



Jointly supporting United Kingdom and South Africa higher education internationalisation

Request for Proposal (RFP)

Supplier services to conduct a research study on internationalisation at public higher education institutions in South Africa

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Deadline for Proposals: 27 August 2021

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1. Background to the Request for Proposal (RFP)

The International Education Association of South Africa (IEASA) and the British Council seek to appoint a supplier to undertake a research study on internationalisation in South Africa's public higher education sector.

IEASA is a registered non-profit organisation, dedicated to advancing the internationalisation of higher education, which enhances the quality of teaching and learning, research and community engagement and contributes to enabling graduates, university staff and citizens to contribute constructively and ethically to local and global knowledge and debates. IEASA, whose institutional members are public South African universities, aims to foster the interchange of knowledge and ideas, develop thought leadership and support strategic initiatives for maximum positive impact. Further information is available at www.ieasa.studysa.org/.

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, arts, and culture, and the English language. In higher education, the British Council engages at the policy, institutional and individual scholar/researcher level. British Council programmes in higher education seek to build partnerships between UK higher education institutions and other countries, while supporting the exchange and mobility of academics, scholars and students. Further information can be viewed at www.britishcouncil.org

2. Background to the Research Study

IEASA and the British Council (the Partners) share mutual objectives to promote and strengthen the internationalisation of higher education in South Africa. Specifically, they aim to support all public universities regarding the implementation of the Department of Higher Education and Training's (DHET) *Policy Framework for Internationalisation of Higher Education in South Africa*¹.

As part of a two-year collaboration agreement established in March 2021, the Partners have agreed to jointly commission a research study on higher education internationalisation in South Africa. Supporting the implementation of the national internationalisation policy framework, they wish to determine the nature and extent of internationalisation policies, structures and activities at South Africa's public universities.

The purpose of the research study is:

- To understand the current South African higher education (HE) internationalisation environment, including specific South African needs and interests;
- To assess the implementation readiness of South African HEIs regarding the recently adopted internationalisation policy framework and
- To provide a practical framework or guidelines for universities in the UK and globally wishing to engage, collaborate or partner with South African universities.

To this end, the research study on internationalisation in South Africa will provide valuable baseline information towards the aims of the partnership, namely:

- To inform the planning of future actions in support of higher education internationalisation and

¹ The Framework is available at:

<https://www.dhet.gov.za/Policy%20and%20Development%20Support/Policy%20Framework%20for%20Internationalisation%20of%20Higher%20Education%20in%20South%20Africa.pdf>

- To inform future research on selected aspects of higher education internationalisation.

The purpose of this RFP is to explain in further detail the scope of the work, the requirements of the Partners and the procurement process for submitting a proposal.

3. Requirements and Conditions

This section of the RFP sets out IEASA's contracting and general policy requirements as well as the general conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting Requirements

- 3.1.1 The contracting authority is the International Education Association of South Africa (IEASA).
- 3.1.2 The appointed supplier will be expected to deliver the goods and/or provide services at IEASA in South Africa.
- 3.1.3 IEASA's contracting and commercial approach in respect of the required goods and/or services will be set out in the Contract, which will be finalised for the winning tender response. By submitting a tender response, you are agreeing to be bound by the terms of this.
- 3.1.4 The Contract will be awarded for a six-month period, from October 2021 to March 2022, as per Timelines below.
- 3.1.5 In the event that you have any concerns or queries in relation to this RFP, you should submit a clarification request in accordance with the provisions of Section 17 below. Following such clarification requests, IEASA may issue a clarification change that will apply to all potential suppliers submitting a tender response.
- 3.1.6 IEASA is under no obligation to consider any clarifications/amendments to this RFP proposed following the Clarification deadline, but before the Response Deadline (as defined below by the Timelines section of the RFP). Any proposed amendments received from a potential supplier as part of its tender response shall entitle IEASA to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

- 3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they shall ensure that the identity, integrity and reputation of IEASA be maintained and protected. Furthermore, potential suppliers confirm that they shall ensure that any consortium members and/or subcontractors will comply with all applicable laws, codes of practice, statutory guidance and applicable IEASA policies relevant to the goods and/or services being supplied.
- 3.2.2 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this RFP and its Annex/es. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this RFP.
- 3.2.3 Third party verifications – Your tender response is submitted on the basis that you consent to IEASA carrying out all necessary actions to verify the information that you have provided;

and the analysis of your tender response being undertaken by one or more third parties commissioned by IEASA for such purposes.

- 3.2.4 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, but IEASA will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of IEASA.
- 3.2.5 Potential service providers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify IEASA promptly of any perceived ambiguity, inconsistency, or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.
- 3.2.6 Amendments to the RFP – At any time prior to the Response Deadline, IEASA may amend the RFP. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of IEASA, be extended.
- 3.2.7 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of IEASA’s requirements and these Tender Conditions) and all other documents and any clarifications or updates issued by IEASA as part of this Procurement Process.
- 3.2.8 Format of tender response submission – Tender responses must comprise the relevant documents specified by IEASA completed in all areas and in the format as detailed by IEASA in Annex 1 (Supplier Response). Any documents requested by IEASA must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.
- 3.2.9 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to IEASA. Any modification should be clear and submitted as a complete new tender response in accordance with Annex 1 (Supplier Response) and these Tender Conditions.
- 3.2.10 Rejection of tender responses or other documents – A tender response or any other document requested by IEASA may be rejected if it:
- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
 - contains handwritten amendments which have not been initialled by the authorised signatory;
 - does not reflect and confirm full and unconditional compliance with all of the documents issued by IEASA forming part of the RFP;
 - contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by IEASA in any way;
 - is not submitted in a manner consistent with the provisions set out in this RFP; or
 - is received after the Response Deadline.

3.2.11 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling IEASA to reject a tender response and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;
- to fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted; or
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of IEASA concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

IEASA shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that IEASA shall have no liability to a disqualified potential supplier in these circumstances.

3.2.12 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from IEASA any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.2.13 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, IEASA is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP but IEASA reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timelines or deadlines) this Procurement Process by notice to all potential suppliers in writing. Subject to the “Liability” Tender Condition below, IEASA will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

3.2.14 Consortium members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirement of this RFP.

3.2.15 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of IEASA in relation to fraud or in other circumstances where IEASA’s liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

- 4.1 All information supplied to you by IEASA, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- 4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless IEASA has given express written consent to the relevant communication.
- 4.3 This RFP and its accompanying documents shall remain the property of IEASA and must be returned on demand.
- 4.4 IEASA reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or third party involved in the procurement in support of, and/or in collaboration with, IEASA. By participating in this Procurement Process, you agree to such disclosure by IEASA in accordance with such rights reserved by it under this paragraph.
- 4.5 Tender responses are submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this project in accordance with IEASA's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on IEASA's behalf in accordance with the relevant provisions of any relevant data protection laws, specifically the Protection of Personal Information Act (POPIA), which came into effect on 1 July 2021, and to ensure all consents required under such laws are obtained.
- 4.6 The service provider is required to maintain confidentiality throughout the design, development and delivery process of this project.
- 4.7 The ownership of the copyright in the project deliverables shall vest solely with IEASA and the British Council.

5 Tender Validity

Your tender response must remain open for acceptance by IEASA for a period of sixty days from the Response Deadline. A tender response not valid for this period may be rejected by IEASA.

6. Financial Implications

- 6.1 The contracting and payment processes will be managed by IEASA.
- 6.2 The Service Provider must develop and submit a comprehensive plan, activity schedule and budget including VAT (if applicable) detailing consulting fees, design and service fees, direct project related costs including incidental costs as required, based on the timeline of this project. The total value of the project shall not exceed R200,000.00 including VAT.

6.3 Payments will be done upon receipt and approval of invoices and relevant supporting documents, according to the Deliverables and Timelines indicated in the relevant sections below. General requirements for invoices will be communicated to the successful Service Provider by IEASA.

7. Scope

7.1 Purpose

The purpose of this research study on internationalisation at public higher education institutions in South Africa is:

- To understand the current South African higher education (HE) internationalisation environment, including specific South African needs and interests;
- To assess the implementation readiness of South African HEIs regarding the recently adopted internationalisation policy framework and
- To provide a practical framework or guidelines for universities in the UK and globally wishing to engage, collaborate or partner with South African universities.

To this end, the research study on internationalisation in South Africa is expected to provide valuable baseline information towards the aims of the partnership between IEASA and the British Council, namely:

- To inform the planning of future actions in support of higher education internationalisation and
- To inform future research on selected aspects of higher education internationalisation.

7.2 Key Research Questions

The research study will address the following key questions:

- What is the state of internationalisation in South Africa’s public HE sector?
- What are the challenges and opportunities linked to HE internationalisation in South Africa?
- How have COVID-19 related disruptions impacted internationalisation agendas?
- What is the sector’s response to the DHET’s internationalisation policy framework?
- What insights can be gained regarding guidelines for United Kingdom and other international collaborations with partners in South Africa?

For each of these key questions, the study will seek responses to the following sub-questions:

KEY RESEARCH QUESTIONS	SUB-QUESTIONS
What is the state of internationalisation in South Africa’s public HE sector?	Are internationalisation and/or internationalisation goals included in the vision and mission statements of SA HEIs?
	Do SA HEIs have institutional internationalisation strategies or policies?
	What are the internationalisation structures at the institutions? <ul style="list-style-type: none"> • Is there a centralised or decentralised approach or a hybrid model? • Where is internationalisation located (e.g. international office, research office, student affairs, corporate relations etc.)?

	<ul style="list-style-type: none"> Who has overall institutional responsibility for internationalisation (e.g. VC, DVC, Registrar)?
	What is the funding model for internationalisation at SA HEIs?
	What are the different approaches, strategies and activities guiding internationalisation of HE in SA?
What are the challenges and opportunities linked to HE internationalisation in South Africa?	What are challenges and opportunities at global, regional, national and institutional levels?
	What are South-African specific needs and interests, if any?
How have COVID-19 related disruptions impacted internationalisation agendas?	How has the COVID-19 pandemic impacted institutional responses to internationalisation?
	What challenges and opportunities arise for internationalisation specifically in relation to COVID-19?
	Has COVID-19 accelerated innovation?
What is the sector's response to the DHET's internationalisation policy framework?	Generally, how is the policy perceived?
	What is the impact of the adoption of the national policy framework on institutional internationalisation policies, structures and activities?
	Which elements included in the policy framework are the top three priorities for the institution?
	What are some of the gaps of the policy framework, if any?
	Are SA HEIs ready to implement the policy framework?
	What are some of the challenges to the implementation of the policy framework?
	What kind of support, if any, is desirable in support of the roll-out of the policy framework?
What insights can be gained regarding guidelines for United Kingdom and other international collaborations with partners in South Africa?	Which internationalisation dimensions are SA HEIs most interested in pursuing?
	What kind of partners and partnerships are wanted?
	Regarding research, what type of engagements are desirable?
	What are the study's recommendations for future action and research?

8. Demographics

All 26 public universities in South Africa are to be included in this study. All institutions are to be considered unique and functioning in diverse institutional, geographic, socio-economic and political contexts. The South African higher education landscape is complex, unpredictable and at times volatile. An understanding of and sensitivity to these complexities by the appointed supplier is imperative.

9. Modus Operandi

9.1 Operational Structure

- 9.1.1 The core project team will consist of key representatives of the Supplier, IEASA and the British Council.
- 9.1.2 The Supplier will operate within the structures, support and leadership provided by the IEASA Office to enable the Supplier to complete the study on time.
- 9.1.3 For this purpose, the Supplier will work closely with the IEASA Manager, who will be the main contact for the project.
- 9.1.4 IEASA will be responsible for liaison with the British Council as well as for consultation with key stakeholders, as appropriate.
- 9.1.5 The IEASA Office will assist the Supplier in connecting with stakeholders within the public university ecosystem, although responses of stakeholders cannot be guaranteed. The project will require flexibility and adaptability from the Supplier.

9.2 Approaches and Activities

- 9.2.1 The rigor and credibility of the study is imperative, hence a thorough academic research approach should be followed. The nature of the research is best suited to a mixture of quantitative and qualitative research methods.
- 9.2.2 The Supplier will submit an overview of approaches and activities as part of the tender response, which will be elaborated on and finalised with the development of the inception report.

10. Deliverables

The following deliverables are expected from this work:

- An **inception report** which includes a detailed work plan (e.g. Gantt chart of activities, timeline and tools) for the project. This report must be developed in consultation with designated representatives of IEASA and the British Council;
- A **preliminary report** for consideration and input by the Partners; and
- A **final report**, including an infographic summary and PowerPoint presentation, providing a baseline study of internationalisation across the public higher education sector in South Africa.

11. Report Format and Phases

11.1 Report Format

The format of the report is of importance to the Partners as this would be a flagship publication for the two institutions. Therefore, the supplier will oversee the proofreading and editing, as well as the layout of the report. The Supplier will provide a print-ready file of the report for use by the Partners.

The report will consist of the following sections:

- Title page
- Acknowledgements
- Foreword by IEASA and the British Council
- Table of Contents
- Glossary
- List of Tables and Figures
- Executive Summary
- Introduction
- Literature Overview
- Research Methodology
- Results and Discussion of Findings
- Recommendations and Conclusions
- References
- Annexures

The report will be accompanied by an infographic summary and a PowerPoint presentation.

11.2 Project Phases

The project will be executed in five distinct phases, which have been identified as follows:

Phase 1: Initialisation of project

- Appoint Supplier through IEASA.
- Conduct initial meeting between the Supplier, IEASA and the British Council.
- Agree on research methodology.
- Finalise project plan, including project milestones and confirmation of timelines.
- Send letter of information and request for support to Vice-Chancellors and members of IEASA's Directors Forum (DF).
- Identify university contact persons with whom to liaise.
- Develop and submit inception report to IEASA.

Phase 2: Data collection

- Engage with Community of Practice (CoP).
- Conduct literature survey.
- Contact university representatives for appointments, interviews and participation in data collection.
- Finalise preparation of/for research instruments/tools.
- Engage with university representatives for data collection through electronic communication, telephone calls and in-person meetings if required.
- Launch data collection drive.

Phase 3: Data analysis

- Ensure receipt of final data from universities representatives and other stakeholders.
- Conduct data analysis as per agreed research methodology.
- Submit progress report to IEASA.

Phase 4: Report writing

- Write preliminary report.
- Present preliminary report for consideration and input by IEASA and the British Council.
- Receive approval of preliminary report from IEASA.

Phase 5: Finalisation of project

- Finalise report.
- Have final report proofread and edited.
- Submit final report to IEASA.
- Receive final approval of report from IEASA.

The key actions and milestones of each phase will be developed and/or agreed upon by the project team.

12. Qualification Requirements

- 12.1 The Supplier must provide a detailed curriculum vitae of themselves as well as the team member/s and the extent to which each team member will be actively participating in the project expressed in percentage.
- 12.2 The supplier must prove that they have the following experience or knowledge:
- Proven track record in research, with evidence of published output/s by key team member/s;
 - Minimum of seven to ten years of experience in the higher education sector by at least one key team member;
 - Positive track record of conducting similar studies in South Africa and/or other countries;
 - Thorough and up-to-date knowledge of the South African higher education system, with in-depth knowledge of internationalisation in the higher education sector (in South Africa, the UK and/or other countries).

13. Mandatory Requirements / Constraints

As part of your tender response, you must confirm that you meet the mandatory requirements or constraints, if any, as set out in IEASA's specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle IEASA to reject a tender response in full.

14. Key Background Documents and Further Information

Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

15. Timelines

Subject to any changes notified to potential suppliers by IEASA in accordance with the Tender Conditions, the following timelines shall apply to this Procurement Process:

ACTIVITY	DATE/DEADLINE
Request for proposals opens	30 July 2021
Clarification requests (responses within 48 hours)	By 6 August 2021
Request for proposals closes	27 August 2021
Evaluation of tender responses	30 August – 10 September 2021
Communication to winning tender response	By 17 September 2021
Contracting of supplier/s	By 27 September 2021
First meeting with supplier/s	By 30 September 2021
Research study starts	1 October 2021
Submission of inception report	By 15 October 2021
Submission of progress report	By 30 November 2021
Submission of preliminary report	By 15 February 2022
Submission of final report	By 31 March 2022

16. Instructions for Responding

- 16.1 The documents that must be submitted to form your tender response are listed in Annex 1 (Supplier Response) to this RFP.
- 16.2 All documents required as part of your tender response should be submitted by the Response Deadline, as set out in the Timelines section of this RFP.
- 16.3 Please ensure that you send your submission in good time. Late tender responses may be rejected by IEASA.
- 16.4 Please submit/upload any additional supporting documentation with your RFP response, as applicable. PDF, JPG, PPT, Word and Excel formats can be used for this purpose. Other formats should not be used without the prior written approval of IEASA.

- 16.5 All attachments/supporting documentation should be clearly labelled to indicate which part of your tender response they relate to. If you submit a generic policy /document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- 16.6 Unless otherwise stated as part of this RFP or its Annexes, all tender responses should be in the format of the relevant IEASA requirement with your response to that requirement inserted underneath.
- 16.7 Where supporting evidence is requested as ‘or equivalent’, you must demonstrate such equivalence as part of your tender response.
- 16.8 Any deliberate alteration of an IEASA requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes, you shall be deemed not to have responded to that particular requirement.
- 16.9 Responses should be concise, unambiguous, and should directly address the requirement stated.
- 16.10 Your tender responses to the tender requirements and pricing will be incorporated into the contract, as appropriate.

17. Clarification Requests

- 17.1 All clarification requests should be submitted to IEASA by the Clarification Deadline, as set out in the Timelines section of this RFP. IEASA is under no obligation to respond to clarification requests received after the Clarification Deadline.
- 17.2 Clarification requests should be sent via email to Ms Tohiera Bagus, IEASA Manager, Email: admin@ieasa.studysa.org.
- 17.3 Any clarification requests should clearly reference the appropriate section and/or paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.
- 17.4 IEASA reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If IEASA considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to IEASA responding to all potential suppliers.
- 17.5 IEASA may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to IEASA by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

18. Evaluation

18.1 Evaluation Stages

Tender responses will be evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point, it will automatically be disqualified and will not be further evaluated.

Stage 2: If a tender response succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to the IEASA's requirements evaluated in accordance with the evaluation methodology set out below.

18.2 Award Criteria

Responses from potential suppliers will be assessed to determine the most appropriate and economically advantageous tender using the following criteria and weightings:

CRITERIA	WEIGHTING
Mandatory and discretionary rejection	Pass/Fail
Knowledge and experience	30%
Methodology and approach	30%
Timing and staffing	20%
Financial	20%

18.3 Scoring Model

Tender responses that have passed Stage 1 of the evaluation will be scored by an evaluation panel appointed by IEASA for all criteria using the following scoring model:

POINTS	INTERPRETATION
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.

7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

18.4 Financial Evaluation

Your Overall Price for the goods and/or services will be evaluated for the purpose of establishing the commercial value of your tender response. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Prices must not be subject to any pricing assumptions, qualifications or indexation. IEASA may reject any tender response where the Overall Price for the goods and/or services is considered by IEASA to be abnormally low and/or not market related.

18.5 Moderation and Application of Weightings

The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

18.6 The Winning Tender Response

The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology.

19. Annex/es

Annex 1 – Supplier Response (online form)

To submit your tender response, please go to: <https://ieasa.studysa.org/rfp-tender/>