

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO MANAGE AND RUN THE SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT (SAASTA) NATIONAL SCHOOLS DEBATES FOR A PERIOD OF THIRTY SIX (36) MONTHS.**

## **1. INTRODUCTION**

The National Research Foundation (NRF), through its business unit the South African Agency for Science and Technology Advancement (SAASTA) wishes to appoint a service provider to manage and run its SAASTA National Schools Debates for a period of two years and renewable, starting in 2010.

## **2. BACKGROUND TO THE PROJECT**

Debate is a fun and challenging intellectual activity involving thousands of high-school and university students and other young adults across South Africa each year. The process of preparing for and participating in debates is a very effective way of engaging with scientific information. SAASTA decided to invest in a schools debates project in order to disseminate scientific information on biotechnology and other science themes to learners in high schools around South Africa in an innovative way.

This project allows selected schools from each province to engage in high-level debate about these themes – first in their classrooms, then in their provinces, and ultimately nationally - with the support and assistance of qualified and experienced trainers and adjudicators.

A successful tournament, based on biotechnology themes at Provincial level, and International Year of Planet Earth initiative themes at National Level, was held in 2008.

## **3. AIMS AND OBJECTIVE**

- To engage high school learners with scientific information;
- To disseminate accurate material on the themes to the schools involved in the debates;
- To train learners to become the next generation of science communicators;
- And, to expose learners to potential careers in and related to science, engineering and technology.

## 4. SCOPE OF WORK

4.1 The selected service provider will have to:

**(a) Plan and implement a provincial round of debates involving 10 secondary schools per province. The plan should include:**

- A marketing strategy to inform and invite schools to participate.
- A transparent selection process for selecting the participating schools. A minimum of 10 schools per province need to be selected.
- Team structure: Each team should consist of five members from grades 10 – 12. Three team members will be participating in the debates and two will act as researchers. The two researchers must have science and/or biology as school subject.
- Training programme for the participating learners and educators on best practice in information sourcing. How best to use a library (local or university) as well as training in best practice in online information sourcing will be essential. An incentive should be considered for libraries and/or librarians.
- Distribution plan for information packs on the debating themes (themes and information packs provided by SAASTA) to the participating schools.
- Educator training in the specific style of debating that is proposed, i.e. Karl Popper or World Schools Style. The service provider must motivate the proposed style of debating.
- Plan to create excitement and involvement of as many as possible non-participating learners in each school in the debates, i.e. intra- or interschool debates.
- Adjudicator training.
- Strategy for an eliminating tournament over 2 – 3 days in each province in order to select a team that is to represent their province in a national round of debates. The service provider

will be responsible for all travel, accommodation and refreshments arrangements and costs.

- Suggested prizes, certificates and incentives for learners and schools.
- Media strategy to publicize the SAASTA National Schools Debates.

**(b) Plan and implement a National tournament of SAASTA Schools Debates. The project plan for the national round of debates should include:**

- A national tournament over 4 days where all 9 provincial teams will be participating. Each team should be accompanied by an educator and a high-level adjudicator.
- All travel, accommodation, venue and refreshments - arrangements and costs
- Plan for a job-shadowing activity
- Entertainment
- Appropriate speakers from science community
- Appropriate prizes and incentives for learners and schools
- Time frame for interim and final narrative, qualitative and full financial reporting.

## **5. CONDITIONS OF BID**

- a. SAASTA reserves the right to award part of a tender and not the whole tender
- b. SAASTA reserves the right to withdraw and cancel the tender
- c. SAASTA reserves the right not to accept the tender with the lowest costing
- d. SAASTA reserves the right to sign and conclude a formal contract with a successful bidder
- e. SAASTA reserves the right to require presentations from short-listed bidders wherein they will showcase their applicable expertise, service and references

- f. SAASTA reserves the right to terminate the contract in the event that the service provider does not deliver according to the set requirements
- g. General conditions of contract will be applicable to this bid
- h. Bidders will be expected to attend a compulsory briefing session on 26 October at SAASTA, Ground Floor, Didacta Building, 211 Skinner Street, Pretoria. **Failure to attend will disqualify your bid proposal.**

## **6. CONTRACTUAL PERIOD**

The bid is for a period of thirty six (36) months.

## **7. TERMS OF PAYMENT**

Bidders are to indicate the anticipated payment schedule. It must be noted that SAASTA's terms are 30 days from date of invoice. A detailed budget must accompany the tender documents.

## **8. BID DOCUMENTS**

The following documents must accompany the tender documents:

- a. Project plan for the Provincial and National rounds of SAASTA National Schools debates as set out in the "Scope of Work" above.
- b. Detailed costing of both the provincial and national projects
- c. Updated and original tax clearance certificate from SARS if applicable
- d. Certified copies of certificates of incorporation (as per Close Corporation, Company, or Legal Entity etc.)
- e. Certified copies of last three years' audited financial statements
- f. Company profile and staff complement
- g. References from previous recent clients

## **9. CONTACT PERSONS**

Please contact the following people for technical information:

Mr Lorenzo Raynard: 012 392 9319

Ms Ina Roos: 012 392 9317

For general bidding process and procedures:

Mr Hloki Mabelebele 012 481 4263

## 10. EVALUATION CRITERIA

The tender will be evaluated in accordance with the PPPFA 90/10 principle.  
The tender proposals will be rated on a scale of 0-5.

0-Non compliance, 1-Poor, 2-Average, 3-Good, 4-Very Good, 5-Excellent

NO	ELEMENT	0	1	2	3	4	5	WEIGHT	SCORE
<b>A</b>	<b>PRICE</b>							<b>40</b>	
<b>B</b>	<b>TECHNICAL</b>							<b>60</b>	
	<ul style="list-style-type: none"> <li>Qualifications and experience in undertaking similar work</li> </ul>							20	
	<ul style="list-style-type: none"> <li>Proof of ability to manage and run the provincial and national projects</li> </ul>							20	
	<ul style="list-style-type: none"> <li>Proven experience in project management</li> </ul>							10	
	<ul style="list-style-type: none"> <li>Innovativeness and creativity in setting up training programmes</li> </ul>							5	
	<ul style="list-style-type: none"> <li>Proven experience in media and marketing strategy</li> </ul>							5	
<b>C</b>	<b>EQUITY OWNERSHIP</b>							<b>10</b>	
	<ul style="list-style-type: none"> <li>HDI</li> </ul>							5	
	<ul style="list-style-type: none"> <li>WEO</li> </ul>							3	
	<ul style="list-style-type: none"> <li>DISABILITY</li> </ul>							2	