



REQUEST FOR PROPOSAL

Reference number:

RFQ4193/11/02/2023/S

Closing Date and Time:

22 JUNE 2023 @12H00

Subject:

**THE SOUTH AFRICAN INTERNATIONAL MARITIME
INSTITUTE (SAIMI)**

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A

SKILLS AUDIT AND NEEDS ANALYSIS FOR THE

MARINE TRANSPORT SECTOR IN SOUTH AFRICA

Supplier Name:

Compulsory Briefing Session: 29 May 2023 @11h00

Zoom meeting ID: 974 3050 5253

Zoom password: 269995

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INITIALS:

1. BACKGROUND

1.1 Overview

The South African International Maritime Institute (SAIMI) requires the services of a service provider to undertake a skills audit and needs analysis for the Marine Transport sector in South Africa, excluding seafaring.

1.2 Brief Background

- 1.2.1 During the launch of Operation Phakisa, various stakeholders committed to ambitious aspirations in terms of job creation, production, GDP contribution, inclusivity and skills training and development. In order to reach these aspirations, it is imperative that the existing and future skills requirements for Marine Transport are addressed.
- 1.2.2 Skills were identified as a constraint in the economic growth across all the Operation Phakisa Oceans Economy LABS and therefore the Department of Higher Education and Training (DHET) was tasked with leading the skills development aspects across the sectors. The outcome of the LABS was the identification of initiatives that would assist with realising the growth potential of the Oceans Economy; and these were listed in the 3-ft plans for each focus area. The DHET subsequently appointed South African International Maritime Institute (SAIMI) to facilitate and co-ordinate the various oceans economy skills initiatives including the establishment of multi-stakeholder working groups to assist with the implementation of the 3ft-plan skills initiatives.
- 1.2.3 Marine Transport is a critical system that enables economic activity through transportation of goods between national and international destinations. It encompasses, amongst others, the management and/or operating of shipping vessels (merchant and defence); stevedoring, the management and operation of onshore services such as harbours, marinas, drydocks, slipways, shipyards; shipping and customs brokerage services; freight forwarding services and other similar enterprises. Functions therefore include navigation, operations, maintenance, education and training including safety and security, and the environment.

1.3 Project Aims and Objectives

- SAIMI has identified the need to undertake a baseline skills audit and needs analysis in order to:
- 1.3.1 Get a better understanding of the skills development requirements for Marine Transport value chain excluding seafaring.
 - 1.3.2 Inform the interventions required to grow the skills base of the sector to meet current and future demands.
 - 1.3.3 Prioritise and guide the development of the qualifications required for the sector.
 - 1.3.4 Get a better understanding of local capacity to produce the required skills.

- 1.3.5 To plan for future skills development prioritisation in line with progression of the economic development
- 1.3.6 Create a baseline to measure the impact of interventions.
- 1.3.7 Determine gaps and future skills needs for the Marine Transport sector.

2. SCOPE OF WORK (REQUIRED PROPOSAL)

2.1 Gather data and analyse the following through desk-based research, undertaking comprehensive online surveys and conducting face to face interviews of a sample of stakeholders in the sector.

- 2.1.1 Provide a comprehensive overview and identify required skills for the different elements of the Maritime Transport value chain.
- 2.1.2 Determine and quantify the skills required for the sector and sub-sectors from entry level to management level.
- 2.1.3 Determine current education and training skills development initiatives available and extent to which meet the needs of the sector.
- 2.1.4 Determine skills development initiatives offered by public and private sector institutions, and related NQF levels as well as accreditation status.
- 2.1.5 Determine capacity building needs at different public institutions (Universities, TVET's) to address the skills needs for the sector as well as interventions to address those gaps.
- 2.1.6 Determine the current qualifications available and types of qualifications that needs to be developed.
- 2.1.7 Determine skills gaps and future skills needs for the Marine Transport sector value chain.
- 2.1.8 Quantify the need and status for RPL (Recognition of Prior Learning) at various levels including the needs for up-skilling.
- 2.1.9 Engage companies on current skills initiatives, needs, and opportunities work placement, job shadowing, mentor and mentee programmes including related costs.
- 2.1.10 Determine level of involvement of SETAs and related initiatives (including value of investment in initiatives in the sector).
- 2.1.11 Determine current and planned skills development initiatives in the sector by government departments, including provinces.
- 2.1.12 Identify occupations in demand for the sector as well as evidence to support the inclusion of those occupations on the national list.

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2.2 The skills needs analysis report which must include assessments and recommendations on the following:

- 2.2.1 Baseline assessment of skills available in the Marine Transport sector from entry level to management, including a breakdown of current employment in terms of youth, women and people with disabilities.
- 2.2.2 Assessment of the representation of the various population groups from entrance to management level in the sector and initiatives aimed at addressing transformation.
- 2.2.3 The current education and skills development initiatives required by the sector (gaps) and future skills projections.
- 2.2.4 Skills development initiatives by relevant government departments & entities, SETAs, private companies, education and training institutions; including capacity constraints as well as proposed interventions
- 2.2.5 Recommend interventions required to address the education and skills needs of the sector.
- 2.2.6 Occupations in demand for the sector and provide mitigation strategies.

2.3 Develop an implementation plan based on the recommendations outlining activities, stakeholders, timeframes and projected costing.

2.4 General Conditions

- 2.4.1 The Service Provider must have proven relevant experience in conducting skills audit and/or needs analysis and research in relevant industries.
- 2.4.2 The Service Provider must detail the composition of their team and their experience in conducting a study of this nature.
- 2.4.3 The Service Provider must demonstrate understanding of the oceans economy including the Marine Transport sector.
- 2.4.4 The Service Provider must provide details of a skills transfer plan to designated SAIMI personnel.
- 2.4.5 The Service Provider must provide monthly report to the Project Manager and team.

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3.

3.1 Contactable References

NAME OF COMPANY	CONTACT PERSON	TELEPHONE NUMBER	APPROXIMATE ANNUAL VALUE OF BUSINESS	DURATION OF CONTRACT

4. STANDARD CONDITIONS OF TENDER

IMPORTANT NOTE:

SAIMI is currently housed within Nelson Mandela University (NMU), at the university's Ocean Sciences Campus in Summerstrand, Port Elizabeth.

Although a legal entity of NMU, operating within its policies and provided with technical support from the university, SAIMI has a national mandate and works with government at national and provincial levels, with the maritime industry and organised associations across the country, and with any and all education institutions from school level to TVET colleges to universities and universities of technology.

For this reason, SAIMI has its own corporate identity not linked to the university identity, its own web/email domain, and own social media presence. The intention is to preserve and strengthen this distinct identity.

This procurement process will be run via the university procurement system and processes, with the final decision on appointment of service provider/s resting with SAIMI. The successful bidder/s will conclude an Agreement with the University, acting on behalf of SAIMI, and all payments will be processed by the university. However, the service provider/s relationship will be directly with, and managed by, SAIMI.

More information on SAIMI on our website www.saimi.co.za and/or our Facebook and LinkedIn profiles.

5.1 Questions

Please direct all questions regarding this RFP to:

CONTACT FOR ENQUIRIES	TELEPHONE	E-MAIL
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INITIALS:

Ms Fikiswa Sifanele Senior Buyer		Fikiswa.Sifanele@mandela.ac.za
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5.2 Responses to RFP

- 5.2.1 Service Providers are requested to initial the bottom of each page in the space provided. Additional information can be attached to this Request for Proposal.
- 5.2.2 RFP to be deposited in the Tender Box at the Procurement Office, Building 15, South Campus, University Way, Summerstrand, Gqeberha (Main stores sub-section entrance - receiving and deliveries) - Contact number 041 504 2689, in a sealed envelope, clearly endorsed with the below RFP number and the words:

RFP 4193/11/02/2023/FS

**SAIMI: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A
SKILLS AUDIT AND NEEDS ANALYSIS FOR THE MARINE TRANSPORT SECTOR IN
SOUTH AFRICA**

- 5.2.3 If responses are received after the closing date and time as stipulated herein, such responses will be considered NON-RESPONSIVE AND WILL NOT BE CONSIDERED.
- 5.2.4 Bidders are to provide the email address of their authorised contact person as all correspondence will be conducted by email.

NO FINAL RESPONSES SUBMITTED PER FACSIMILE OR E-MAIL WILL BE CONSIDERED.

- 5.2.5 The responses to this RFP will not be opened publicly.
- 5.2.6 The university undertakes not to disclose any confidential details pertaining to the proposal and/or information received to any other company, i.e., concept, design, delivery, pricing, etc.
- 5.2.7 The response to the RFP must follow the format set out in this RFP document as far as possible. Additional information / conditions may be supplied in supporting documents.

5.3 Communication

Bidders will be disqualified should any attempt be made by the bidder/ their partners, either directly or indirectly, to canvass any employee of the University, in respect of a response, between the closing date and the date of the award of the contract.

5.4 Bidder Contact Details

Bidders are required to provide the contact particulars of a person who is authorized to communicate and/or negotiate on behalf of their company / consortium.

5.5 Compliance

All Bidders shall be expected to be in full compliance with any and all applicable Laws and Regulations, in particular but not limited to the University Supply Chain Policy.

5.6 Additional Notes

The person or persons signing the proposal must be legally authorized by the Bidding Company or Consortium to do so. The parties acknowledge that the successful Bidder shall only be confirmed as such after the terms and conditions of a comprehensive agreement have been agreed to with the

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University. The University reserves the right to reject any or all offers.

FAILURE TO OBSERVE ANY OF THE ABOVEMENTIONED REQUIREMENTS MAY AT THE SOLE DISCRETION OF THE NMU RESULT IN THE PROPOSAL NOT BEING CONSIDERED.

5.7 Disclaimer

Bidders are hereby advised that the University is not committed to any course of action as a result of its issue of this RFP and/or its receipt of a proposal in response to it. In particular, please note that:

- The University may change portions of the Bid and request all Bidders to re-bid on those specific changes.
- The University may reject any proposal which does not conform to instructions and specifications, which are issued herein.
- The University may reject all proposals, if, in its sole discretion, there are reasonable and justifiably compelling reasons to do so.
- The University will not reimburse any bidder for any preparation costs or other work performed in connection with this proposal, whether or not the Bidder is awarded the contract;
- The University accepts no responsibility for any loss incurred by any person(s) due to the events or actions taken as a consequence of the preparation or dissemination of this document;
- The University accepts no responsibility for the misinterpretation of information provided herein by any bidder, such misinterpretation which may result in errors, omissions or misstatements, negligent or otherwise, made by a bidder responding to this proposal; and
- Response to this RFP does not guarantee any work with the University

5.8

RESPONDENT'S CONTACT DETAILS	
Name of contact person	
Position in company	
Telephone	
Cell	
E-mail address	

5.9 Value-added tax (VAT)

All prices and/or rates Tendered shall be deemed to be **INCLUSIVE** of Value Added Tax.

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5. DEFINED TERMS

In this RFP, the following terms shall bear the meanings ascribed to them, unless clearly inconsistent with the context:

Bidder:	The person or entity submitting a Proposal in response to this RFP.
The University:	The NELSON MANDELA UNIVERSITY.
Project Plan:	The plan setting out the work to be done by the Project Team, detailing the timelines, budgets and deliverables for executing the proposal.
Project Team:	The agency management and staff who will work on the SAIMI account.
Proposal:	The proposal by the Bidder in response to this RFP.
Master Contract:	The written agreement to be concluded between the University and the successful Bidder for the execution of the RFP.

6. MANDATORY DOCUMENTS / INFORMATION REQUIRED IN BID DOCUMENT

Failure to submit the below information shall result in a bidder being disqualified

No.	CATEGORY	COMPULSORY DOCUMENTATION REQUIRED
1.	Taxation	<ul style="list-style-type: none"> Valid tax compliance status with a pin issued by the South African Revenue Service (SARS).
2.	Bank Confirmation Letter	<ul style="list-style-type: none"> Letter from the bank confirming bank details.
3.	Company Registration	<ul style="list-style-type: none"> Submit CK1 or CK2 form
4.	RFQ Document	<ul style="list-style-type: none"> Duly signed and completed
6.	Price Schedule	<ul style="list-style-type: none"> Fully completed and indicating the bid amount
7.	Academic Qualifications	<ul style="list-style-type: none"> Attach PhD NQF Level 10 academic qualification of a project leader in Maritime Transport or relevant field Certified copies not older than 3 months
8.	Compulsory Briefing session	<ul style="list-style-type: none"> Attendance of Compulsory Briefing session

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7. SPECIFIC TERMS AND CONDITIONS

8.1 Non-acceptance of Proposal

The University reserves the right, in its sole discretion without being obliged to provide reasons therefore, to accept all, some, or none of the Proposals submitted, either wholly or in part, and is not obligated to accept the Proposal that achieved the highest score or the lowest price.

The submission of the Proposal does not confer any right or expectation to any Bidder that the University shall accept its Proposal, either in whole or in part.

8.2 Confidentiality

The Bidders are required to submit their Proposal in accordance with the requirements of the RFP. No discussion, negotiations or correspondence will be entered into with any Bidder in this regard except as provided for in Clause 3.1 above. Neither the Bidder nor the University shall disclose the content of the Proposal to any other Bidder, without the written approval of both the University and the Bidder.

8.3 Variation

The University may at its own discretion, by notice in writing to all Bidders, supplement or update terms, content and conditions of this RFP without being obliged to give reasons therefore.

8.4 No Guarantee

The call for Proposals in terms of this RFP does not guarantee any Bidder development rights and does not constitute a valid offer to the Bidder. The call for RFPs shall constitute an invitation by the University to the Bidder to submit an offer to the University, capable of acceptance by the University.

8.5 Further Amendments and Submissions

Upon submission by the Bidder of its Proposal, and after the closing date and time for the submission of Proposals, no further amendments or submissions in relation to a Proposal shall be accepted by the University unless simultaneously requested from all the Bidders by the University or unless agreed upon by University in writing.

8.6 Compensation

The University is not obliged to compensate any Bidder for any costs or losses arising out of the submission of the Proposal, or the submission of any further requested information, under any circumstances whatsoever.

8.7 Cancellation of Rights

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The University may in terms of applicable legislation, or policies, refuse, suspend or cancel any rights conferred on the Bidder, if it is found that such Bidder has provided false or misleading information to the University, whether or not the provision of such information was intentional or negligent, and regardless as to whether the information had any direct influence on any decision by the University in relation to the award of the Tender.

8.8 Good Faith

In their dealings with the University and other relevant persons in the RFP process, the Bidders are expected to observe the utmost good faith; to give full effect to the intent and purpose of this RFP; not to do anything nor to refrain from doing anything which may in any way prejudice or detract from the rights, property or interests of the University.

8.9 No Binding Agreement

The Proposal from a successful Bidder does not constitute a binding contract, until accepted in writing by the University, and communicated in writing to the successful Bidder.

8. CONFLICT OF INTEREST

Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations;
- financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- *Commercial interest:* Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise).
- *Financial Interest:* Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- *Non-financial interest:* This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities.
- *Relationship interest:* A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity.

Any member or any connected person of such member may not conduct business, either directly or indirectly with NMU in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

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- the goods, products or services offered are unique;
- the supplier is the sole provider; and
- it is in the best interest of NMU to conduct such business.

Council members, members of sub committees of council and incumbents falling within peromnes level 1 – 4, may not conduct any business directly or indirectly with the NMU irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy.

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the NMU may be excluded from rendering goods and services to the NMU.

Please complete the document below to ensure compliance.

Connected Person - A person is deemed to be a “Connected Person” using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University.

No, I am not connected. Name: _____ <div style="text-align: right; margin-right: 100px;">Signature _____</div> Position in your company: _____ Date: _____					
Yes, I am connected. Name: _____ <div style="text-align: right; margin-right: 100px;">Signature _____</div> Position in your company: _____ Date: _____ Other particulars: _____ _____					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Linear Consanguinity Diagram</td> <td style="width: 60%; padding: 5px;">Please indicate with tick ✓</td> </tr> <tr> <td style="padding: 5px;">4th Degree</td> <td style="padding: 5px;"></td> </tr> </table>		Linear Consanguinity Diagram	Please indicate with tick ✓	4th Degree	
Linear Consanguinity Diagram	Please indicate with tick ✓				
4th Degree					

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Great Great Grandparents	
Great Aunt/Uncle	
First Cousin	
Great Nephew/Niece	
3rd Degree	
Great Grandparents	
Aunt/Uncle	
Nephew/Niece	
Great Grandchild	
2nd Degree	
Grandparent	
Brother/Sister	
Grandchild	
1st Degree	
Parent	
Child	
MEMBER (As defined above)	
Linear Affinity Diagram	Please indicate with tick √
MEMBER (As defined above)	
1st Degree	
Spouse	
2nd Degree	
Parent-in-law	
Daughter/Son-in-law	
3rd Degree	
Grandparent-in-law	
Brother/Sister-in-law	
Grandchild-in-law	
4th Degree	
Great Grandparents-in-law	
Aunt/Uncle-in-law	
First Cousin-in-law	
Niece/Nephew-in-law	
Great Grandchild-in-law	

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Please provide us with the person's name and surname as indicated above:

Name of staff member/connected person	Relationship

I the undersigned (name) _____ certify that the information furnished above is correct.

Signed aton thisday of20...

Signature..... Capacity of signatory.....

Registered name of Service Provider.....

Email address.....

Address.....

Telephone number.....

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9. TIMEFRAMES

The study should be completed within a period of 4 months.

11. EVALUATION CRITERIA

Service providers will be assessed in terms of experience in providing the service and B-BBEE scorecard. Qualifying criteria are indicated below. Only service providers scoring 70% on functionality will be considered.

EVALUATION CRITERIA

Category of Tender being evaluated:

1. Price.....	80
2. Broad Based Black Economic Empowerment....	20
TOTAL:	100

1.	Functionality			Score
	Qualifying Criteria	Requirement	Max Points	
	Understanding of the Marine Transport sector	Understand the sector. To be demonstrated in the proposal. Above Average – 10 points Average – 5 points Below average - 3 points No understanding of the sector – 0 points	10	
	Proposed approach; execution plan and provide level of understanding	Proposed approach demonstrates high level of understanding and insight into the requirements Meets all the requirement – 20 points Meets almost all the requirements – 15 points Meets some of the requirements – 10 points Does not meet the requirements - 0 points	20	

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	Human Resources Plan	Proven academic qualifications of the project team. Above average 10 points Average 6 points Below Average 2 points Certified copies of qualifications not older than 3 months	10	
	Experience Bidders will be evaluated on their experience as it pertains to the scope of this project.	Proof of experience and track record of previous work done in a similar field Three (3) or more similar projects: 20 points Two (2) similar projects: 15 points One (1) similar project: 10 points References/proof to be provided. References should not be older than 5 years. • <i>Company reference should be on the letterhead of the Client, it must reflect the cost of the training and performance of the service.</i>	20	
		Total Score	60	
2.	Price			Score
	$1 - \frac{P_t - P_{min}}{P_s - P_{min}}$ <p>Ps = 80</p> <p>Ps = Points scored for price of tender under consideration</p> <p>Pt = Rand value of offer tender consideration</p> <p>Pmin = Rand value of lowest acceptable tender</p>			
3.	Broad Based Black Economic Empowerment (BBBEE)			Score

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	Level 1 Contributor	20	
	Level 2 Contributor	18	
	Level 3 Contributor	16	
	Level 4 Contributor	12	
	Level 5 Contributor	8	
	Level 6 Contributor	6	
	Level 7 Contributor	4	
	Level 8 Contributor	2	
			20

10. PRICE SCHEDULE

PRICE SCHEDULE	

INITIALS: