulnerable. However, the demand has increased to levels that the current system cannot meet. Additional demands have been brought about by responding to households that relied on informal business, homeless, newly unemployed people that need to meet their basic needs of having something to eat.

Most communities where food parcels have been distributed was marked with long lines far above what can be distributed, frustrations from communities where the food distribution cannot reach and poor coordination of food distribution systems. This process has never been experienced or anticipated at this scale. The distribution of food parcels to households, by nature, are immediate measures to relieve a state of distress. They cannot be sustained in the medium or long-term measures, as they do not provide a long-term solution to food and nutrition security. It is, however, an important and critical intervention to relieve basic needs that can have a long-term impact on the most vulnerable population especially children.

South African agriculture is export-oriented and the food left for local consumption is unaffordable for the majority of the population. The UN's Food and Agriculture Organisation reports that the food supply chain is under strain all over the world because of the virus, which has led to a significant increase in demand, price volatility, increased inflations, complications of exchange controls and trade relations and weak management of macroeconomic dynamics.

The education system, including ECD Centres, has a safety net for hunger and provides food and nutrition provision and delivery of food through school-feeding programmes and to ensure that children are protected from absolute hunger. Child hunger is a household challenge in South Africa; more than a million households with children aged five years or younger experience hunger every day with many routinely skipping meals.

Food is not a luxury, but a necessity for human existence and self-sustenance. The reality, however, is that many South Africans went to bed hungry even before the pandemic. The plight of the poor and working-class will be worsened by COVID-19 and the lockdown responses to contain the epidemic. The closure of schools means hundreds and thousands of poor children in rural areas, townships and informal settlements will no longer access the food and nutrition they rely on when are at school.

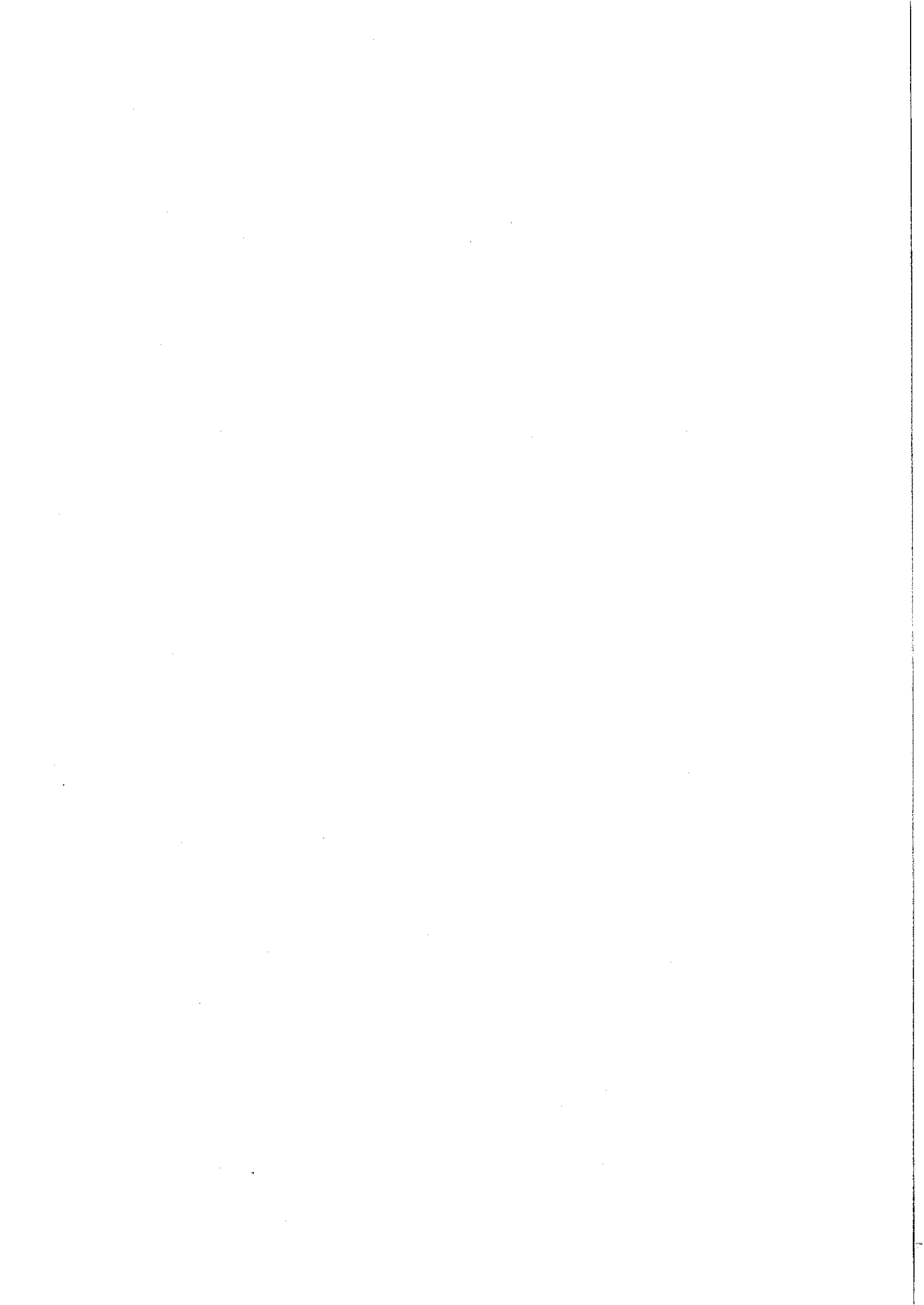
As stated earlier, this public health problem has shown a devastating impact on all economic sectors. Those whose livelihoods and employment depend on micro-enterprises and informal economy may not recover turning the unemployment and economic participation into a downward spiral. The impact brought about by the lockdowns and its impacts at different levels of the containment measures need to be assessed.

Although the South African lockdown strategy understood the human and economic impact of the containment measures, by ensuring that some sectors of the economy remain opened with

restrictions, the damage cannot be underestimated. The COVID-19 control measures have offset not just the supply chain of the economy but also the livelihoods of small business who rely on inputs from the supply chain. Those making a living by selling in the streets could not optimally do their business in the normal way they were used to. However, it is important to note that the South African government declared agriculture and food access as an essential service during the lockdown. Unfortunately, the nature of the measures and the timing of this pandemic presented a danger on employment and livelihoods of people who depends on the agricultural and agro-processing sector, also the population who will need a constant supply of food.

The Department of Social Development and its Agencies are the custodians of responding to food and nutrition vulnerabilities for households in South Africa. The social development sector has repurposed the food distribution model into a COVID-19 food relief approach to ensure that food distribution is comprehensive and coordinated during this period.

Stakeholder	Roles and Responsibility
Department of Social Development	<ul style="list-style-type: none"> • Coordination of food distribution to support the poor and vulnerable • Assessment of beneficiaries to determine their eligibility • Coordination of food donations through the food distribution centres
SASSA	<ul style="list-style-type: none"> • Provide comprehensive Social Relief of Distress • Payment of the grants to deserving beneficiaries
COGTA/Municipalities	<ul style="list-style-type: none"> • Collaboration in the identification of beneficiaries and distribution of food • Provision of storage facilities • Mobilization of volunteers
Civil society organizations & FBOs	<ul style="list-style-type: none"> • Collaborate with DSD to reach communities • Mobilization of volunteers, food donations & service communities
Business community	Mobilization of the resources (donations) to support food distribution
SAPS & Security force	Provision of security, public order and compliance with lock-down regulations
NDA	<ul style="list-style-type: none"> • Mobilization of volunteers for food distribution applications & deliveries • Conduct advocacy & education - distribution of brochures supplied by DoH • Assist SASSA at pay points as queue Marshalls to enforce social distancing.



The DSD portfolio provides food relief and social relief of distress using the legislated and credible process administered by officials across the country. Non-Profit organisations are used as Implementing Agents and partner with Community Based Organizations to render services like food parcels distribution. Food distribution includes the following:

- The delivery of food parcels is targeted to beneficiaries in DSD centre-based feeding programmes, households that have no income, and those affected by the lock-down
- Households are screened/profiled by DSD portfolio (DSD, SASSA & NDA) volunteers working with the civil society organisations.
- DSD collaborated with the Solidarity Fund and co-funded the delivery of 58 750 food parcels to the value of R43 500 000, delivered through the DSD Implementing Agents.
- The Solidarity Fund distributed additional 250 000 food parcels in partnership with other National Food Relief Organisations – Gift of the Givers, Food Forward, Islamic Relief, etc

The approach is inclusive, various stakeholders, on food and nutrition security are working together at National & Provincial levels to coordinate all food distribution activities. As of 25 May 2020, the Department of Social Development reported having distributed food parcels to 523 490 households and covering 2 093 960 South Africans vulnerable to food insecurity and hunger.

FOOD PARCEL DISTRIBUTION TO HOUSEHOLDS

PROVINCE	Food Parcels Distributed	Estimated number of people reached (4 people/Household)
Eastern Cape	20 328	81 312
Free State	11 512	46 048
Gauteng	153 493	613 972
KwaZulu-Natal	32 276	129 104
Limpopo	83 818	335 272
Mpumalanga	82 791	331 164
Northern Cape	45 940	183 760
North West	26 034	104 136
Western Cape	67 298	269 192
Total	523 490	2 093 960

Given these efforts by the sector, and being proactive in adjusting policies, directives and approaches to effectively respond in minimizing the impact of the effect of this pandemic on households, especially access to food and nutrition support, research is required to inform how the sector respond. The research will be useful to ensure that the DSD sector adjusts and adapt appropriately to the COVID 19 response on food and nutrition access by poor households.

4. RATIONALE

The food access and malnutrition crisis that the pandemic has unmasked and aggravated call for information to quickly identify needy and vulnerable people. Proactive and effective policy actions in such crises raise the premium on reliable information and evidence. As the pandemic crisis evolves, this project has urgency today but also to facilitate better preparedness for future crises. It seeks to enhance every facet of the social policy responses to prevent both explicit and hidden hunger from worsening with an emphasis on the agility of agro-food system value chains to ensure the right to nutritious food for all as mandated in our Constitution.

In addition to supporting the implementation of the National Food and Nutrition Security Plan of government, the direct benefit of this study is the effective and efficient targeting of subnational food and nutrition policy interventions. This rationale has particular relevancy in the Covid-19 crisis where diverse but seemingly duplicating responses from the public sector, civil society groups, non-governmental organisations and private business sector have been dominant since the early phases of the pandemic in 2020. While it is crucial to know how people have satisfied their most basic need and right to nutritious food, it is also vital to streamline the coordination of food and nutrition assistance programmes. This project contributes to these imperatives.

5. AIMS AND OBJECTIVES

The research aims to provide better understanding and available information on how the social development sector responses on food and nutrition security responses were informed by existing policies, programming strategies and resources during the COVID-19. The outputs of the research study must inform the adjustments of these policies, strategies and programming of responses during and post COVID-19 on food and nutrition interventions taking into account similar experiences happens in the future. It is important, at policy and strategy levels, to understand the extent of influence and demands by the expected increases in unemployment, joblessness and poverty levels on food and nutrition. The following are key questions to be addressed by the research:

- Have current policies on food and nutrition security been effective in ensuring access to nutritional security in light of Covid-19 pandemic in South Africa?

The study will look into the following:

- Has the value chain of the food supply in the country adjusted to the Covid-19 pandemic?
- Are there limitations in the current policies that have failed to address emergencies or disasters situations such as the Covid-19 pandemic?
- Has the Covid-19 strategies and programmes instituted to respond to the food and nutrition security for the vulnerable population been effective?
 - What are the gaps in these strategies and programmes and how can they be addressed?
 - How can these programmes be structured to ensure sustainability in addressing food and nutrition security during emergencies and post disasters such as COVID-19 pandemic in South Africa?

The specific objectives are:

- To provide a comprehensive understanding of the South African food and nutrition policies and their response to disasters such as COVID-19 and identify the gaps to be addressed by policies
- To determine how South Africa should repurpose current policies to effectively respond to food and nutrition during and after the COVID-19 period.
- To determine the effect that COVID-19 responses have had on poor, unemployed and vulnerable groups and the safety nets put in place to protect these population groups.
- Propose comprehensive policy measures and strategy framework for South Africa to respond to COVID-19 effects on food and nutrition security and mitigate protection exposure for vulnerable populations.

6. METHODOLOGY

The methodology to be used for this research must be able a mixed-methods (qualitative and quantitative) using appropriate tools to collect both primary and secondary data taking into account the dangers paused by COVID-19 during this period. The research instrument to be used in this study should be a combination of focus groups, structured questionnaires, in-depth interviews literature review (peer-reviewed and grey).

6.1 Qualitative

The qualitative component will use desktop review of policy documents on food and nutrition policies, strategies and programmes on food and nutrition in South Africa, policy directives in response to COVID-19 on food and security by the South African response and international responses on food and nutrition policies repurposing for COVID-19. Conduct key informant interviews with policymakers and managers in the government, experts in food and nutrition to ascertain an understanding of how South Africa responded to food and nutrition during the COVID 19 period and their views on how this period responses will inform this area post the pandemic.

6.2. Quantitative approach

A quantitative approach will review and analyse COVID-19 food support social support:

- Review and analyse programme data collected across government departments & agencies, non-governmental organisations and the private sector on food distribution partners, cost of distribution and cost of the food parcels,
- Review and analyse interviews data collected on households representatives, departments and agencies representatives, private sector representatives and civil society representatives who participated in food security support interventions during the COVID-19 period;

6.3 Sampling

A sample for interviews with households will be drawn from the Department of Social Development portfolio (DSD, SASSA, NDA) reports list and will cover all nine provinces. The Department of Social Development is the custodian for food support to the poor in South Africa. The sampling will use convenient sampling methods to ensure adherence to COVID 19 protocols - to conduct interviews on the effect of COVID-19 lockdown on access to food parcels, employment and livelihoods patterns, households income levels, households members and their

knowledge and practices on how to contain the spread of the virus. The interviews will use a structured questionnaire to collect data.

Key informants will be identified through the Department of Social Development Portfolio, using a snow bowling identify key government officials, private sector officials and civil society representatives that have been providing food and nutrition support to households that have been provided support during the COVID-19 period. Those identified and agreed to participate in the study will be interviews as key informants using an unstructured questionnaire guide.

6.4 Data collection and analysis

- **Data capture tools** will be developed to symmetrically extract information and data from food distribution programmes across all sectors distributing food parcels to households. Systematically organise and arrange collected data into values that can be compared across variables for analysis and interpretation.
- **Structured interview schedules** will be developed to interview members of households that have received food parcels during the COVID-19 response. Structured questionnaires will be administered at the household's level and collect demographic information of the household, sources of livelihoods, support grants received by the households. Type and amount of food parcels received duration of food received last, quality of food received (food groups mix) and an estimated value of the foodstuff, times they have received the foodstuff since the announcement of the COVID-19 disaster in March 2020.
- **Unstructured questionnaire guide** for in-depth interviews discussions with policymakers, officials and staff responsible for food distribution during the COVID 19 period. The data form in-depth discussions will be coded in thematic areas covering policy and policy directives, strategies and plans, programmes interventions processes and delivery models. It will also provide the contextual understanding of how South Africa has responded during COVID-19 to alleviate hunger and create systems and structures for access to food and nutrition to vulnerable households.

- **Data analysis** for collected data and information will use coded data analysis through data analysis software for quantitative and qualitative data after data cleaning and validation. Data will be presented in tables, figures and maps to answer the key questions of the study and provide a better understanding of how the state has responded to food and nutrition insecurity during the COVID 19 period. Emerging thematic areas of policy, programmes and implementation will be used to assess how the state needs to re-purpose current policies and policy directives should be shaped to effectively manage food and nutrition needs during the COVID 19 period and beyond.

7. LIMITATIONS

The study is going to be conducted in a restrictive environment due to COVID-19 protocols on movement and social distancing. This limit conducting a face-to-face interview with subjects thus will rely on technology, which is not universal accessible by some of the research subjects, households. However, a mixed-method will be used to conduct interviews through a mixture of electronic and face-to-face using volunteers that are already providing home-to-home support services from NDA, DSD and SASSA. Key informants from various government departments and agencies, private sector and civil society representatives, will use virtual platforms and telephonic discussions, all these formats cannot access. Existing programme data quality is unknown and its usefulness for the study. This may cause limitations on the accuracy and completeness of programmes and intervention data. The information collection and analysis process by different stakeholders on food parcel distribution may not be standardised across a subjective selection of variables to be compared may be applied which may affect the standardisation of analysed data.

8. ETHICAL ISSUES

The study will conform to ethics required in researching human subjects. All subjects participating in the interviews will be voluntary, no person will be forced to participate once they refuse to be interviewed. All participating subjects will be informed of their confidentiality and that information collected will be used for this study only and will not be shared, their names and identities will not be published in the study. Ethical approval for the study will sort with human subject research boards authorised to issue approvals.

9. SCOPE OF WORK

The scope of work will cover the following key areas, in line with the aim and objectives outlined above:

- i) Review literature, policies and directives, and programme report on food and nutrition during the COVID-19 responses to understand the magnitude of the problem and the extent of responses in mitigating the impact on the population. The review must also be extended to global literature on the issue.
- ii) Conduct key informants discussions with government and agencies, private sector and civil society representatives to understand the structure, management and execution of the South African food security response during the COVID 19 period.
- iii) Design, develop and administer different data collection tools for different subject groupings who have been sampled to participate in the research study. This includes planning and conducting interviews on different platforms to be used for data collection.
- iv) Capture, verify, clean and analyse collected information on the research projects for purposes of accurate interpretation of various data sets collected for the study.
- v) Write a research report and present findings to the NDA and the Department of Social Development portfolio (DSD, SASSA, NDA) research, monitoring and evaluation team responsible for all COVID -19 research information.

10. EXPERTISE & REQUIREMENTS FOR RESEARCH PROJECT

The research team must have the technical expertise and research experience in conducting complex studies under the pressure of time. The skills mix required to conduct will be guided by the following parameters:

- I. Qualifications in agriculture, food and nutrition security, development studies, social sciences, economics research
- II. Experience analysing the agro-food system value chain
- III. Statistics analysis and interpretation
- IV. Social and development policy experience

11. DELIVERABLES

- A draft report to be presented to the NDA Research Unit team for inputs and engagements as part of the preparation for the final report;

- A final research report to the Research Unit – the research report must be not less than 70 pages (excluding the cover page, table of contents and references) on a 1,5 line spaced lines, Arial 12 and justified. References must use the Harvard style of referencing. List references in alphabetical order of the first author.
- A policy brief based on the study covering key contextual, findings from the research and discuss issues to be used for engagements with the state and civil society sector debates platforms – this paper must be between 10-15 pages.
- One policy webinar to engage on the findings of the study on a virtual platform.

Example: Abraham, J. & Subrahmanian, C. (1998) Barriers towards the implementation/utilization of HIV counselling services. Paper presented at XII International Conference on AIDS, Geneva, Switzerland.

12. PROJECT TIME FRAMES

- The project must be completed over a period of six months from the date of signing of the contract;
- A detailed work plan indicating time frames should be provided with the proposal based on the functional areas and activities in the scope of work;
- Progress will be monitored based on the work plan and timeframes provided by the service provider;

13. CRITERIA FOR EVALUATING FUNCTIONALITY (PHASE 1)

DESCRIPTION	WEIGHT
<p>Past Experience: This refers to the experience of the bidder (Company) to undertake the scope of work involved in this bid.</p> <p>(a) Describe projects similar in scope to this bid carried out in the last five years. The focus should be on any work done in the research environment. Copies of two (2) research reports of previous research studies conducted in the area of cooperatives, agriculture, food security, development studies or any other civil</p>	<p>10</p>

<p>society related research work. <i>(5 points will be allocated to each copy of the previous research study)</i></p> <p>b) Two client reference letters of previous research work done in the past 5 years. The reference letters must be on the client letterhead with contactable details, signed by the client, detailing the title of the research, its objectives, type of the research (quantitative, qualitative or mixed) and the duration of the study. The reference letters should be from the same clients of the two research reports submitted in the paragraph above (section 12.a). <i>Failure to adhere to the requirements in this section will lead to a score of zero.</i></p> <p>c) Two reference letters on a client letterhead, dated, signed with contactable references detailing the scope of work relating to running policy dialogue/engagement/dissemination session the year, contactable details and signed. <i>Failure to adhere to the requirements outlined in this section will lead to a score of zero.</i></p>	<p>6</p> <p>4</p>
<p>Proposed approach and technical merit of the proposal:</p>	
<p>d) Extent to which the proposal addresses the specific brief for the services required (addressing key research objectives and the role of the research team allocated for this exercise specified in an organogram) NB: The organogram should indicate only the names of team members allocated to this study and their role in this research <i>(14 points will be allocated to the properly defined proposal addressing all the research objectives of the study; 2 points will be allocated to a clearly defined organogram) Failure to adhere to the requirements in this section will lead to a score of zero</i></p> <p>e) Clearly defined research design/plan and methods to answer the research questions. <i>(Research strategy- 4 points, –Data collection techniques -4 points, Data Analysis – 6 points)</i></p> <p><i>Failure to clearly define and outline the research design and methods will lead to a score of zero.</i></p>	<p>16</p> <p>14</p>

f) Clearly research report structure that will be submitted to the NDA. <i>Failure to outline the research report structure will lead to a score of zero.</i>	5
g) Clearly defined work plan chart and Timeline with specific activities/tasks	10
h) Clearly defined process on how the bidder will provide feedback to the NDA on timely progress of the study deliverables.	5
Team Capacity: The Bidder should demonstrate the capacity of the team to carry out the work required in this Bid.	
i) Qualifications: The Lead researcher must have a minimum of a master's degree in Business Studies, Agriculture, Economic Policy, Social Sciences, Development Policy or any other related fields. Certified Qualifications must be attached. <i>Failure to adhere to these requirements will lead to a score of zero.</i>	10
j) Experience: The lead researcher should possess a minimum of 10 years' experience in conducting research studies and policy analysis. The experience should be indicated in a curriculum vitae of no more than 3 pages. <i>Failure to adhere to these requirements will lead to a score of zero.</i>	5
k) Qualifications: A minimum of three Researchers with a minimum of Honours degree in business studies, Agriculture, Economic studies, social Sciences, Development studies or any other related fields. Certified copies of qualifications must be attached. <i>Failure to adhere to these requirements will lead to a score of zero.</i>	9
l) Experience: A minimum of 5 years' experience for each of the three researchers in conducting research studies, including skills in data analysis instruments is required. The experience should be indicated in a curriculum vitae of no more than 3 pages for each researcher. <i>Failure to adhere to these requirements will lead to a score of zero</i>	6
Total score	100
Minimum qualifying score	80

Note: Bidders who score less than 80 on functionality evaluation will not be evaluated further to phase 2 (commercial evaluation)

14. COMMERCIAL EVALUATION (PHASE 2)

14.1. Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

14.2. The bid proposals received will be evaluated in two (2) phases. On the first phase, bids will be evaluated on functionality on the second phase following the 80/20 preference points system respectively.

14.3. Bid proposal must score a minimum of eighty (80) points or more out of a hundred (100) points on functionality to qualify for advancement to the next phase of evaluation. In the second phase, a bid proposal scoring less than 80 out of 100 will not be considered for further evaluation and will be disqualified.

14.4. Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for the price on a pro-rata basis) and 20 points will be awarded for attaining the Broad-Based Economic Empowerment (B-BBEE) status level of contribution under 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

14.5. To claim the B-BBEE Status Level of Contributor, bidders must submit Sworn Affidavits or original and valid B-BBEE Status Level Verification Certificates or certified copies thereof, issued by accredited Verification Agencies such as SANAS or Registered Auditor approved by the IRBA together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprises must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

14.6. Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.

14.7. Bidders are requested to complete the preference claim form (SBD 6.1) to claim preference points.

14.8. A tender will be awarded to the tenderer who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points). It should be noted that the NDA reserves the right not to appoint any bidder and no bidder will be reimbursed for any costs incurred whilst participating in this bid.

15. PRICING

15.1. Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT.

15.2. Bidders must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be indicated.

15.3. Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.

15.4. Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

15.5. All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.

15.6. A two-envelope system will be used for the submission of proposals.

16. TENDER VALIDITY

All submitted bids must be valid for 150-days from the closing date of this bid.

17. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval.

18. MANDATORY DOCUMENTS

18.1. Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report.

18.2. Company registration documents (CIPC).

18.3. A letter/resolution authorising the person signing the bid documents and contracts.

18.4. All participating bidders must complete, sign and return ALL the attached SBD forms together with their proposals.

Failure to complete and submit any of the attached documents will result in immediate disqualification.

19. CENTRAL SUPPLIER DATABASE

19.1. The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017

20. CONTRACT AWARD

A binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as the basis to finalise contract terms and conditions.

21. DISCLAIMER

21.1. Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA and its officers and employees will not be liable for any information communicated which is not accurate, current or complete.

21.2. If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters); the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency to allow the NDA to consider what corrective action is necessary (if any).

21.3. Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

21.4. No representations made by or on behalf of NDA about this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

22. ADDITIONS AND AMENDMENTS TO THE BID

22.1. The NDA reserves the right to change any information in, or to issue an addendum to this bid before the closing date and time. The NDA its officers and employees will not be liable in connection with either the exercise of or failure to exercise this right.

22.2. If the NDA exercises its right to change the information in terms of clause 22.1 all amendments will be communicated to all bidders.

23. CONTENT PAGE

Participating bidders are required to submit a detailed content page clearly indicating (cross-referencing) where each of the technical requirements is placed in their bid documents exactly as outlined in section 13 of this TORs. Furthermore, the bidder must divide sections with file dividers or colour pages to separate the items. Any additional information that the supplier would like to provide should be referenced as well on the content page.

24. PRICE NEGOTIATIONS

As guided by the Implementation Guide Preferential Procurement Regulations, 2017 of the PPPFA, Act No.5 of 2000, 19.2; the award of this tender may be subjected to price negotiation with the preferred tenderers.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NDA15/DMR03/21	CLOSING DATE: 23 rd March 2021	CLOSING TIME:	12H00 PM	
DESCRIPTION	A CALL FOR RESEARCH PROPOSALS ON COVID -19 RESPONSES TO FOOD AND NUTRITION SECURITY ON VULNERABLE POPULATION GROUPS IN SOUTH AFRICA OVER A PERIOD OF SIX MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Muzi Matsenjwa		CONTACT PERSON	Thami Ngwenya	
TELEPHONE NUMBER	011 018 5500/5562		TELEPHONE NUMBER	011 018 5500/5528	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	MuziM@nda.org.za		E-MAIL ADDRESS	ThamiN@nda.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <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 THE QUESTIONNAIRE BELOW]	
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?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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.					

**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 PIN 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:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 12:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(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 airtravel, 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.....

Name of Bidder:

..... R.....

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance 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.....
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 –

(National Development Agency)
26 Wellington Street
Parktown
Tel:011 018 5548

Or for technical information –

(Thami Ngwenya
Tel: 011 018 5562



NDA

National
Development
Agency

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 a price quotation, advertised competitive bid, limited bid or proposal). 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/a person who are/is 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.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 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 paragraph 3 below.

¹"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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:

.....

2.7.2 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**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 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**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 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

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number / Number	Employee / Persal

4 DECLARATION

I, THE UNDERSIGNED
 (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder



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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) 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 CONTRIBUTOR	
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 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 10 or 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) 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-BBE 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:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) 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;
- iv) 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 –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) 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;
- (d) 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
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
--



SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>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?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now 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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

NDA15/DMR0/21

A CALL FOR RESEARCH PROPOSALS ON COVID -19 RESPONSES TO FOOD AND NUTRITION SECURITY ON VULNERABLE POPULATION GROUPS IN SOUTH AFRICA OVER A PERIOD OF SIX MONTHS

(Bid Number and Description)

in response to the invitation for the bid made by:

NATIONAL DEVELOPMENT AGENCY(NDA)

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, 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.
6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 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.
8. 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.
9. The terms of the accompanying 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 of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. 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.

.....
Signature	Date
.....
Position	Name of Bidder

Js914w 2