

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RESEARCH ON THE IMPLEMENTATION AND IMPACT OF THE INCREMENTAL INTRODUCTION OF AFRICAN LANGUAGES IN THE FORMER MODEL C SCHOOLS ON BEHALF OF PanSALB.

1. PURPOSE

1.1 The Pan South African Language Board (PanSALB) is hereby requesting proposals for conducting research on the implementation and impact of the Incremental Introduction of African Languages (IIAL Strategy) in the former Model C schools for a period of nine (9) months.

1.2 The Research consultant shall provide research on the following themes:

- a. Implementation of the strategy in Gauteng, Limpopo, Mpumalanga, Eastern Cape, KwaZulu-Natal, and North-West Provinces
- b. Impact of the strategy
- c. Recommendations

2. INTRODUCTION AND BACKGROUND

2.1 Pan South African Language Board (PanSALB) is a constitutional institution established in terms of Section 6(5) of the Constitution of the Republic of South Africa (Act No. 108 of 1996, herein the Constitution). The Constitution provides, through national legislation, that PanSALB must promote and create conditions for the development of and use of:

- (i) all official languages
- (ii) the Khoe, Nama and San languages
- (iii) the South African Sign Language

and promote and ensure respect for all languages commonly use by communities in South Africa for heritage and religious purposes.



2.2 Sections 30 and 31 of the Constitution stipulate that everyone has a right to use the language and to participate in the cultural life of their choice and may not be denied the right to enjoy their culture, practice their religion and use their language.

2.3 Section 32 of the Constitution provides for the right of access to any information held by the state and Section 33 guarantees the right to administrative action that is lawful, reasonable, and procedurally fair.

2.4 The Pan South African Language Board Act (No. 59 of 1995 as amended by Act No. 10 of 1999, herein PanSALB Act) stipulates that PanSALB, amongst others:

Section 2(a) shall initiate research and studies aimed at promoting and creating conditions for the development and use of:

- All the official languages Republic.
- The Khoe, Nama and San Languages
- South African Sign Language

Section 2(c) initiate studies and research aimed at-

- the development of previously marginalized languages of South Africa;
- the non-diminution of rights relating to language and the status of languages existing as at 27 April 1994;

Section 2 (f) The board shall-

- make funds available for the purposes of this subsection for such period and subject to such conditions as the Board may from time to time determine.
- may commission any person or body of persons or institution to conduct research and prepare publications on its behalf and may for this purpose make resources available to any such person or body of persons or institution.

- make recommendations regarding any proposed or existing legislation, practice and policy dealing directly or indirectly with language matters at any level of government

3. OBJECTIVES

3.1 Overall objective of the Request for Quotation (RFQ) is to invite reputable research consultants to submit their proposals for Research on the implementation and impact of the Incremental Introduction of African Languages in the former model C schools on behalf of the Board.

3.2 The reputable researchers should be conversant with the language in education policies and geographical preferences of the eight (8) provinces.

3.3 50% of the work must be reported as part of the progress report within a period of six (6) months.

3.4 The appointed researcher consultant should be able to finalize the research and produce a report within nine (9) months.

3.5 The research consultant must be willing to be vetted to verify its research profile.

3.6 The research consultant must be willing to provide employment opportunities to qualifying youth especially those with language-related qualifications.

3.7 Based on the proposal received and articulating how a service provider will assist PanSALB with this Research, it intends to select a preferred Service Provider with a view to concluding a Service Level Agreement (SLA).

4. SCOPE OF WORK

4.1 In this context, research' means the scientific systematic collection of data and analysis in the eight (8) provinces as well as providing recommendations that will be



used for reviewing language in education policies and to strengthen the organization's oversight function.

4.2 The research consultant will be required to conduct a comparative analysis of data between the eight (8) provinces and the research already conducted in the Western Cape.

4.3 The research consultant is expected to provide a detailed and costed project plan for approval before commencing with the project.

4.4 The research consultant must provide detailed progress report on achievement of each research milestone as per project plan and as and when deemed necessary by the Board.

5. DISQUALIFICATIONS

5.1. Any non-disclosure of any information pertaining to this bid will result in disqualification.

5.2. Non-compliance with the bid requirements will invalidate the bid; and

5.3. Non-compliance with all the applicable Acts, Regulations and by-laws will result in the disqualification of the bid.

6. PRICING

THIS SECTION TO BE COMPLETED IN FULL BY THE SERVICE PROVIDER		
Person and Position	Estimated Hours (252)	Hourly Rate
Senior Consultant		
Junior Consultant		
Sub Total		
VAT		
Total		

All services pricing should be inclusive of all taxes and payment shall be made in South African Rand.



7. EVALUATION CRITERIA

7.1. Functionality

NO	CRITERIA FOR FUNCTIONALITY: Technical Requirements	POINTS
1	<p>The consultant's profile must include the period of existence of the firm.</p> <p>The consultant must have an academic qualification of research and publishing profile.</p> <ul style="list-style-type: none"> ▪ More than 10 years (20) ▪ 6-9 years (10) ▪ 3-5 years (5) 	<p>Total Points-20</p> <p>Bidder Points = _____</p>
2	<p>Delivery Capacity</p> <p>Qualified and experienced personnel. Please specify number of individuals that will be committed to the project.</p> <p>Senior Consultant</p> <ul style="list-style-type: none"> ▪ Ten to fifteen (10-15) years (40) ▪ Eight to ten (8-10) years (30) <p>Junior Consultants</p> <ul style="list-style-type: none"> ▪ Five to seven (5-7) years (20) <p>CV's of employees to be deployed, with proof of certified copies of qualifications and experience.</p>	<p>Total Points-60</p> <p>Bidder Points = _____</p>
3	<p>References (Proven Record)</p> <p>Contactable references, involvement on similar project undertaken to be attached per category:</p> <ul style="list-style-type: none"> ▪ 7 or more references (20) 	<p>Total Points-20</p> <p>Bidder Points = _____</p>



	<ul style="list-style-type: none"> ▪ 3 to 5 references (15) ▪ 1 to 2 references (5) <p>The references should indicate when the firm was appointed and completed the project or assignment; whether all projects were completed within the contractual timeframes.</p>	
TOTAL		100
MINIMUM THRESHOLD FOR FUNCTIONALITY		80

7.2. PPPFA Scoring

80/20 Preference Point Component	Points
Pricing	80
B-BBEE Level Contribution	20
Total	100

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

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

8. PAYMENT TERMS

- 8.1. The PanSALB undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered; in line with the Service Level Agreement provisions; and
- 8.2. All supporting documents for services rendered should be submitted together with the tax invoices as and when a service has been rendered.

9. SPECIAL TERMS AND CONDITIONS

- 9.1. The PanSALB reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders.
- 9.2. This RFQ and the contract will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA. The special terms and conditions of contract are supplementary to that of the general conditions of the contract.
- 9.3. Where, however, the special conditions of contract conflict with the general conditions of contract, the general conditions of contract will prevail.
- 9.4. Failure to comply with the above-mentioned conditions will invalidate the quotation.
- 9.5. Certified copy of B-BBEE certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit must be submitted with the completed SBD forms.

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10. SUBMISSION OF RFQ/BID DOCUMENTS

Quotations should be directed to Ms. M Molepo at Tel: +27(0) 12 341 9638/9651 as per this RFQ closing date.

Submissions should be emailed to mapula@pansalb.org or hand delivered at 523 Stanza Bopape Street, Provisus Building 5th Floor, Arcadia, 0007.

11. LATE SUBMISSION

A response to this Request for Proposal (RFP) shall be late if it is received by PanSALB at any time after the closing date and time indicated in. A late submission shall be clearly marked as late and shall not be admitted for consideration by PanSALB.