
TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A SURVEY OF PUBLIC PERCEPTIONS OF NUCLEAR ENERGY FOR THE DEPARTMENT OF ENERGY, HEAD OFFICES AT 192 VISAGE STREET, CORNER PAUL KRUGER AND VISAGIE STREET FOR A PERIOD OF TWELVE (12) MONTHS

1 BACKGROUND

- 1.1 One of the *Nuclear Energy Policy of 2008* principles for nuclear energy use in South Africa is to commit Government in creating programmes to stimulate public awareness and inform the public about the nuclear energy programme.
- 1.2 The South African nuclear energy programme is made up of various projects including a power station, a research reactor, a nuclear waste storage facility, various communication and stakeholder engagement activities, some manufacturing facilities, various services linked to operations and maintenance of above-mentioned facilities. The implementation of these projects is throughout the country, but mainly concentrated in the Western Cape and Gauteng provinces.
- 1.3 In order to ensure that Government nuclear public awareness programmes are relevant, measurable, effective, efficient, respond to the needs of the public and derive maximum value for the country, one of the tools that is utilised is a survey of public perceptions about nuclear energy.

2 OBJECTIVES

- 2.1 The overall objective of this project is to conduct a survey of opinions amongst the South African population on various aspects of the South African nuclear energy programme, with the aim of providing a more detailed understanding of both the extent and nature of knowledge and attitudes.

3 SCOPE OF WORK

- 3.1 Through conducting the survey, the successful service provider is expected to cover the following content:
 - 3.1.1 Knowledge level of nuclear technology;
 - 3.1.2 Overall opinion of nuclear technology (benefits/risk, support);
 - 3.1.3 Overall opinion of nuclear energy (benefits/risks, future energy preferences);
 - 3.1.4 Nuclear Safety (opinions on risk, nuclear waste storage, government and nuclear safety authority efforts);
 - 3.1.5 Trusted sources of information on nuclear energy and technology;
 - 3.1.6 An overall assessment of nuclear energy and technology.
- 3.2 The bidder should quote based on twenty-five (25) survey questions to be agreed upon with the successful service provider for project implementation.

4 DELIVERABLES

- 4.1 The successful service provider will be required to deliver documents reporting on its work in conducting a survey on public perceptions of nuclear energy in South Africa. Below are the delivery phases of the project:
 - 4.1.1 **Phase 1:** Report 1 – 1st quarterly report on the progress made in conducting the survey on nuclear perceptions.
 - 4.1.2 **Phase 2:** Report 2 – 2nd quarterly report on the progress made in conducting the survey on nuclear perceptions.
 - 4.1.3 **Phase 3:** Report 3 – 3rd quarterly report on the progress made in conducting the survey on nuclear perceptions.
 - 4.1.4 **Phase 4:** Report 4 – 4th quarterly report on the progress made in conducting the survey on nuclear perceptions. This phase also envisages the development of Report 5 which must cover i) the consolidation of all previous reports, ii) a detailed analysis of all questions to formulate overall public opinions and iii) a presentation of the outcomes of all project phases.

5 PAYMENTS

5.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made according to the delivery of milestones that will be agreed upon by both parties and receipt of an original invoice.

5.2 The Department will utilise the following schedule of payments:

Item no.	Deliverables	Percentage
1	Phase 1 - 1 st quarterly report on the progress made in conducting the survey on nuclear perceptions	10%
2	Phase 2 - 2 nd quarterly report on the progress made in conducting the survey on nuclear perceptions	40%
3	Phase 3 – 3 rd quarterly report on the progress made in conducting the survey on nuclear perceptions	30%
4	Phase 4 - 4 th quarterly report on the progress made in conducting the survey on nuclear perceptions This phase also envisages the development of Report 5 which must cover i) the consolidation of all previous reports, ii) a detailed analysis of all questions to formulate overall public opinions and iii) a presentation of the outcomes of all project phases.	20%

6 REPORTING REQUIREMENT AND PROGRESS MEETINGS

- 6.1 It is envisaged that the Department will require an initial meeting with the successful bidder(s) to agree on the project process and options to be investigated.
- 6.2 Progress meetings shall be held as and when necessary, but at least once a quarter. These meetings will be held at a yet-to-be identified venue in Pretoria and are expected to be attended by representatives of the Department and the successful service provider. Where possible and appropriate, conference calls shall be held to facilitate such meetings.
- 6.3 The successful service provider shall submit to the Department, progress reports and any presentations, as a minimum, on a bi-weekly basis, to allow the Department to keep track of project progress. These progress reports and any presentations must reflect on the achievement of the project milestones/tasks and must be written in English. It is permitted to transmit these progress reports and any presentations to the Department electronically (e.g. WORD/POWERPOINT versions) and hard copy, however the final report and any presentation must be bound and provided in hard copy format, with a total of three (3) copies.

7 CONTRACT PERIOD

- 7.1 A contract will be entered into between the Department and the successful service provider for a period of **twelve (12) months**.

8 COMPULSORY INFORMATION SESSION

- 8.1 A compulsory briefing session will be held at the following Department of Energy offices, 192 Corner Paul Kruger and Visagie Streets, Pretoria on **4 February 2020 at 10h00**.

9 TAX CLEARANCE CERTIFICATE

- 9.1 The potential service provider must ensure compliance with their tax obligations.

- 9.2 The potential service provider is required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 9.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 9.4 The potential service provider may also submit a printed TCS together with the proposal.
- 9.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 9.6 Where no TCS is available but the potential service provider is registered on the central supplier database (CSD), a CSD number must be provided.

10 SECURITY BACKGROUND CHECKS

- 10.1 The Department reserves the right to conduct security background checks on any of the service provider team members, its Directors and Staff. The appointment of a service provider will be subject to positive security screening and vetting results.

11 INTELLECTUAL PROPERTY, OWNERSHIP, DECLARATION OF CONFLICT OF INTEREST AND CONFIDENTIALITY

- 11.1 The Department will take copyright ownership of the developed documentation, methodology, results and any other related information generated during the execution of this project.
- 11.2 All project reports and presentations should have the Department's logo and it is expected that the successful service provider understands that the Department has a full right to utilise any of this project deliverables in any manner it deems fit during and post project implementation.
- 11.3 The successful service provider is expected to retain confidentiality of information generated during the implementation of this project, including project planning, administration and execution of the project.

11.4 A bidder must disclose any realised and potential conflict of interest with respect to the execution of this project.

12 TERMS AND CONDITIONS

12.1 The General Conditions of the Contract that will be entered into between the Department and the successful service provider must be accepted as these are issued by National Treasury and are non-negotiable.

12.2 In the event that the contracted service provider offers a service in collaboration with another service provider in a form of a sub-contract, the Department of Energy will only recognise the contracted service provider as the provider of such service, thus all payment arrangements or penalties arising from any of the terms of the contract will apply directly to the main contractor in terms of the standing contract.

12.3 Once the letter of appointment has been issued to a successful service provider, the service provider shall be expected to enter into a Service Level Agreement with the Department of Energy.

12.4 The service provider will sign a confidentiality agreement regarding the protection of the Department of Energy information that is not in the public domain.

12.5 The successful service provider will be required to submit payment schedule providing projections for the period of twelve (12) months on work performed

12.6 The service provider will provide a single overall project manager for this project.

13 EVALUATION METHODOLOGY

13.1 Cost

13.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project.

13.1.2 . The total cost must be VAT inclusive and should be quoted in South African currency (i.e. Rands).

13.1.3 The service provider should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.

13.2 Broad-Based Black Economic Empowerment

13.2.1 **Provisions of the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000) as amended in 2017** and its regulation will apply in terms of awarding points.

13.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their quotes, to substantiate their B-BBEE rating claims.

13.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

13.2.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.

13.2.5 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agencies:

13.2.6 Bidders other than Exempted Micro Enterprises (EME), must submit proof of verification agencies accredited by SANAS; and

13.2.7 Bidders who qualify as EME, must submit a sworn affidavit signed by the EME representative, attested by a commissioner of oaths.

13.2.8 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

13.3 Company Experience

13.3.1 Service provider should at least have a minimum of five (5) years experience, a strong background in the field of science and statistics with knowledge and experience in conducting surveys including their planning, design, execution and reporting as well as making presentations on their findings.

13.3.2 The reported experience should be supported by at least five (5) signed reference letters from contactable referees (previous and/or current) indicating that similar service/project was executed.

13.4 Team leader and team members' experience

13.4.1 Team Leader must have eight (8) years work experience in natural sciences/social sciences/statistics, demonstrated through at least three (3) related projects on conducting surveys including their planning, design, execution and reporting as well as making presentations on their findings.

13.4.2 Team members (minimum of 2 required) should have two (2) years work experience in at least one (1) related project on conducting surveys covering any of the following areas: planning, design, execution, reporting and making presentations on their findings.

13.4.3 CV of team leader must be attached to the technical proposal as proof, and should reflect the number of projects executed.

13.4.4 CV's of team members must be attached to the technical proposal as proof, and should reflect the number of projects executed by members.

13.5 Qualifications (expected to be in line with the National Qualifications Framework Amendment Act 12 of 2019)

13.5.1 Team leader must possess a minimum of a Bachelor's degree in disciplines such as natural sciences/social sciences/statistics.

13.5.2 Team members must possess a minimum of a National Senior Certificate (Matric).

13.5.3 Certified copies (stamped, dated and signed) such as (qualifications, professional registration, etc.) must be attached to the proposal as proof. Failure to attach the said documents will result in bidders forfeiting points.

13.6 Project Plan, methodology, approach and management structure

13.6.1 Project implementation plan which is in line with the scope of work to achieve project objectives.

13.6.2 A detailed proposed methodology and approach.

13.6.3 A fit for purpose management structure with roles and responsibilities of team members.

14 EVALUATION CRITERIA

14.1 Bids will be evaluated on **80/20** point system as outlined in the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000) as amended in 2017 with its regulations. The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points.

No	Criteria	Score	Weights
1	<p>Company Experience:</p> <p>a) Service provider should at least have a minimum of five (5) years' experience, a strong background in the field of natural sciences/social sciences/statistics with knowledge and experience in conducting surveys including their planning, design, execution and reporting as well as making presentations on their findings.</p> <p>b) The reported experience should be supported by at least five (5) signed testimonial letters from contactable referees (previous and/or current) indicating that similar service/project was executed.</p>	<p>9 or more years = 5 points 6-8 years = 4 points 5 years = 3 points 3-4 years = 2 points 1 year = 1 point</p> <p>7 or more letters = 5 points 6 letters = 4 points 5 letters = 3 points 4 letters = 2 points 3 letters = 1 points</p>	<p>30</p> <p>20</p> <p>10</p>
2	<p>Team leader and team members' experience:</p> <p>c) Team Leader must have eight (8) years' work experience in natural sciences/social sciences/statistics, demonstrated through at least three (3) related projects on conducting surveys including their planning, design, execution and reporting as well as making presentations on their findings.</p>	<p>10 years or more & more than four related projects = 5 points</p> <p>9 years & four related projects = 4 points</p> <p>8 years & three related projects = 3 points</p> <p>7 years & three projects = 2 points</p> <p>Less than 6 years & three projects = 1 point</p>	<p>20</p> <p>8</p>

	<p>d) Team members (minimum of 2 required) should have two (2) years work experience in at least one (1) related project on conducting surveys covering any of the following areas: planning, design, execution, reporting and making presentations on their findings.</p> <p>e) CV of team leader must be attached to the technical proposal as proof, and should reflect the number of projects executed.</p> <p>f) CV's of team members must be attached to the technical proposal as proof, and should reflect the number of projects executed by members.</p>	<p>5 or more years & three projects = 5 points 4 years & two projects = 4 points 2 years & one projects = 3 points 1 year & one projects = 2 points Less than 1 year & no project = 1 point</p> <p>CV attached with 6 or more projects = 5 points CV attached with 4-5 projects = 4 points CV attached with 3 projects = 3 points CV attached with 2 projects = 2 points CV attached with less than 2 projects = 1 points</p> <p>CVs attached with 4 or more projects = 5 points CVs attached with 3 projects = 4 points CVs attached with 2 projects = 3 points CVs attached with less than 2 projects = 2 points CVs attached with no projects = 1 point</p>	<p>5</p> <p>3</p> <p>4</p>
3.	<p>Qualifications (expected to be in line with the National Qualifications Framework Amendment Act 12 of 2019):</p> <p>i) Team leader must possess a minimum of a Bachelor's degree in disciplines such as natural sciences/social sciences/statistics.</p>	<p>Master's degree = 5 points Honours degree = 4 points Bachelor degree = 3 points Diploma = 2 points Certificate = 1 point</p>	<p>20</p> <p>10</p>

	<p>ii) Team members must possess a minimum of a National Senior Certificate (Matric).</p> <p>iii) Certified copies (stamped, dated and signed) of such as (qualifications, professional registration) must be attached to the proposal as proof. Failure to attach the said documents will result in bidders forfeiting points.</p>	<p>Honours degree or more = 5 points Bachelor degree = 4 points National Diploma (Natural Science/Statistics/Communications) or more = 3 points National Senior Certificate (Matric) = 2 points Qualification rated at NQF level 2 or 3 (SAQA) = 1 point</p> <p>Stamped, dated and signed copies (qualifications, professional registration) of all team members attached = 5 points</p> <p>Stamped, dated and signed copies (qualifications, professional registration) of more than 80% of the team members attached = 4 points</p> <p>Stamped, dated and signed copies (qualifications, professional registration) of more than 60% of the team members attached = 3 points</p> <p>Stamped, dated and signed copies (qualifications, professional registration) of more than 50% of the team members attached = 2 points</p> <p>No certified copies attachment = 1 point</p>	<p>3</p> <p>7</p>
4	<p>Project Plan, methodology, approach and management structure:</p> <p>i) Project implementation plan in line with the scope of work to achieve project objectives.</p>	<p>A clear and detailed project plan with milestones, activities, tasks, timelines, estimated budget = 5 points</p> <p>A clear and detailed project plan with milestones, timelines, estimated budget = 4 points</p>	<p>30</p> <p>15</p>

	<p>ii) Proposed methodology and approach.</p> <p>iii) Management structure with roles and responsibilities of team members.</p>	<p>A generic project plan with milestones and timelines and estimated budget = 3 points</p> <p>A generic project plan with milestones = 2 points</p> <p>No project plan attached = 1 point</p> <p>Detailed methodology and approach provided indicating creativity for Department added value = 5 points</p> <p>Detailed methodology and approach provided = 4 points</p> <p>Generic methodology and approach provided = 3 points</p> <p>Generic methodology or approach provided = 2 points</p> <p>Methodology and approach not provided = 1 point</p> <p>Clear and tailored-for-project management structure with clear team member roles and responsibilities = 5 points</p> <p>Clear management structure with clear team member roles and responsibilities = 4 points</p> <p>Generic Management structure with team member roles and responsibilities provided = 3 points</p> <p>Management structure provided with no team member roles or responsibilities = 2 points</p> <p>Management Structure not provided = 1 point</p>	<p>8</p> <p>7</p> <p>100</p>
Total			100

For purpose of evaluating functionality, the following values will be applicable:

1=	Very Poor	Will not be able to fulfil the requirements
2=	Poor	Will partially fulfil the requirements
3=	Average	Will be able to fulfil the requirements
4=	Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally

Phase 2: B-BBEE

Price	80
B-BBEE compliance	20

15 FORMAT AND SUBMISSION OF THE PROPOSAL

15.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate bid.

15.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

15.3 A two-envelope system will be used for the evaluation of bidders, first envelope must contain the technical proposal only and the second envelope must contain the price only.

16 CLOSING DATE

16.1 Proposals must be submitted on or before **18 February 2020 at 11H00** at Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy **.No late bids will be accepted.**

17 ENQUIRIES

17.1 All technical enquiries to be directed in writing to:

Mr Zukile Zibi

Tel: 012- 406 7822

Email: Zukile.zibi@energy.gov.za

17.2 All bid enquiries to be directed to:

Ms Keitumetse Pitse / Mr Samuel Msiza

Tel: 012- 406 7742 /7910

Email: Keitumetse.Pitse @energy.gov.za / Samuel.Msiza@energy.gov.za