



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

**Chief Directorate: Supply Chain and Facilities Management**

**Directorate:** Demand and Acquisition Management; **Sub-Directorate:** Acquisition Management

184 Jeff Masemola Street, PRETORIA, 0001; Private Bag X833, PRETORIA, 0001

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### **ADDENDUM 01**

## **APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A SOUTH AFRICAN GEOSPATIAL INFORMATION MANAGEMENT STRATEGY WITHIN A PERIOD OF EIGHTEEN (18) MONTHS.**

**BID NUMBER: 5/2/2/1- DALRRD 0006 (2023/2024)**

### **Index**

1. Kindly note the change on the mandatory requirements on paragraph 7.3 on page 33 of 50 on the bid document. The requirement to attach a copy of a valid certificate has been amended as per attached document.
2. The evaluation criteria have been amended under the following criterion:
  - 2.1 - Research Specialist
  - 2.2 - Economic Modelling Specialist
3. Attached herewith find the amended documents highlighting the changes.

**ACCEPTANCE AND INCORPORATION OF ADDENDUM**

I/We accept that Addendum No 1 forms part of the Tender Documents.

I/We confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our Tender No. **5/2/2/1 DALRRD-0006(2023/2024).**

SIGNED ON BEHALF OF THE TENDERER..... :

NAME OF SIGNATORY (BLOCK LETTERS)..... :

NAME OF TENDERER (BLOCK LETTERS)..... :

TENDERER'S ADDRESS : .....  
.....

TENDERER'S TEL NO : .....

TENDERER'S FAX NO : .....

SIGNATURES OF WITNESSES : 1. ....  
2. ....

NAMES OF WITNESSES (BLOCK LETTERS) : 1. ....  
2. ....

DATE : .....



**Branch: Spatial Planning and Land Use Management (SPLUM)**

Private Bag X954, Pretoria, 0001; Tel: 012 312 8016: New Building, 600 Lilian Ngoyi Street, Berea Park, Pretoria; Website: [www.dalrrd.gov.za](http://www.dalrrd.gov.za) || [www.sasdi.gov.za](http://www.sasdi.gov.za)

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**1. PURPOSE**

- 1.1. The National Spatial Information Framework (NSIF), a Directorate within the Branch: Spatial Planning and Land Use Management (SPLUM) request the appointment of a service provider to develop a South African Geospatial Information Management Strategy for the period of eighteen (18) months.

**2. BACKGROUND**

- 2.1. The Spatial Data Infrastructure Act (SDI Act), no 54 of 2003 was promulgated in 2003 to facilitate the management of geospatial information in the country. The SDI Act came into operation in phases from 2006 and only came into full operations in 2015.
- 2.2. In its inception, the SDI Act sought to advance unimpeded access to and use of geospatial information held by the State for effective and efficient governance, planning and decision making. The focus therefore has always been geared towards access to geospatial information under the custodianship of the State and less on other geospatial information.
- 2.3. The Spatial Data Infrastructures (SDIs) have, however, evolved for example:
- Location is now central to decision-making. The traditional SDIs that are based on defined custodianship, catalogues and portals are no longer sufficient to incorporate the needs of wider and diverse user communities.
  - Technological advancements have made it possible for near real time access and application of geospatial information.



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- Usage of geospatial information is no longer limited to geospatial experts, and the requirements for geospatial information has changed. More and more digital devices are geo-enabled allowing for a range of applications developed to capture and utilise geospatial information.
- 2.4. There is therefore a need for the country to revisit its approaches to geospatial information management approaches to ensure that it is responsive to the changing nature of modern society.
- 2.5. The Department as requested by the Committee for Spatial Information (CSI), established in terms of the SDI Act, has initiated a project to define a new geospatial information strategy for South Africa (hereafter referred to as the Strategy). This path will guide the development of the information to ensure that it is responsive to the needs of the country now and into the future. It is anticipated that the Strategy will assist amongst others in:
- Improving the contribution of the geospatial sector in the country's Gross Domestic Product (GDP). Note that the contribution of the sector is currently not measured.
  - Promoting the development and establishment of new small and medium enterprises that will drive geospatial innovations.
  - Developing a framework to promote public and private partnerships.
  - Positioning the use of geospatial information at the centre of decision-making.
  - Taking advantage of the rapid advancement in technology.
- 2.6. In order to achieve the objectives stated above, the CSI has resolved that the Strategy aligns with the United Nations Integrated Geospatial Information Framework (UN-IGIF). The framework provides a basis for the development, integration, strengthening and maximizing geospatial information management and related resources in all countries. It will assist countries in bridging the geospatial digital divide, secure socio-economic prosperity, and to leave no one behind. The Strategy should align with the framework.
- 2.7. The development of a strategy should be responsive to the National Development Plan (NDP) 2030 which recommends the establishment of the National Observatory for geospatial data and analysis. The Strategy development forms the basis and should provide the basis for the establishment of the National Observatory for geospatial data and analysis.
- 2.8. The final outcome of the project shall be a national geospatial information



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management strategy. The Strategy will provide the basis for the management of geospatial information as “national digital currency” into the future. The strategy will be signed off by the CSI and will be presented to Cabinet for adoption through the Minister of Agriculture, Land Reform and Rural Development.

### **3. SCOPE AND DEFINITION OF WORK**

- 3.1. The successful bidder shall be responsible for developing a South African Geospatial Information Management Strategy (SAGIMS) 2025 - 2030 document that aligns with the United Nations Integrated Geospatial Information Framework (UN-IGIF) and responsive to the country’s developmental goals. The strategy should include amongst others:
  - 3.1.1. An analysis and description of current geospatial environment in the country in the public (organs of state), academia and private sector. The analysis should incorporate amongst others the key components of IGIF.
  - 3.1.2. An analysis of the geospatial information needs and gap analysis against all relevant plans and priorities of the country.
  - 3.1.3. Stakeholder matrix and engagement plan.
  - 3.1.4. A costed implementation plans.
  - 3.1.5. A proposal of the funding models to achieve the strategy.
  - 3.1.6. Prioritisation of activities over short-, medium- and long-term plan.
  - 3.1.7. A proposed change management plan; and
  - 3.1.8. Defining the role of public, academia and private sector in the implementation of the strategy.
- 3.2. The development of the strategy must be done in a consultative manner involving all stakeholders (public, private and academia) impacted the use of geospatial information and the users of geospatial information.
- 3.3. The strategy must be futuristic and take into cognisance the application and development of geospatial information in new areas of work. An agile and futuristic strategy will also allow the country to take advantage of opportunities as they arise, helping them to stay ahead of the rapidly evolving technologies and applications. In today's rapidly changing environments, an agile and forward-looking strategy is not just a nice-to-have, it is a crucial element of success.

### **4. DELIVERABLES**

At the completion of the project, it is expected that the successful bidder would have submitted:

- 4.1. A final digital and unencrypted approved report of each project phase as proposed in



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section 5 below.

- 4.2. A final 100 x high quality and well-designed hard copies of the SAGIMS 2025 - 2030 document.
- 4.3. A final 100 x high quality and well-designed hard copies of the SAGIMS 2025 - 2030 summary document.
- 4.4. A digital and unencrypted copy of the South African Geospatial Information Strategy and the summary documents.
- 4.5. Socio-economic impact assessment report for Cabinet processes
- 4.6. Digital Pamphlets and brochures
- 4.7. Twelve physical consultation sessions and presentations on the final strategy with at least one consultation at each province.
- 4.8. One HTML and JavaScript version of the document for publication on the website.

**5. PROJECT PHASES AND TIMEFRAMES**

<b>FINALISED OUTCOMES</b>	<b>PERCENTAGES %</b>	<b>DURATION</b>
<p><b>Inception Report</b></p> <ul style="list-style-type: none"> <li>• The report should be inclusive of the project plan.</li> <li>• The report should include a clear Project governance structure for the implementation of the project plan.</li> <li>• risk management and stakeholder matrix and engagement plan.</li> </ul>	5%	1 month
<p>✓ <b>Literature review report</b> (Setting the scene)</p>	15%	3 months
<p>✓ <b>Geospatial Information Management “As Is” report.</b></p> <ul style="list-style-type: none"> <li>• The report should define the current and desired (or future) situational assessment</li> </ul>		



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FINALISED OUTCOMES	PERCENTAGES %	DURATION
<p>✓ <b>Situational Analysis Report</b></p> <ul style="list-style-type: none"> <li>• Baseline survey</li> <li>• Environmental Scanning and Analysis (understanding the national situation)</li> <li>• Gap Analysis Matrix</li> <li>• Needs Assessment and Gap Analysis Report</li> </ul>	25%	5 months
<p>✓ <b>Report on proposed Strategic Options</b></p> <ul style="list-style-type: none"> <li>• Define Strategic Pathway Actions and Sub Tasks and Conduct cost-benefit analysis for each pathway</li> </ul>	10%	2 months
<p>✓ <b>Draft Strategy</b></p> <p>The draft strategy should include:</p> <ul style="list-style-type: none"> <li>• Vision, Mission and Goals</li> <li>• Strategic Alignment and Benefits (Value proposition)</li> <li>• Country-level Action Plan and/or Implementation Plan</li> <li>• Budget Estimations</li> <li>• Metrics and performance indicators to measure the effectiveness of the strategy and to ensure ongoing improvement.</li> </ul>	25%	4 months
<p>✓ <b>Final Report</b> – SAGIMS to be signed off the CSI</p>	15%	3 months
<p><b>Retention</b></p>	5%	1 month later

✓ **Includes stakeholder engagement sessions with all organs of state, academia, and the private sector.**

**6. DURATION**

6.1. The project is expected to run for a period of eighteen (18) months.

**7. MANDATORY REQUIREMENTS**



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Failure to adhere to the following conditions will disqualify the bidder's proposal:

- 7.1. Fully completed pricing schedule. A fully completed pricing schedule on the prescribed template must be submitted. (i.e., **SBD 3 – pricing schedule**) **(NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED SBD3.3)**.
- 7.2. Bidders must attend a compulsory briefing session, Failure to attend the briefing session will result in disqualifications.
- 7.3. The Project Leader must be registered with the South African Geomatics Council in the Geomatics Professional: GISc Practitioner Category or SACNAPS as Geospatial Scientist **(attach copy of a certificate)**

## **8. CONTENTS OF THE PROPOSAL**

- 8.1. A clear and concise project proposal, covering the aspects listed below, is required;
  - 8.1.1. An executive summary.
  - 8.1.2. A project plan.
  - 8.1.3. The proposed methodology should indicate a detailed approach on how each phase will be executed.
  - 8.1.4. A profile of each employee/company working on the project, with clear references to similar and related work undertaken in the past, with clear evidence of participation in and/or management of certain projects in the past, which bears relevance to the work at hand. Clear indications of actual roles and responsibilities must be presented with verifiable proof.
  - 8.1.5. The names and CV's containing detailed information of the relevant experience of each person who will be directly contributing to the project, and their roles therein.
  - 8.1.6. The following technical information must be submitted with the Bid proposal:
    - i. Years of experience of each resource;
    - ii. Relevant professional experience during the last five years;
    - iii. Organisational, managerial and technical ability;
    - iv. Full CVs of members of the Team;
    - v. Client References; and
    - vi. Professional Affiliation.
  - 8.1.7. The approach should be cost-saving, yet achieve the highest value for money.
  - 8.1.8. Evidence and documentary proof of professional qualification, registration and affiliation. For instance, if a team member is a registered Geomatics Practitioner, a





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copy of the registration with the South African Geomatics Council (SAGC) is required.

8.1.9. Any shortcomings in the study specifications, how these ought to be addressed and the cost implications thereof.

8.1.10. All inclusive costing model.

**9. FINANCIAL MANAGEMENT**

9.1. With regards to the financial implications for the project, service providers are expected to submit a clear costing schedule for the project. Amongst others, the following information should be provided:

9.1.1. A maximum price (ceiling price, VAT inclusive) for the project as a whole that shall not be exceeded unless the scope and timeframe are extended by prior written consent from the relevant authorities;

9.1.2. When required to perform duties away from the service provider's Offices, the service provider will be expected to travel and book accommodation at its own costs (travel and accommodation should be included in the pricing schedule).

9.2. The service provider will be paid according to deliverables successfully achieved in each phase, to the satisfaction of the steering committee, as set out in paragraph 5.

9.3. The service provider should submit a financial proposal separate from the technical proposal.

9.4. The successful service provider will be required to sign a contract of appointment and a service level agreement with the Department.

**10. REQUIRED COMPETENCIES**

The Department is looking for a service provider who is suitably qualified and has knowledge and understanding of geospatial data infrastructures.

**11. UNDUE DELAY REMEDIES**

11.1. Should it be found that the service provider delays the project unreasonably, for each 5 (five) day period, or other stipulated period, there shall be a penalty in terms of percentages which will be deducted from the payment as indicated below:

Milestone	% Payment	5 days overdue	10 days over-due	15 days over-due	30 days over-due	More than 30 days over-due
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Phase 1:	5%	15%	25%	50%	75%	100%
Phase 2:	15%	15%	25%	50%	75%	100%
Phase 3:	25%	15%	25%	50%	75%	100%
Phase 4:	10%	15%	25%	50%	75%	100%
Phase 5:	25%	15%	25%	50%	75%	100%
Phase 6:	15%	15%	25%	50%	75%	100%
Retention	5%	15%	25%	50%	75%	100%
Total	100%					

- 11.2. The Department of Agriculture, Land Reform and Rural Development (DALRRD) shall withhold 5% of the total project cost should late delivery occur.
- 11.3. The service provider shall forfeit the total payment per phase should the project be delayed for longer than 30 days after the due date for that phase.
- 11.4. The service provider may apply for a delivery date extension for any phase not achieved – provided that the service provider provides valid reason(s) to the sole satisfaction of the Department.

**12. RETENTION**

- 12.1. The DALRRD shall retain the 5% of the total project cost until such time proof of adoption by the relevant authorities has been received from the service provider.
- 12.2. The successful bidder may apply to the DALRRD for an extension of the delivery date on any milestone provided that the service provider gives valid reason(s) to the sole satisfaction of the DALRRD.

**13. EVALUTATION CRITERIA**

This bid shall be evaluated on the basis of functionality and in accordance with Points Awarded for specific goals as stipulated below.

**13.1. First stage: Evaluation of functionality**

The evaluation of functionality will be done individually by Members of Bid Evaluation Committee, in accordance with the following functional criteria and values. The applicable values that will be utilized when scoring each criteria ranges from **1 poor, 2 average, 3 good, 4 very good and 5 excellent.**



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Table 1: Evaluation criteria for functionality

CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
<b>METHODOLOGY AND PROJECT MANAGEMENT</b>	<p>A broad overview of approaches and methodologies that may be employed to execute the project, as per the scope of work.</p> <ul style="list-style-type: none"> <li>• Appropriateness of proposed approach and methodology.</li> <li>• The degree to which the methodology proposed is sound, professional, realistic, logical and adequately resourced.</li> <li>• Method and clarity regarding the presentation of the final outputs of the project.</li> <li>• Program with clear timelines and output.</li> <li>• Indicators and means of verifying progress.</li> <li>• Quality assurance steps indicated.</li> <li>• Clear reporting mechanisms.</li> </ul> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) <i>The methodology and the proposed plan <u>do not outline</u> the requirements as specified in the ToR – <b>Poor = 1</b></i></li> <li>2) <i>The methodology and proposed plan <u>inadequately</u> address the requirements in the ToR – <b>Average = 2</b></i></li> <li>3) <i>The methodology and proposed plan <u>adequately address</u> the requirements in the ToR – <b>Good = 3</b></i></li> <li>4) <i>The methodology and proposed plan <u>exceed</u> the requirements in the ToR- <b>Very good= 4</b></i></li> <li>5) <i>The methodology and proposed plan <u>substantially exceed</u> the requirements in the ToR – <b>Excellent = 5</b></i></li> </ol>	<b>40</b>
<b>EXPERIENCE</b>	<p>The service provider must have successfully completed a minimum of 3 similar projects.</p> <p><b>(Attach a Portfolio of evidence: a minimum of three completion certificates/letters of previous successful work performed by the service provider, the certificates/letters must be on their clients' official letterheads with contact details, and it must be duly signed)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) <i>Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 1 project clearly indicating methodology, outcomes, resources and timelines – <b>Poor = 1</b></i></li> <li>2) <i>Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 2 projects clearly indicating methodology, outcomes, resources and timelines – <b>Average = 2</b></i></li> <li>3) <i>Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 3 projects clearly indicating methodology, outcomes, resources and timelines – <b>Good = 3</b></i></li> <li>4) <i>Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 4 projects clearly indicating methodology, outcomes, resources and timelines <b>Very good= 4</b></i></li> <li>5) <i>Duly signed reference letters/testimonials on the client letterhead indicating that the service provider has done 5 or more projects clearly indicating methodology, outcomes, resources and timelines <b>Excellent = 5</b></i></li> </ol>	<b>25</b>



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CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
<p><b>Project Leader</b></p>	<p>A project leader must have a minimum of 8 years post-registration experience in the management of geospatial data and must be registered with SAGC as a Geomatics Professional: GISc Practitioner or SACNASP as a Geospatial Scientist. <b>(Attach copies of qualifications and a CV indicating a detailed profile of previous work experience.)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) CV attached with less than 6 years post-registration experience in geospatial data infrastructure and/or not registered with SAGC or SACNASP. –<b>Poor = 1</b></li> <li>2) CV attached with more than 6 less than 8 years post-registration experience in geospatial data infrastructure or not registered with SAGC, SACNASP – <b>Average = 2</b></li> <li>3) CV attached with 8 years post-registration experience in geospatial data infrastructure and registered with SAGC or SACNASP –<b>Good = 3</b></li> <li>4) CV attached with more than 8 less than 10 years post-registration experience in geospatial data infrastructure and registered with SAGC or SACNASP - <b>Very good = 4</b></li> <li>5) CV attached with 10 years or more post-registration experience in geospatial data infrastructure and registered with SAGC or SACNASP – <b>Excellent = 5</b></li> </ol>	<p>10</p>
<p><b>Team Members</b></p>	<p>A Geospatial Scientist must have a minimum of 5 years experience in geospatial research, strategy development and data management must be registered with SAGC as a Geomatics Professional or SACNASP as a Geospatial Scientist. <b>(Attach copies of qualifications and a CV indicating a detailed profile of previous work experience.)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) CV attached with 2 years or less post-registration experience in geospatial data infrastructure research and not registered with SAGC or SACNASP. – <b>Poor = 1</b></li> <li>2) CV attached with more 2 years but less than 5 years post-registration experience in geospatial data infrastructure research and registered with SAGC or SACNASP – <b>Average = 2</b></li> <li>3) CV attached with 5 years post-registration experience in geospatial data infrastructure research and registered with SAGC or SACNASP – <b>Good = 3</b></li> <li>4) CV attached with more than 5 less than 10 years post-registration experience in in geospatial data infrastructure research and registered with SAGC or SACNASP – <b>Very Good = 4</b></li> <li>5) CV attached with 10 years or more post-registration experience in in geospatial data infrastructure research and registered with SAGC or SACNASP – <b>Excellent = 5</b></li> </ol>	<p>5</p>



CLASSIFICATION: RESTRICTED

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CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
	<p>A Business Analyst must hold a formal NQF level 7 tertiary qualification in Business Management, IT, Computer Science, or relevant with 5 years' experience in business analysis for strategy development.</p> <p><b>(Attach copies of qualifications and a CV indicating a detailed profile of previous work experience.)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) CV attached with a relevant formal tertiary qualification with 2 years or less post-registration experience in business analysis. –<b>Poor = 1</b></li> <li>2) CV attached with a relevant formal tertiary qualification with more than 2 years less than 5 years post-registration experience in business analysis – <b>Average = 2</b></li> <li>3) CV attached with a relevant formal tertiary qualification with 5 years post-registration experience in business analysis – <b>Good = 3</b></li> <li>4) CV attached with a relevant formal tertiary qualification with more than 5 less than 10 years post-registration experience in business analysis and exposure in GISc – <b>Very Good = 4</b></li> <li>5) CV attached with a relevant formal tertiary qualification with 10 or more years post-registration experience in business analysis and exposure in GISc – <b>Excellent = 5</b></li> </ol>	5



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CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
	<p>A Strategy Development Specialist must hold a formal NQF level 8 tertiary qualification in Business Management, Financial Management, GISc, Law or relevant with 5 years strategy development experience.</p> <p><b>(Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) CV attached with a relevant formal NQF level 8 tertiary qualification with 2 years or less post-registration experience in strategy development – <b>Poor = 1</b></li> <li>2) CV attached with a relevant formal NQF level 8 tertiary qualification with more than 2 years less than 5 years post-registration experience in strategy development – <b>Average = 2</b></li> <li>3) CV attached with a relevant formal NQF level 8 tertiary qualification with 5 years post-registration experience in strategy development – <b>Good = 3</b></li> <li>4) CV attached with a relevant formal NQF level 8 tertiary qualification with more than 5 less than 10 years post-registration experience in strategy development – <b>Very Good = 4</b></li> <li>5) CV attached with a relevant formal NQF level 8 tertiary qualification with 10 years or more post-registration experience in strategy development – <b>Excellent = 5</b></li> </ol>	5
	<p>Research Specialist must hold a formal NQF level 9 GISc or relevant with 5 years GISc research experience.</p> <p><b>(Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) CV attached with a relevant formal NQF level 9 tertiary GISc <i>or relevant qualification with no publication in GISc</i> – <b>Poor = 1</b></li> <li>2) CV attached with a relevant formal NQF level 9 tertiary GISc <i>or relevant qualification with less than 5 years in GISc research and at least 3 GISc publications</i> – <b>Average = 2</b></li> <li>3) CV attached with a relevant formal NQF level 9 tertiary GISc <i>or relevant qualification with 5 years in GISc research and at least 4 GISc publications</i> – <b>Good = 3</b></li> <li>4) CV attached with a relevant formal NQF level 9 tertiary GISc <i>or relevant qualification with over 5 years and less than 10 years in GISc research and at least 5 GISc publications</i> – <b>Very Good = 4</b></li> <li>5) CV attached with a relevant formal NQF level 10 tertiary GISc <i>or relevant qualification with 10 years or more years in GISc research and at least 5 GISc publications</i> – <b>Excellent = 5</b></li> </ol>	5



## TERMS OF REFERENCE (TOR) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A SOUTH AFRICAN GEOSPATIAL INFORMATION MANAGEMENT STRATEGY WITHIN A PERIOD OF EIGHTEEN (18) MONTHS

CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
	<p>Economic Modelling Specialist must hold a formal NQF level 8 in business management, economics, financial management or relevant with 5 years economic modelling for business strategy development.</p> <p><b>(Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)</b></p> <p><b>Score rating:</b></p> <ol style="list-style-type: none"> <li>1) CV attached with a relevant formal NQF level 8 tertiary qualification in financial management, economics, business management or relevant with no experience in <b>economic modelling</b> – <b>Poor = 1</b></li> <li>2) CV attached with a relevant formal NQF level 8 tertiary qualification in financial management, economics, business management or relevant with less than 5 years' experience in <b>economic modelling</b> – <b>Average = 2</b></li> <li>3) CV attached with a relevant formal NQF level 8 tertiary qualification in financial management, economics, business management or relevant with 5 years' experience in <b>economic modelling</b> – <b>Good = 3</b></li> <li>4) CV attached with a relevant formal postgraduate tertiary qualification in financial management, economics, business management or relevant with more than 5 less than 10 years' experience in <b>economic modelling</b> – <b>Very Good = 4</b></li> <li>5) CV attached with a relevant formal postgraduate tertiary qualification in financial management, economics, business management or relevant with 10 or more years' experience in <b>economic modelling</b> – <b>Excellent = 5</b></li> </ol>	5
<b>TOTAL</b>		<b>100</b>

The Bids that fail to achieve a minimum of 60 points out of 100 for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Points awarded for specific goals).

### 13.2. Second Stage - Evaluation in terms of Points awarded for specific goals

**13.2.1.** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender, the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**13.2.2.** In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

**13.2.2.1.** an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

**13.2.2.2.** any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Specific goal: Locality Promotion of South African owned enterprises	3		

**13.3. Calculation of total points scored for price and specific goals status.**

The points scored for price must be added to the points scored for specific goals to obtain the bidder's total points scored out of 100.

**14. PROJECT MANAGEMENT**

14.1. The Director: NSIF in the Department of Agriculture, Land Reform and Rural Development (DALRRD) is the overall manager of the contract and project assigned to the service provider.

14.2. The successful bidder will report directly to the Project Manager and the Steering Committee, as appointed by the DALLRD, in consultation with the Committee for Spatial Information.

14.3. The successful bidder will be required to make presentations to the CSI on the project status on a quarterly basis.

14.4. The service provider shall identify a project leader to hand in products per milestone





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achieved and shall present a proposed work plan. The successful service provider will be expected to further discuss the project plan during the inception meeting with the department, outlining how the work is going to be structured.

- 14.5. All reports shall be in English. Hard and digital copies of all the project documents will be submitted to the Department.
- 14.6. The reports for all phases shall be approved by the PSC. The final strategy shall be signed off by the CSI
- 14.7. All documents, materials, data and information, in whatever manner or format, whether hard copy or otherwise, will be the property of the DALRRD and are not to be released to a third party without the consent of the relevant authority.

**15. TERMS AND CONDITIONS OF THE BID**

- 15.1. Awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management's general contract conditions. The DALRRD and Service Provider will sign a Services Level Agreement upon appointment.
- 15.2. The Service Provider shall commence with the project immediately after receiving the letter of appointment and having signed the service level agreement.
- 15.3. During the execution of the project, the service provider is required to present reports on the progress of the project. It is the responsibility of the service provider to organise the progress report meetings, with one of their representatives assigned to take minutes and circulating these to the Project Steering Committee (PSC) and Project Management Teams (PMT) members.
- 15.4. Any deviation from the project plan shall be put in writing and signed by the project manager.
- 15.5. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 15.6. Payments will be on work-completed basis, i.e. on set milestones as per the pricing schedule.
- 15.7. The Service Provider's team members, named in the proposal, shall be retained for the duration of the project. Team member replacements must be of the same, or higher, qualification and experience as the former and shall be discussed and approved by the department, prior to such replacement. The Service Provider shall announce to the Department, one month in advance, its intention to replace one of its team members.



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- 15.8. Should the DALRRD accept the final product, the appointed service provider will be liable to correct errors and fill gaps that may be discovered in the data/project, at **no** charge to the DALRRD. This condition will apply for a period of three months from the date that the project was completed and submitted to DALRRD. It will be referred to as the Retention Period.
- 15.9. The Department of Agriculture, Land Reform and Rural Development reserves the right not to appoint a service provider, should a suitable service provider not be found, at the complete discretion of the Department.
- 15.10. Awarding the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management general contract conditions.

**16. OPT OUTCLAUSE**

- 16.1. The Department of Agriculture, Land Reform and Rural Development reserves the right not to appoint a service provider.
- 16.2. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

**17. CONTACT PERSON FOR TECHNICAL ENQUIRIES**

**17.1. TECHNICAL ENQUIRIES:**

Attention: Mr Vutomi Ndlovu || Ms Maroale Chauke  
Telephone: (012) 312-8017  
Email: [Vutomi.Ndlovu@dalrrd.gov.za](mailto:Vutomi.Ndlovu@dalrrd.gov.za) || [Maroale.Chauke@dalrrd.gov.za](mailto:Maroale.Chauke@dalrrd.gov.za)

**17.2. BID RELATED ENQUIRIES:**

**All supply chain management enquiries must be forwarded to:**

Mr. A. Olyn/ Ms N. Zwane  
Directorate : Supply Chain Management  
Contact Number : 012 312 8387 /012 312 8386  
Email : [Abie.Olyn@dalrrd.gov.za](mailto:Abie.Olyn@dalrrd.gov.za); [Nokuthulazw@dalrrd.gov.za](mailto:Nokuthulazw@dalrrd.gov.za)

**18. PUBLICATION**

- Twenty-one (21) days
- On Departmental Website and National Treasury ePortal
- There will be a compulsory briefing session

