



**REQUEST FOR PROPOSAL (RFP)**

**THE APPOINTMENT OF A SERVICE PROVIDER TO PREPARE A REPORT ON  
CURRENT NATURAL SCIENCE CURRICULUM STRUCTURES AND THEIR  
RELEVANCE TO FUTURE NATURAL SCIENCE PROFESSIONALS**

**SACNASP  
SUITE L4/L5 ENTERPRISE BUILDING  
INNOVATION HUB  
MARK SHUTTLEWORTH STREET  
PRETORIA  
0087**

**FEBRUARY 2019**

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## **1. SUMMARY AND BACKGROUND**

The South African Council for Natural Scientific Professions (SACNASP) is a registration and regulation authority for natural science professions in South Africa. This includes practicing natural scientists in fields such as chemistry, physics, mathematics, biology, food sciences, zoology, and geology but to name a few. SACNASP is governed by Council Members at the highest level who are appointed by the Minister of Science and Technology and are responsible for the strategic management of SACNASP. The Natural Scientific Professions Act, (Act no. 27 of 2003) has made it compulsory for natural scientists practicing in the listed fields of practice of natural science to register irrespective of the nature of their employment; be it academia, industry, commerce or consulting. There are three categories of registration, namely Candidate, Certificated and Professional. SACNASP has 25 fields of practice and representing these are 51 registered voluntary associations (VA's). According to the SACNASP Annual Performance Plan, SACNASP is mandated to deliver a report on the delivery of core skills to South Africa. Hence, the purpose of the Request for Proposal (RFP) is for the SACNASP to solicit proposals from service providers to prepare a report on the on current natural science curriculum structures and their relevance to recognition of professional qualifications.

## **2. PROPOSAL GUIDELINES**

This RFP represents the requirements for an open and competitive process. Proposals will be accepted by SACNASP until **4pm on Friday 15 March 2019**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. If the organisation submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated. Additionally, all costs included in proposal must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted. All costs must be itemised to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the successful service provider for this RFP. All contractual terms and conditions will be subject to

review by SACNASP's legal advisors and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. KEY OUTCOMES, DELIVERABLES AND IMPACT**

The main objective of the project is to investigate the relevance of the natural science curriculum structures of South Africa's natural science undergraduate qualifications for professional registration in consultation with key stakeholders such as the Council on Higher Education, higher education institutions (see Annexure A), and accredited voluntary associations of SACNASP. The report should focus on the three main undergraduate qualifications in the Higher Education Qualifications Sub-Framework (HEQSF), namely the 3-year diploma, 3-year bachelor's degrees and 4-year professional degrees. It is also of utmost importance to compare the natural science curriculum framework in South Africa to that of equivalent regional and international qualifications. It is anticipated that the report will assist in focusing efforts of the higher education sector and other critical stakeholders such as voluntary associations in developing recommendations for the natural science curriculum development. The report should also seek to identify gaps and challenges and suggest ways of addressing them. It is expected that evidence of stakeholder engagement will be submitted by way of a formal record of such engagements.

### **4. PROJECT SCOPE**

The service provider should provide a clear proposal that includes a detailed literature review, the methods to be used for data collection, questionnaire design, format and layout as well as the statistical analysis to be used. The service provider should further ensure that the study complies with ethical standards of academic research where participation will be based on informed consent, and all participants will be ensured of confidentiality and anonymity. Profile the list of all organisations and agencies affected by or involved in the proposed project. Facilitation of consultation meetings and workshops to be held with key stakeholders is important and present findings and outcomes of the study to the key stakeholders.

## **5. PROJECT DELIVERABLES**

Project must be completed within a maximum of nine months after the signing of the SLA by both parties. The key deliverables within the nine-month period of this project will be:

- Inception Report;
  - Service provider is required to commence by drafting the inception report detailing the overall approach, methodology and expected timeframe in which each phase of the project activities will be completed.
  - The inception report will serve as a discussion document and will be the basis upon which the detailed approach to the project is agreed.
  - The inception report is an interim deliverable that is expected to be completed in one month from the date of appointment of the service provider.
- Report of the preliminary findings;
  - The study conclusions should be presented in the form of an interim report. The report must be detailed and comprehensively cover all the objectives and scope of work.
- Draft Final Report;
- Final Report (This report).

## **6. RFP AND PROJECT TIMELINE**

The contract will be for a period of nine-months starting from the appointment date. The performance of the service provider will be assessed regularly, and should the required standards not be met, the contract may be terminated.

## **7. KEY PERSONNEL**

The service provider will be responsible for bringing together and managing the following key personnel that would typically be required on the project including, but not limited to:

- Planning and coordination of all workshops for stakeholder engagements;
- Ensure that all relevant stakeholders are involved;
- Administer and coordinate any other relevant meetings;

- Prepare regular progress reports.

In addition, the successful Service Provider's team must possess the following competencies:

- Demonstrated expertise in the evaluation of curriculum design at the tertiary level of education.
- Proven ability in the design, facilitation, and execution of evaluation as required;
- Ability to adapt to issues as they emerge through the evaluation process;
- Ability to work in a team and manage processes that require inputs from different role players and platforms;
- Excellent analytical and conceptual abilities;
- Excellent writing and communication skills which should include experience in accessible writing as well as the ability to communicate clearly and effectively with scientists and other practitioners across a broad range of experience;
- The ability to work independently and deliver efficiently on high quality deliverables within agreed timeframes and agreed fixed budget.

The RFP proposal should give clear examples of all professionals' proficiency and recent experience in terms of the above skills, abilities & competencies as well as CVs of the team.

## **8. REQUIREMENTS FOR PROPOSALS**

Service Providers interested in rendering proposals for the requested services should submit a concise written proposal that addresses the scope of work and the above requirements and deliverables. The proposal should include the following:

- A brief description of the approach and methodology to addressing the objectives, scope and specific requirements.
- A detailed work plan should be developed that indicates a clear allocation of roles, responsibilities and resources towards the deliverables to be achieved.
- The service provider should outline relevant qualifications, skills, experience and track record in support of the required competencies. This should include brief CVs of all members of the

proposed professional team that outline relevant skills, experience and track record in support of the required competencies.

### **Required documents**

- The contracted service provider is required to provide a company profile for evaluation purposes (i.e. providing details about track record and years of experience in the industry and must prove that they have the capacity to undertake projects of this nature and size);
- The contracted service provider is required to submit a certified letter from the bank verifying banking details (with bank stamp and on bank letterhead);
- Proof of address;
- The contracted service provider is required to submit a proof of registration on the Centralised Supplier Database held by National Treasury;
- The contracted service provider is required to provide an original SARS tax clearance certificate;
- The contracted service provider is required to provide a Certificate of Incorporation: Registration and Proof of legal identity of the contracted service provider (e.g. certificate issued by the Registrar of Companies and Close Corporations);
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status has been provided;
- SBD 1 – Invitation to tender;
- SBD 4 – Declaration of interest;
- SBD 8 – Declaration of bidder's past supply chain management practices;
- SDB 9 – Certificate of independent bid determination;

**Failure to submit the required documentation above will lead to disqualification.**

## 9. PROPOSAL EVALUATION CRITERIA

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 75% or more to proceed to the next stage of evaluation. The following scoring system will be utilised for this evaluation:

Scoring range	0	1	2	3	4
Definition	No information	Poor	Average	Meets requirements	Exceeds requirements

Total Evaluation Score = (score x weighting x no. of evaluators) / (maximum score x 100 x no. of evaluators)

Functionality Assessment	Weight %
<p><b>Criterion 1: References</b></p> <ul style="list-style-type: none"> <li>• Five (5) References and above in the past 10 years = 4 points</li> <li>• Three (3) to Four (4) references in the past 10 years = 3 points</li> <li>• Two (2) relevant references in the past 10 years = 2 points</li> <li>• One (1) relevant references in the past 10 years = 1 points</li> </ul>	20%
<p><b>Criterion 2: Relevant experience</b></p> <ul style="list-style-type: none"> <li>• More than 5 years relevant experience = 4</li> <li>• 4-5 years relevant experience = 3</li> <li>• 3-4 years relevant experience = 2</li> <li>• 0-2 years relevant experience = 1</li> </ul>	30%
<p><b>Criterion 3: Qualifications and skills of key personnel</b></p> <p>The service providers must submit, as part of its proposal, the following: The structure and composition of the proposed team, please provide no more than 5 CVs for qualification evaluation; CVs of the key personnel must clearly highlight qualifications, areas of</p>	20%

<p>experience/ competence relevant to the tasks and objectives of this project as outlined above;</p> <p>The team leader should have the relevant qualifications in Natural or Social Sciences and will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• PhD = 4</li> <li>• MSc = 3</li> <li>• Honours = 2</li> <li>• Undergraduate = 1</li> <li>• No CV of the project team / none of the above-mentioned qualification = 0</li> </ul>	
<p><b>Criterion 4: Proposed project plan and methodology</b></p> <p>A total of 4 points will be allocated at the sole discretion of the SACNASP's Bid Evaluation Committee based on the information provided as follows:</p> <ul style="list-style-type: none"> <li>• Detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly demonstrating how the objectives of the study will be achieved;</li> <li>• Detailed project plan to undertake the stud, the plan must indicate key activities, timelines, milestones/ deliverables;</li> <li>• Budget allocated per project phase in project plan;</li> <li>• Stakeholder facilitation and engagement model to be used.</li> </ul> <p>If there are any outstanding documents, 0 points will be allocated to the service provider.</p>	30%
<p><b>Total</b></p>	<p><b>100%</b></p>

**Service providers must score a minimum of 70% or more in order to proceed to the next stage of evaluation.**

## **10. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

Points shall be awarded to a service provider for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status level of Contributor</b>	<b>Number of points (80/20 system).</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## **11. NATURE OF APPOINTMENT AND CONTRACTUAL ARRANGEMENT**

The appointment of successful service provider shall be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The contract will be drawn up between SACNASP and the successful service provider. No upfront payments will be made.

Service providers should email proposals to the address below by **4pm on Friday 15 March 2019**.

All documents should be forwarded via email to:

Matshidiso Matabane

Tel: 012 748 6501

Email: [mbmatabane@sacnasp.org.za](mailto:mbmatabane@sacnasp.org.za)

ANNEXURE A

**List of HEIs in South Africa:**

1. University of South Africa (UNISA)
2. North-West University
3. University of Pretoria
4. Tshwane University of Technology
5. University of Johannesburg
6. University of KwaZulu-Natal
7. University of the Free State
8. Cape Peninsula University of Technology
9. University of the Witwatersrand
10. University of Stellenbosch
11. University of Cape Town
12. Nelson Mandela Metropolitan University
13. Walter Sisulu University
14. Durban University of Technology
15. University of Limpopo
16. Vaal University of Technology
17. University of Zululand
18. University of the Western Cape
19. Central University of Technology
20. University of Fort Hare
21. University of Venda
22. Mangosuthu University of Technology
23. Rhodes University
24. Sefako Makgatho Health Sciences University
25. University of Mpumalanga
26. Sol Plaatje University