



**REQUEST FOR THE APPLICATIONS FROM RESEARCH COUNCIL AND
UNIVERSITIES TO SERVE AS A RESEARCH CHAIR FOR AGRISETA FOR A
PERIOD OF THREE YEARS.
TENDER NO: AGRISETA/2023/05**

Closing Date and Time: 07 August 2023 at 11:00 am

Bid Validity Period: 120 days.

TENDER BOX ADDRESS:

AgriSETA House

529 Belvedere Street, Arcadia, 0083

P O Box 23378, Gezina, 0031

TEL: 012 301 5600

EMAIL: quotations@Agriseta.co.za

WEBSITE: www.agriseta.co.za

1. INTRODUCTION

The Agriculture Sector Education Training Authority (AgriSETA) is listed as a schedule 3(a) public entity in terms of the PFMA. The entity was enacted through the Skills Development Act of 1997 Chapter 3, Section 9. Various legislative frameworks govern the SETA operations and includes the following:

- Higher Education Act, 1997 (Act No. 101 of 1997) (HE Act)
- National Student Financial Aid Scheme Act, 1999 (Act No. 56 of 1999) (NSFAS Act)
- National Qualifications Framework Act, 2008 (Act No. 67 of 2008) (NQF Act)
- Skills Development Levies Act, 1999 (Act No.9 of 1999) (SDL Act)
- Public Finance Management Act
- All related Regulations of this Acts
- National Treasury Regulations
- National Treasury Frameworks for Strategic Plans (SP) and Annual Performance Plans (APP)

AgriSETA was established in 2005 after the merger between Primary Agriculture Education and Training Authority (PAETA) and the Sector Education Training Authority for Secondary Agriculture (SETASA) by the Minister of Labour.

AgriSETA's mandate is to enable skills development in the Agricultural sector, in line with the National Skills Development Plan (NSDP 2030), with an aim of ensuring that the agriculture sector has a skilled workforce. AgriSETA delivers skills development interventions through various Learning Programmes, namely, Learnerships, Skills programmes, Mentorship, Internship, Artisan Development, Graduate Placement (GP), Commodity organisations, co-operatives and small-business support, new venture creation, Bursaries and Adult Education and Training (AET).

AgriSETA further provides research-informed skills development for the agricultural workers, both employed and unemployed as well as students within faculties of agriculture in various HEI. The research feeds into AgriSETA planning documents, namely: Sector Skills Plan (SSP) which describe the skills that are in demand and identifies Sectoral Priority Occupations and Interventions for skills development, Annual Performance Plan (APP) and Strategic Plan (SP) in line with the National Skills Development Plan (2030). These planning documents are crucial for disbursement of Discretionary Grants.

2. INVITATION

AgriSETA invites public higher education institutions and/or research councils/institutions to submit proposals for the establishment of a Research Chair within AgriSETA. Interested and eligible institutions are requested to submit their proposals to AgriSETA. The contract is for the duration of thirty-six (36) months.

2.1 SUBMISSION OF PROPOSALS

2.1.1 Bidders must submit one (1) original, two (2) copies and one (1) soft copy (in a memory stick) of their bid proposal. Price Proposals must be submitted separately from the technical proposal. Bid response documents must be deposited in the bid box situated at the address below, for the attention of:

Name: SCM Manager

Physical Address:

AgriSETA Offices

No: 529 Belvedere Street Arcadia

Pretoria

0001

Queries may be sent to: quotations@agriseta.co.za

2.1.2 Documents must be clearly labelled as “Original” and “Copy”.

2.1.3. The bid proposal must be accompanied by the bidder’s company profile.

2.1.4. All SBD forms must be completed and signed.

3. PURPOSE AND OBJECTIVES

The main purpose of appointing a research chair is to strengthen the research knowledge that guides AgriSETA planning documents for skills development.

The main objectives of appointing a Research Chair are to:

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- provide technical research support to AgriSETA to ensure that relevant and credible research is carried out.
- Establish a system for labour market intelligence gathering and information for the sector.
- Develop a framework, tools, approaches, and methodologies based on best practice for monitoring and evaluation (M&E) for use within and across the sector.
- Undertake skills development research relating to the Agricultural Sector, including impact studies on behalf of AgriSETA.
- Assist in developing and driving the implementation of the AgriSETA research agenda.
- Provide technical support and capacity to AgriSETA to deliver on sector focused research.
- Strengthen and improve the research capacity of AgriSETA to produce high quality research.
- Provide skills transfer to AgriSETA internal researchers.
- Obtain shared access to library resources, journal resources, and statistical analysis tools recommended by the research chair.

4. PROJECT SCOPE, REQUIREMENTS AND DELIVERABLES

4.1. Project Scope

AgriSETA intends to appoint a research chair and is seeking submissions from public Higher Education Institutions and Research Councils that have the knowledge, skills, and resources necessary to oversee a research chair. The duration of the contract will be three years, the SLA will be signed by both parties.

4.2. Requirements:

The bidder must meet the following requirements for eligibility:

- Have members who have conducted and published social sciences research in peer reviewed journals, with interest in continued contribution to bodies of knowledge.
- Understanding of the Skills Development landscape

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- Strong understanding of research designs inclusive of both qualitative and quantitative studies
- Have the knowledge, skills, and resources necessary to oversee a research chair.
- Capability to document and disseminate research reports to internal stakeholders and externally through Research Colloquiums and Webinars.

4.3. Proposal requirements

4.3.1 The proposal should be structured detailing which includes the following (responding to functionality):

- Profile of the entity
- Experience of the entity (testimonials of similar work done in the past 5 years)
- How the entity plans to deliver on the scope of work
- How the entity aims to strengthen existing AgriSETA Research capacity (plans on capacitating the team)
- Profiles of the research chair team
- Breakdown of cost for research chair for a period of 3 years.

The interested entities are not provided with specific research that they will be expected to conduct over the 3-year period. Therefore, the cost breakdown will be for administrative costs that the entity will charge AgriSETA.

- The proposal should respond to objectives on section 3.
- All proposals must be signed on behalf of the institution by authorized personnel, showing the name and the title of signatories.

4.3.2 The proposal should consist of the following:

- Detailed research plan and the proposed approach and methodology in establishing and running the Research Chair – outlining aims, objectives, scope of work, budget allocation, outcomes, and deliverables, infrastructure(resources), expertise in relevant research areas, capacity to support AgriSETA Research unit team.

- Exhibit knowledge of the service to be provided.
- Information on institution/research unit such as research unit focus areas, capacity of unit
- Profile which shows extensive experience in undertaking large-scale research projects
- Proof of competence in a form of qualifications and a list of previous projects undertaken in the past with CVs and qualifications of all team members (The Project Manager should possess at least/minimum of an NQF level (10) qualification with six (6) years' experience in social sciences research and Other team members – Must have at least NQF level 9 with 3 years' experience.
- Letter of endorsement by the research institution.
- Excellent understanding of the relevant skills development and related legislation, including the Skills Development Act, the Skills Development Levies Act, the National Qualifications (NQF) Act, the SETA Grant Regulations of December 2012 as amended, The White Paper on Post School Education and Training, National Skills Development Plan (NSDP), The National Development Plan (2030) and other AgriSETA sector specific legislation.
- Access to resources and infrastructure arrangements (Organizational structure, systems)
- Relevant experience and capacity to host a Research Chair
- Research project plan and budget for holding a research chair.
- The institution provides letters of recommendation or testimonials for comparable work accomplished within the last five years.
- The quality assurance plan should also present issue/risk management techniques.

4.4. Deliverables

- a) Develop research tools for various research studies identified by the industry representatives.
- b) Cleaning and analysis of Annexure 2 (WSP/ATR) data
- c) Design research studies from inception
- d) Produce and publish research outputs.
- e) Submission of raw data

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- f) Strengthen AgriSETA research agenda.
- g) Strengthening of AgriSETA Monitoring & Evaluation tools and measuring impact of skills development interventions.
- h) Strengthen the processes of developing the AgriSETA Sectoral Priority Occupations and Interventions list.
- i) Dissemination of information through presentations to management and stakeholders

A Service level Agreement detailing all deliverables and outputs will be signed with the appointed research chair members, and performance will be reviewed annually to determine continuation.

5. EVALUATION CRITERIA

The following evaluation method will be used:

- After the closing date of the invitation, an appointed evaluation committee of AgriSETA officials and possibly other external parties will evaluate the proposals of the interested entities.

All proposals submitted will be evaluated into two categories:

- Functionality (technical content)
- Price and Specific Goals

Bids will be evaluated using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R2000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 80 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for Specific goals. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) attached to this document

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

5.1 Functional Requirements

NOTE: Only evidence from the bidding company will be considered for the evaluation criteria below. Evidence of a sub-contractor that the bidding company intends to subcontract to will not be considered unless the bidding company has entered into a valid joint venture agreement signed by both parties as outlined in the conditions of the tender.

With regards to technical / functional requirements, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the tables below:

SCALE LEVEL DESCRIPTIONS	SCALE
No relevant response or information given to enable evaluation	0
<u>Very poor</u> response based on expected standard	1
<u>Poor</u> response based on expected standard	2
<u>Average</u> response based on expected standard	3
<u>Good</u> response based on expected standard	4
<u>Excellent</u> response based on expected standard	5

Points Breakdown:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
<p>Detailed proposal indicating the following as per section 4.2 and 4.3</p> <ul style="list-style-type: none"> • Details of journals resources they have subscribed to • Data analysis resources the entity obtained and willing to partner in sharing with AgriSETA. • Outline of plan on skills transfer/capacitation of AgriSETA Research Team, • Plan detailing the role the chair is prepared to play. 	<ul style="list-style-type: none"> • Proposal provides clear outline of the four aspects (Proof of subscription) = 5 points. • Proposal provides less than four details of all the aspects = 0 points • No submission= 0 points 	30
<p>Experience of the bidding institution</p> <ul style="list-style-type: none"> • Institution experience which shows extensive experience in undertaking large-scale (sample of 200 and more) social sciences research projects (Not older than 10 years) • Abstract or executive summary of large-scale social sciences research projects 	<ul style="list-style-type: none"> • Execution of 5 or more large scale(sample of 200 and more) social sciences research projects proven by 5 research abstracts or executive summary (Not older than 10 years) =5 points • Execution of 4 large scale (sample of 200 and more) research projects proven by 5 research abstracts or executive summary (Not older than 10 years) = 4 points • Execution of 3 large scale (sample of 200 and more) research projects proven by 5 research abstracts or executive summary (Not older than 10 years) =3 points 	20

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
	<ul style="list-style-type: none"> • Less than 3 and No submission proven by 5 research abstracts or executive summary (Not older than 10 years) = 0 points 	
<p>Track Record and Experience of the bidding institution</p> <ul style="list-style-type: none"> • Letter of endorsement by the research institution • Five letters of recommendation or testimonials for comparable work accomplished within the last 5 years. <p><i>The letter must have the following details:</i></p> <ul style="list-style-type: none"> ▪ <i>institution letterheads</i> ▪ <i>Project name/description,</i> ▪ <i>The organisation,</i> ▪ <i>The contact's name and details on the referee's Institution.</i> <p>Letters that fail to meet the details above will not be considered.</p>	<ul style="list-style-type: none"> • Letter of endorsement by the research institution and five testimonials (showing customer satisfaction) for execution of 5 or more comparative projects = 5 points • Letter of endorsement by the research institution and four testimonials for execution of 4 comparative projects = 4 points • Letter of endorsement by the research institution and three testimonials for execution of 3 comparative projects = 3 points • No letter of endorsement; Less than 3 testimonials for comparative projects and no submission = 0 points 	15

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
<p>Project leader: Academic qualifications</p> <p>Submit CV of the project team leader with six or more years of experience, together with the list of published articles.</p> <p>NQF level 10 qualification in social sciences research.</p> <p><i>CV with no relevant certified qualification and experience will not be considered. Note that foreign qualifications must be evaluated and approved by SAQA for the Institution to be eligible for points.</i></p>	<p>NQF level 10, CV with at least 6 years' relevant experience in social sciences research and with the list of published articles = 5 points,</p> <p>NQF level 10, CV with at least 5 years' relevant experience in social sciences research and with the list of published articles = 4 points,</p> <p>NQF level 10, CV with at least 4 years' relevant experience in social sciences research and with the list of published articles = 3 points,</p> <p>NQF level 10 and relevant experience less than 4 years and with or without submission of published articles = 0 Points</p>	20
<p>Project teamwork experience</p> <p>Submit CV of the 3 or more project team members with three or more years of experience, together with the list of projects completed.</p> <p>NQF level 9 qualification in social sciences research.</p> <p><i>CV with no relevant certified qualification and experience will not be considered. Note that foreign qualifications must include an approval and evaluation by SAQA for the Institution to be eligible for points.</i></p>	<p>Three or more members with more than three (3) years' relevant experience in the CVs and relevant NQF level 9 Qualifications = 5 points</p> <p>Three members with (2) years relevant experience in the CVs and NQF level 9 Qualifications = 4 points</p> <p>Three (3) members with (1) year of relevant experience in the CVs and NQF level 9 Qualifications = 2 points</p> <p>Less than 3 members with no relevant experience and qualification less than NQF level 9 and No submission = 0 points</p>	15

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Total for functionality		100
Minimum Threshold Score		80

NB* CVs and qualifications of each project team member should be well labelled, and role linked to the project team structure indicated. The documents for each project team member should be well packaged starting with the CV, qualifications of each member etc.

Bidders who score 80 (average) points and above will be considered in phase 2 of the evaluation.

The 80/20 points system will be used when evaluating this Request for Proposal.

Phase 2 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
Specific Goals	20
TOTAL	100

6. PAYMENT TERMS

AgriSETA undertake to pay valid invoices in full, within 30 (thirty) days from date of receipt of the invoice, for work done to its satisfaction. No payment will be made where there is outstanding information, until that outstanding information is submitted and the deliverable has been successfully submitted to the SETA. AgriSETA shall not pay for any unproductive or duplicated time spent by the service provider on any assignment as a result of staff changes or redrafting of reports

7. CONDITIONS OF TENDER

The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**

- AgriSETA may at its own discretion vary an instruction to include more work or to reduce the work.
- If any conflict of interest is discovered during the assignment, AgriSETA reserves the right to summarily cancel the agreement and demand that all the information, documents, and property of AgriSETA be returned forthwith.
- AgriSETA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by AgriSETA.
- Bidders shall not issue any press release or other public announcement pertaining to the details of their project without the prior written approval of AgriSETA.
- Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. AgriSETA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which AgriSETA is prepared to enter a contract with the successful Bidder(s).
- The bidder submitting the General Conditions of Contract to AgriSETA together with its bid, duly signed by an authorised representative of the bidder.
- Bidders must be registered in the National Treasury Central Supplier Database (CSD) and must submit CSD report with a tax compliant status with their proposal.

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- Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of AgriSETA.
- Disputes that may arise between AgriSETA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- The bidder must submit the total bid price inclusive of vat and must be fixed for the duration of 3 years. The price proposal must cover all the AgriSETA requirements in line with the scope of work, failure to meet this requirement will result in disqualification of the bidder. The Price submitted must be verified thoroughly by the bidder and will be used as a FINAL OFFER by the bidder.
- Once the Bid has been submitted to AgriSETA within the bidding period, the bidder will not be allowed to amend the Bid Price Offer.
- Completion of the Standard Bidding Documents below stated is mandatory, failure to do so will render your bid offer invalid.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. AgriSETA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Agreements must be signed by both parties involved.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. Agreements must be signed by both parties involved.
- The bidder must submit their bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. Competitors sub-contracting to each other is prohibited and both bidders will be disqualified, except partners in a joint venture or consortium.

- Joint venture agreements pertaining to the bid in question must be attached and signed by both parties.
- Submit Company registration documents and Company Profile
- Bidders must complete section 4 of the AgriSETA SBD 6.1 attached to this bid document.
- Please complete and submit the following (as attached) with your bid proposal:
 - Tax compliant CSD report/ tax pin
 - SBD 4
 - SBD 6.1
- Evidence to be submitted by EME's/QSE's: A certificate issued by a registered auditor, accounting officer or an accredited verification agency, or sworn affidavit.
- The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certify ID copy of Directors or Shareholders. Including company profile.
- Bidders that wish to claim points for preferential procurement must do so by completing the relevant AgriSETA SBD6.1 form and provide necessary proof for points claimed when submitting their quotation/proposal/bid.
- In the event that a bidder did not complete the SBD 6.1 form, or they indicated that they do not wish to claim the preferential procurement the bidder is not disqualified. Such bidder will obtain points scored on price only and "0" for the preferential procurement.
- In case of a Joint Venture, a tenderer may not be awarded points for specific goals if both companies do not qualify for points for each specific goals. The highest points claimed between the two companies will be considered. Evidence as described in the SBD6.1 for points claimed must be submitted for each company in the Joint Venture.

13. CONFLICTS OF INTEREST, CORRUPTION AND FRAUD

- AGRISETA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the

bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of AGRISETA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid.
- seeks any assistance, other than assistance officially provided by AgriSETA, from any employee, advisor or other representative of AgriSETA in order to obtain any unlawful advantage in relation to Bid Invitation.
- makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of AgriSETA's officers, directors, employees, advisors or other representatives.
- accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to AgriSETA.
- pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to AgriSETA.
- has in the past engaged in any matter referred to above; or
- has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury