

REQUEST FOR PROPOSAL

Reference number:	RFQ4157/25/01/2023/FS
Closing Date and Time:	30/03/2023 @12H00
Subject:	SOUTH AFRICAN INTERNATIONAL
	MARITIME INSTITUTE (SAIMI)
	DELIVERY OF
	IMPACT EVALUATION OF THE MARINE MANUFACTURING BOATBUILDING PILOT PROGRAMME
Supplier Name:	
Supplier Name.	

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1. BACKGROUND

1.1 Overview

The South African International Maritime Institute (SAIMI) focuses on the skills development, education and training, research and innovation needed to support the growth of the maritime economy (also, blue or oceans economy) in South Africa, and the country's participation in the global maritime sector.

Since the advent of Operation Phakisa in 2014 and the development of the 3 feet plan, a number of initiatives have been put in place toward the realisation of the full potential of the oceans economy. One of the initiatives that came out of the Marine Transport Manufacturing Lab and assigned to **the dtic** as per Operation Phakisa 3 feet plan, is the development of a skills programme in support of growth and competitiveness of the Marine Manufacturing Industry. The Marine Manufacturing Industry is a significant component of the South African ocean economy. Its importance is closely linked to the labour intensity characteristic of its activities, and ramification in the economy with important multiplier impact on employment.

A number of studies conducted between 2010 and 2014, demonstrates that the Marine Manufacturing Industry is faced not only with a shortage of high levels of skilled people, but also with a shortage in the lower skills levels, needed for the support of its growth and competitiveness on the local and global market. In addition, the industry faces a challenge of an ageing workforce which needs urgent rejuvenation.

As a response to the skills shortage in the industry, and following initiatives through the Operation Phakisa Skills Working Group (SWG), the dtic embarked on a process of establishing a road map for skills development for the growth of the industry. A study was then commissioned with focus on industry's skills needs. In June 2015, the dtic completed the study titled "ship/boatbuilding in South Africa: A skills development model for developing human capability". The study recommended amongst others a skills development approach that includes a learnership training and industry based skills development as a joint model. This entails theoretical training followed by practical training in a company with emphasis on the allocation of a mentor for students during their practical training in the industry. The expectation based on the need of industry was that students are likely to have an opportunity of a career in the Marine Manufacturing Industry. A comprehensive list of prioritised skills was identified including amongst others Naval Architect; Marine Engineer; Marine Engineering Technologist; Composites Technician; and Welder (gas, arc, mig, tig, coded)

Following the study recommendations, a Pilot Project on skills development with the support of the industry was proposed by **the dtic**.

The implementation of the pilot project was assigned to SAIMI, which is the maritime institute established under Operation Phakisa to facilitate skills development in the maritime industry. For the above Skills Development Project, SAIMI was identified and appointed to manage on behalf of **the dtic** and account financially to the National Skills Fund (NSF), the institution that funded the project. In addition, SAIMI was responsible for the management of the day to day activities of the skills training Pilot project, while **the dtic** was monitor and evaluator of the project in relation to its aim of supporting the growth of the marine manufacturing industry.

The advertisement of the programme, the identification and selection of students was assigned to training institutions with expectation of using their databases, advertising in local newspapers, social media, open

day, exhibition, and information sessions held as well as targeting the high school learners. In addition, training institutions used its network of material suppliers in the industry.

The funding for the pilot project was secured through the National Skills Fund (NSF) of the DHET. The learners were registered by the two training institutions in 2018. A total number of 384 students were expected to benefit from the Skills Pilot Project over a period of 3 years including 30 students under the learnership programme at the appointed TVET College in the Western Cape and 354 students under the skills development programme at a private institution, with 40% black female targeted.

1.2 **Project Objective**

The objective of this study is to conduct an impact evaluation of the marine manufacturing pilot programme with a view to determining the extent to which the programme objectives have been met as well as outline challenges, lessons learnt and recommendations for future implementation of similar training initiatives.

SAIMI would therefore like to invite service providers to submit comprehensive proposals to conduct the impact study on the marine manufacturing skills development pilot project.

2. SCOPE OF WORK

2.1 The service provider is required to:

- 2.1.1 Provide background and context of the study.
- 2.1.2 Outline the purpose, objectives and scope of the evaluation.
- 2.1.3 Outline the key evaluation questions for the study.
- 2.1.4 Determine the theories for linking the interventions to desired outcomes.
- 2.1.5 Outline the proposed approach and methodology.
- 2.1.6 Measure the impact of the marine manufacturing skills programme.
- 2.1.7 Evaluate of the number of students trained in relation to the cost of training;
- 2.1.8 Determine the cost and impact of Covid-19 Pandemic on the training programme at the TVET College;
- 2.1.9 Determine the support provided to students and the TVET training institution during the period of uncertainty of various levels of lockdown;
- 2.1.10 Evaluate the rate of completion of the training versus initial registration and per NQF level of the training;
- 2.1.11 Evaluate the employment opportunities and prospect of employment in the industry after training and the rate of employment of students for permanent, temporary, contractual or casual employment immediately following the completion of the training;
- 2.1.12 Evaluate MerSeta's involvement and support including the lag time between the

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- completion of a NQF Level (Level 2, Level 3 and Level 4) and the issuing of certificates accrediting the training by the established authority;
- 2.1.13 Evaluate the qualification of students following the training and what is required for them to be fully qualified professionals in their career;
- 2.1.14 Determine what is required for the students to undergo their Trade Test and been issued with a Trade Certificate in Yacht and Boat Building qualification? What role can **the dtic** and SAIMI play to support and speed up such process?
- 2.1.15 Identify what could be any other area not discussed above requiring improvement, if any and what are the lessons learnt?
- 2.1.16 Determine whether there was a return on investment considering different aspects of the programme and the pilot project as a whole?
- 2.1.17 Besides financial support or bursary, what else could have been done from **the dtic** and from the SAIMI sides to better support the Yacht and Boat Building training (For students, for training institutions and for the programme at large)?
- 2.1.18 Outline the challenges in implementation.
- 2.1.19 Assess the Pilot Project programme from the industry point of view to establish if the training programme did effectively address some of the challenges faced in terms of availability of skilled young people;
- 2.1.20 Look into types of contract, employment opportunities following the completion of the training. On case-by-case basis for students on the completed training list, a special consideration to be given to the evaluation of opportunity for absorption of students by the industry, through any projects or whether they were able to secure temporary or permanent contract.
- 2.1.21 Do a Special Evaluation of the Composites Skills Training A comprehensive evaluation on the processes and approach undertaken to deliver this training. Outline successes, challenges faced, lessons learnt, possible solutions, etc.
- 2.1.22 Conduct a benchmarking exercise with similar programmes in the industry and provide an overview of lessons to be learnt.
- 2.1.23 Provide recommendations for implementation of future programmes.
- 2.1.24 Submit a Final Report, which will cover among others:
 - a. An executive summary that provides an overview on the evaluation of the Skills development Programme: Pilot Project and its implementation;
 - b. Notes guiding the interpretation of the findings;
 - c. The methodology used for the evaluation and its limitations;
 - d. The format of the final report will be an electronic version that includes the

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3. CONTACTABLE REFERENCES

NAME OF COMPANY	CONTACT PERSON	TELEPHONE NUMBER	APPROXIMATE ANNUAL VALUE OF BUSINESS TURNOVER (Rands)	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.

4.1 QUESTIONS

Please direct all questions regarding this RFP to:

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CONTACT FOR ENQUIRIES	E-MAIL
Supply Chain Management	tenders@mandela.ac.za

4.2 Responses to RFP

- 4.2.1 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.
- 4.2.2 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:

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SAIMI: IMPACT EVALUATION OF THE MARINE MANUFACTURING BOATBUILDING PILOT PROGRAMME

- 4.2.3 If responses are received after the closing date and time as stipulated herein, whether by post, hand delivery or courier, such responses will be considered NON-RESPONSIVE AND WILL NOT BE CONSIDERED.
- 4.2.4 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.

- 4.2.5 The responses to this RFP will not be opened publicly.
- 4.2.6 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.
- 4.2.7 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.

4.3 **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.

4.4 Bidder Contact Details

Bidders are required to provide the contact particulars of a person who is authorized to

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communicate and/or negotiate on behalf of their company / consortium.

4.5 **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.

4.6 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 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.

4.7 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

4.8

RESPONDENT'S CONTACT DETAILS		
Name of contact person		
Position in company		

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Telephone	
Cell	
E-mail address	

4.9 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/

Agreement: The written agreement to be concluded between the University and the successful

Bidder for the execution of the RFP.

6. MANDATORY INFORMATION/DOCUMENTS REQUIRED IN BID DOCUMENT

The documents listed below MUST be provided by all bidders responding to this RFP:

No.	CATEGORY	COMPULSORY DOCUMENTATION REQUIRED
1.	Taxation	 Valid tax compliance status with a pin issued by the South African Revenue Service (SARS).
2.	Bank Confirmation Letter	Letter from the bank confirming bank details.
3.	Company Registration	Submit CK1 or CK2 form
4.	RFQ Document	Duly signed and completed
6.	Price Schedule	Fully completed and indicating the bid amount

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7. SPECIFIC TERMS AND CONDITIONS

6.1 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.

6.2 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 2.1 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.

6.3 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.

6.4 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.

6.5 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.

6.6 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.

6.7 Cancellation of Rights

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.

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6.8 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.

6.9 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:

- 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 –

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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.

<u>Connected Person</u> - A person is deemed to be a "Connected Person" using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

<u>Member</u> - 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:		
IVAIIIC.	Signature	
	2.3.1444.0	
Position in your company:		
Date:		
Yes, I am connected.		
res, rain connected.		
Name:	<u></u>	
	Signature	
Position in your company:		
Data		
Date:		
Other particulars:		
Linear Consanguinity Diagram	Please indicate with tick √	
4 th Degree		
Great Great Grandparents		
Great Aunt/Uncle		
First Cousin		
Great Nephew/Niece		
3 rd Degree		

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

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

Name of staff member/connected	Relationship
person	

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I the undersigned (name)			certify that the
information furnished above is			
Signed at	on this	day of	20
Signature	Capacity of signato	ry	
Registered name of Service P	rovider		
Email address			
Address			
Telephone number			

9. TIMEFRAMES

The study should be completed within a period of 3 months.

9. EVALUATION CRITERIA

Service providers will be assessed in terms of experience in providing the service and the 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	
	Experience in Impact Evaluation and Studies	Experience on similar projects including demonstrated effectiveness: • 5 or more similar projects: 30 points • 3 similar projects: 20 points • 2 similar projects: 10 points • 1 similar project: 5 points	30	
		References/proof on company letterheads to be provided		

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Proposed approach and methodology	Proposed approach demonstrates high level of understanding of the requirements	30	
	The approach is innovative and will meet the		
	needs of the assignment – 30 points		
	The approach is specifically tailored to suit		
	the requirements and will meet the needs of		
	the assignment – 20 points		
	The approach is generic – 10 points		
	The proposal does not address the scope of		
	the assignment – 0 points		
Comprehensive Implementation	Project Implementation Plan demonstrates high		
Plan	level of understanding of the requirements	20	
	The plan reflects clear timeliness. Required		
	information and deliverables have been		
	highlighted. The work plan fits the project		
	deliverables very well; all important activities		
	are indicated in the activity schedule and the		
	sequencing and timing of activities are very		
	well defined, indicating that the Bidder has		
	optimized the use of resources. The work		
	plan permits flexibility to accommodate		
	contingencies – 20 points		
	 The plan and timeframes meet the 		
	requirements of the assignment; the		
	sequencing of activities indicate the bidder		
	understands the requirements. The work		
	plan fits the project deliverables well; all		
	important activities are indicated in the		
	activity schedule and their timing and		
	sequencing is appropriate and consistent		
	with project objectives – 10 points		
	The plan does not meet the requirements of		
	the assignment – 0 points		

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	Level 2 Contributor Level 3 Contributor Level 4 Contributor Level 5 Contributor Level 6 Contributor Level 7 Contributor Level 8 Contributor	16 12 8 6 4 2		20
	Level 3 Contributor Level 4 Contributor Level 5 Contributor Level 6 Contributor Level 7 Contributor	12 8 6 4		20
	Level 3 Contributor Level 4 Contributor Level 5 Contributor	12 8		20
	Level 3 Contributor Level 4 Contributor	12		
	Level 3 Contributor			
	Level 2 Continuation			
	Level 2 Contributor	18		
	Level 1 Contributor	20		
3.	Broad Based	I Black Economic Empowerment (BBBEE)		Score
		·		
	Pmin = Rand valu	e of lowest acceptable tender		
	Pt = Rand value o	f offer tender consideration		
	Ps = Points scored	d for price of tender under consideration		
	Pt - Pmin Ps = 80 1 -	 Pmin		
2.		Price		Score
		TOTAL SCORE	100	
			10	
	Number of years the institution has been in existence	Longer than 5 years – 10 points Less than 5 years - 5 Points		
	qualifications not older than 3 months			-
	Include certified copies of			
	Management with Research Experience.			
	Maritime studies, Business	Below Average 2points		
	post-graduate qualification in either Economics, Finance,	Average 6 points		
	Project leader should have a	Above average 10 points		
	Human Resources Plan	team.	10	
	IDUMAN RESOURCES FIAN	Proven academic qualifications of the project	10	

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10. PRICE SCHEDULE

PRICE SCHEDULE			
Inception report			
Milestone 1 - Outcomes Report (refer to scope of work)			
Milestone 2 - Outcomes Report			
Milestone 3 - Outcomes Report			
Milestone etc – Outcomes Report			
Final Report			
Total Price			