

Request for Proposals (RFP)

Appointment of a Service Provider to conduct an investigation into implementation models for two concurrent Fire Services legislative frameworks across municipal categories

Closing date and time: 07 July 2026 at 11:00AM.

Enquiries:

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER ON THE PORTAL AND SUBMIT THE RESPONSE TO THIS REQUEST FOR PROPOSAL.

PLEASE CLICK THE LINK BELOW:

<https://scmportal.salga.org.za/>

ANY OTHER FORM OF SUBMISSION WILL BE NOT CONSIDERED.

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote and protect the interests of local government.
- Transform local government to enable it to fulfil its developmental role.
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government.
- Enhance the role and status of municipalities.
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government.
- Ensure the full participation of women in organised local government.
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- (4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans.
- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

3. PURPOSE OF THIS REQUEST

The purpose of this document is to call for proposals from suitable service providers to assist the South African Local Government Association (SALGA) to conduct research that generates practical and policy-relevant evidence on how municipalities can concurrently implement the Fire Brigade Services Act and the National Veld and Forest Fire Act through coherent operational arrangements.

4. BACKGROUND

In terms of the Constitution, fire-fighting services are a functional local government matter as outlined in paragraph B of Schedule 4 with national and provincial oversight, however, in terms of the Fire Brigade Services Act (No. 99 of 1987) (FBSA), Section 3, local authorities may establish and maintain a fire brigade service. The White Paper repositions the fire services from response orientated fire services towards a fire risk reduction-based approach. This contributes to effectively integrated fire services, by placing fire safety and prevention, particularly community-based fire risk reduction, at the centre of fire services delivery which will significantly contribute to the creation of safer communities as highlighted in the National Development Plan.

Under the National Veld and Forest Fire Act, 101 of 1998 (as amended), municipalities play a central role in the prevention, management, and suppression of veld, forest, and mountain fires. Their responsibilities arise from their dual status as landowners and as statutory providers of fire and emergency services, placing them at the heart of South Africa's wildfire governance system.

As landowners, municipalities are legally obliged to take reasonable measures to prevent the outbreak and spread of veldfires on land under their control. This includes the preparation and ongoing maintenance of effective firebreaks where there is a foreseeable risk of fire. Such firebreaks must be suitably designed to limit fire spread, be free of combustible material, and avoid causing environmental degradation such as soil erosion. Municipalities must also cooperate with neighbouring landowners to ensure coordinated firebreaks along property boundaries. Failure to meet these obligations may result in a presumption of negligence where a fire originates on municipal land and causes damage elsewhere.

Beyond prevention, municipalities carry statutory duties related to firefighting preparedness and response. As the designated fire service authorities within their areas of jurisdiction, they are required to maintain a state of operational readiness for veldfire incidents. This includes ensuring that adequate firefighting equipment, trained personnel, and operational systems are in place to respond effectively when fires occur. When veldfires do break out, municipalities are expected to take reasonable steps to contain and extinguish them, regardless of land ownership boundaries, reflecting their public safety mandate.

The Act also recognises that veldfire management requires collective action. Municipalities are therefore encouraged to participate in and support Fire Protection Associations (FPAs), which serve as local cooperative mechanisms for fire prevention and response. Municipal involvement in FPAs is particularly important in high-risk areas, where coordinated planning, shared resources, and joint response arrangements significantly reduce fire impacts. Municipalities may provide technical, logistical, or financial support to FPAs and are expected to cooperate closely with them during both fire season preparation and active incidents.

In addition, municipalities may enter into mutual assistance agreements with neighbouring municipalities, organs of state, FPAs, or other role players. These agreements enable the sharing of resources, personnel, and expertise during major fire incidents, strengthening collective capacity and resilience. Such arrangements are especially critical where fires exceed the capacity of a single municipality to manage effectively.

Municipalities are further required to give effect to the national Fire Danger Rating System by adjusting their preparedness levels in line with prevailing fire risk conditions. This includes scaling operational readiness, mobilising resources, and communicating heightened risk conditions to internal departments and communities where appropriate. Through public awareness initiatives, planning controls, and enforcement of relevant by-laws, municipalities contribute to broader fire prevention and risk reduction efforts at community level.

Importantly, the Act establishes clear accountability mechanisms. Municipalities may be held legally liable where negligence in fulfilling their statutory duties contributes to fire damage or loss. This reinforces the need for proactive compliance, sound governance, and integration of veldfire management into broader municipal disaster risk reduction and environmental management systems.

In essence, the National Veld and Forest Fire Act positions municipalities not merely as emergency responders, but as preventative managers, coordinators, and accountable custodians of fire risk within their jurisdictions. Effective municipal compliance with the Act is therefore fundamental to safeguarding lives, property, infrastructure, and the environment from the growing threat of veldfires.

Funding remains a key challenge since the current equitable share received by municipalities does not seem to be adequate and various proposals have to be explored by all parties concerned. There is an understanding that municipalities are heavily constrained when it comes to income from rates and taxes, and since Fire Services is not defined as a basic service, it often results in a lack of financial resources allocated to the function. This is in line with the situation many South African municipalities find themselves in wherein they continue to face innumerable challenges such as rapid urbanisation, poverty, inequality, unemployment, and huge infrastructure needs. Virtually all municipalities face diminishing own revenue and, in almost all instances, a very difficult task of financing their own infrastructure and services to meet the needs of a rapidly growing population.

The ability of municipalities to effectively implement the two legislations depends primarily on their ability to align work such that these are implemented through concurrent activities and within the available funding and resources.

There is therefore a need for evidence-based research that investigates whether municipalities are currently able to implement both laws effectively, what mechanisms or models already exist to support concurrent implementation, and what institutional, staffing, and governance arrangements could improve efficiency, accountability, and service delivery across the sector.

This study is therefore required to determine the mechanisms for municipalities to concurrently implement fire services legislations. This study should take into account the various categories of South African municipalities as well as the existing delegations and assignment of powers and functions related to fire services.

5. Key objectives of the Project

The purpose of the research is to generate practical and policy-relevant evidence on how municipalities can concurrently implement the Fire Brigade Services Act and the National Veld and Forest Fire Act through coherent operational arrangements. The study will remain open-ended and exploratory, allowing the evidence to determine whether current mechanisms are sufficient, whether new mechanisms are required, or whether broader legislative or institutional reform should be considered.

The key question is how can fire service be implemented in a manner that covers finance and capacity gaps between district and local municipalities; while being compliant to the two fire services legislations.

The objectives of this project are therefore to:

- i. To assess the practical challenges municipalities face in implementing the two fire-related legislative frameworks concurrently.
- ii. To determine whether existing institutional or operational mechanisms currently enable municipalities to fulfill responsibilities under both laws.
- iii. To identify and analyse local, national, and comparative examples of successful concurrent implementation models.
- iv. To propose feasible operational models, coordination mechanisms, and governance arrangements for municipal fire services.
- v. To make recommendations on staffing, professional skills, reporting lines, resourcing, and standard-setting required for effective fire service delivery.
- vi. To provide an evidence base that can inform future sector advocacy, policy refinement, and legislative reform where necessary

5.1 Key Research Questions

In achieving the objectives above, the study should address the following questions:

- What specific implementation challenges do municipalities experience when applying both legislative frameworks?
- Are there existing mechanisms, institutional arrangements, or coordination practices that already support concurrent implementation?
- If such mechanisms exist, how effective are they, and under what conditions do they work?
- If they do not exist or are insufficient, what alternative operational models or sector interventions should be considered?

6. SCOPE OF WORK

The research should combine a review of the relevant legislative and policy framework with a strong empirical focus on municipal experience. The primary emphasis should be on primary data collection through stakeholder engagement, including interviews, focus groups, surveys, or case studies involving municipalities and relevant sector stakeholders. This approach will allow the study to capture implementation realities rather than relying only on desktop analysis.

The study may also include comparative analysis of other legislative functions implemented by local government, as well as relevant examples from outside South Africa where integrated

or coordinated implementation models have been used successfully. This comparative dimension can help identify transferable lessons and practical options for the local context.

The scope includes, but is not limited to, the following components:

a) Literature Review and Conceptual Framework

Conduct an in-depth review of local and international literature on municipal service delivery enhancement, with a particular focus on fire service provision. This should include an examination of best practices, service delivery models, institutional arrangements, and performance improvement strategies. The Service Provider must synthesise key findings and develop a conceptual framework relevant to the South African municipal context.

b) Legal and Regulatory Analysis

Undertake a detailed review of the legal and regulatory framework governing municipal fire services in South Africa, including the two applicable legislative frameworks. This analysis should outline the mandates, roles, and responsibilities assigned to different spheres of government and categories of municipalities, and assess areas of overlap, ambiguity, or conflict between the two pieces of legislation.

c) Assessment of Implementation Challenges

Identify and analyse the institutional, financial, technical, and operational challenges experienced by municipalities in implementing the two fire services legislative frameworks concurrently. This should include differentiated analysis across metropolitan, district, and local municipalities, taking into account capacity constraints, governance issues, and service delivery backlogs.

d) Proposals on Implementation Approaches and Models

Develop practical, evidence-based implementation approaches for the concurrent application of the two legislative frameworks. This should include alternative service delivery models, institutional arrangements, and coordination mechanisms that can be adapted across different municipal categories. The proposed approaches must be feasible, scalable, and aligned with existing policy and fiscal constraints.

e) Stakeholder Engagement

Engage with key stakeholders, including municipalities, sector experts, and relevant government departments, to validate findings, gather practical insights, and ensure that recommendations are grounded in operational realities.

f) Reporting and Deliverables

The successful bidder should ensure completion of the work within the stipulated timeframe. Prepare a comprehensive final report that integrates all research findings, analyses, and recommendations. The project should include deliverable 1 to 6 below:

Deliverable 1	Inception report including: <ul style="list-style-type: none"> • The research design, methodology, and stakeholder engagement approach) • Comprehensive literature and legislative review
Deliverable 2	A diagnostic analysis of municipal experiences and implementation challenges.
Deliverable 3	A mapping of existing mechanisms, practices, and institutional arrangements supporting concurrent implementation.
Deliverable 4	A set of proposed operational models or mechanisms for improved implementation.
<i>Deliverable 5</i>	Draft Project Report – Including presentation of the draft report to who?
<i>Deliverable 6</i>	Final Project Report
<i>Deliverable 7</i>	The Service Provider may also be required to present findings to relevant SALGA structures and incorporate feedback into the final outputs. <ul style="list-style-type: none"> • Presented Working Draft to the SALGA Chief Fire Officers Forum for inputs and comments. • Presentation of Draft at SALGA Provincial Working Groups • Presentation of the Final Report to the SALGA National Working Group

6.2 Skills required and service provider competencies.

To successfully complete the task at hand, a combination of techniques, research approaches and skills will be required. The project may require literature review and desktop research skills. In summary the team would need a combination of skills related to:

- a) The service provider must be a credible, legally registered industry leader in the field of research in fire services and emergency services.
- b) The service provider must have extensive research experience in fire services and emergency services which must be indicated by way of contactable referees for the work done in these areas.
- c) The service provider must have demonstrated appropriate skills/expertise in the following areas:
 - In-depth knowledge of local government sector including the legislative environment
 - In-depth understanding of the Fire Brigade Act, White Paper on Fire Services, and the National Veld Forest Fire Act
 - In-depth understanding of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), White Paper on Local Government
 - Expert knowledge and experience in Fire and Emergency Services
 - Experience and/or expert knowledge in municipal governance and administration

7. CONTENT OF PROPOSAL

The proposal should, at a minimum, include:

- 7.1 all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.

- 7.2 Summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible.
- 7.3 List of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.
- 7.4 An organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.
- 7.5 A breakdown of the tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 7.6 In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such a traveling.
- 7.7 The remuneration framework of consultants shall take the following into consideration:
- a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA);
 - b) The "Guide on Hourly Fee Rates for Consultants "as issued by the Department of Public Service and Administration (DPSA); and/or
 - c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.
- 7.8 In so far as is possible, provide an overview of the methodology to be applied.

8. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

8.1 Performing of assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Municipal Sustainability Portfolio of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

8.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

8.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to all standards set out by SALGA.

8.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

8.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

8.6 Expenditure incurred by the bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

9. INSTRUCTION TO BIDDERS

9.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to render services on behalf of SALGA **to investigate mechanisms for municipalities to concurrently implement fire services legislations.** The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

9.2 Objectives

SALGA's objective in the call for proposals is to select a service provider suitable for the undertaking of the task: **to investigate mechanisms for municipalities to concurrently implement fire services legislations.**

9.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

9.4 Questions during Proposal Process

Any enquiries regarding this RFP should be directed to **Mayenziwe Mahlalela** at scm@salga.org.za located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify SCM at scm@salga.org.za at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

9.5 Submission of Proposal

PLEASE USE THE BELOW LINK TO SUBMIT YOUR PROPOSAL.

<https://scmportal.salga.org.za/>

ANY OTHER FORM OF SUBMISSION WILL BE NOT CONSIDERED.

Clarification questions closing date: 03 July 2026.

Closing date and time for submissions: 07 July 2026 at 11:00AM. Late submissions will not be accepted.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

9.6 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide in order to meet the estimated contract duration period for the full implementation of the scope of work.

9.7 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- 9.7.1 the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP.
- 9.7.2 the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

9.8 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

10. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

- 10.1 The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 10.2 A contract will be signed with the appointed Service Provider.
- 10.3 The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 10.4 SALGA may at its own discretion vary an instruction to include more work.
- 10.5 Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 10.6 In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 10.7 SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 10.8 Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 10.9 Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 10.10 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 10.11 The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 10.12 Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 10.13 Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

- 10.14** In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- 10.15** All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 10.16** SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- 10.17** Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your bid offer invalid

10.18 Standard Bidding Forms

10.18.1 Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

10.18.2 Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

11. EVALUATION

The following evaluation method will be used:

After the closing date of the bid invitation, an appointed evaluation committee of SALGA officials and possibly other external parties will evaluate the proposals of the bidders. The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2022

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- Specific goals

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R2 000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

A Bid Evaluation Committee will review and evaluate the proposals. Bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary, they will be made on the date, time and location to be confirmed.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution and Specific Goals. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2022.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

POINTS BREAKDOWN:

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS		WEIGHT
<p>Approach, methodology and work plan:</p> <ul style="list-style-type: none"> • Clarity, quality and logic of the proposal • Appropriateness towards achieving the objectives of the study, in line with the full scope of work • Provides cutting edge ideas/innovation in the context of the expected deliverables • Demonstrates feasibility of the proposal • Methodology and approach demonstrate preliminary literature review • Workplan must include an assessment of risks and mitigation strategies 	Rating	Descriptor	35
	0	No methodology or approach described	
	7	Approach and methodology lacking in detail to demonstrate appropriateness towards achieving the objectives of the study	
	14	Approach and methodology not suitable for the scope of work, and do not demonstrate any relevant preliminary literature review. The proposal is not feasible.	
	21	Adequate methodology and approach, covers preliminary literature review, appropriateness in achieving the objectives. No workplan included.	
	28	Detailed methodology, approach and workplan, in line with the scope of work and demonstrating the feasibility of the proposal. Methodology and approach demonstrate preliminary literature review.	
	35	Exceptional methodology, approach and workplan, in line with the scope of work and demonstrating the feasibility of the proposal. Methodology and approach demonstrate	

CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS		WEIGHT														
		preliminary literature review. Workplan includes an assessment of risks and mitigation strategies. The proposal suggests cutting edge ideas/innovation in the context of the expected deliverables.															
<p>Relevant and appropriate project experience:</p> <ul style="list-style-type: none"> Demonstrates capability and appropriate experience of similar projects to investigate mechanisms for concurrent implementation of legislations. Demonstrates experience in any research related to the Fire Brigade Act, the White Paper on Fire Services, and the National Veld Forest Fire Act or Fire and Emergency Services The bidder must provide SALGA with proof of similar work undertaken in the form of appointment letter and/or a positive letter of recommendation from various clients on the clients' letterhead. <p>(N.B. SALGA reserves the right to verify the letters submitted by service providers)</p>	<table border="1"> <thead> <tr> <th>Rating</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Bidder with no previous experience – 0 reference letter</td> </tr> <tr> <td>7</td> <td>Bidder with 1 similar or related previous project experience – 1 reference letter</td> </tr> <tr> <td>14</td> <td>Bidder with 2 similar or related previous project experience – 2 reference letters</td> </tr> <tr> <td>21</td> <td>Bidder with 3 similar or related previous project experience – 3 reference letters</td> </tr> <tr> <td>28</td> <td>Bidder with 4 similar or related previous project experience – 4 reference letters</td> </tr> <tr> <td>35</td> <td>Bidder with 5 similar or related previous project experience or more – 5 reference letters</td> </tr> </tbody> </table>		Rating	Descriptor	0	Bidder with no previous experience – 0 reference letter	7	Bidder with 1 similar or related previous project experience – 1 reference letter	14	Bidder with 2 similar or related previous project experience – 2 reference letters	21	Bidder with 3 similar or related previous project experience – 3 reference letters	28	Bidder with 4 similar or related previous project experience – 4 reference letters	35	Bidder with 5 similar or related previous project experience or more – 5 reference letters	35
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28	Bidder with 4 similar or related previous project experience – 4 reference letters																
35	Bidder with 5 similar or related previous project experience or more – 5 reference letters																
<p>Team Qualifications, Knowledge, and Experience:</p> <ul style="list-style-type: none"> The personnel performing the service must possess relevant experience and knowledge and 	<table border="1"> <thead> <tr> <th>Rating</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Bidder with no project team CV / Profiles, with no experience and no qualification</td> </tr> <tr> <td>6</td> <td>Project team CV/Profiles provided, indicating 2-year relevant research experience and a</td> </tr> </tbody> </table>		Rating	Descriptor	0	Bidder with no project team CV / Profiles, with no experience and no qualification	6	Project team CV/Profiles provided, indicating 2-year relevant research experience and a	30								
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CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS		WEIGHT
qualifications related to Local Government / Disaster Management / Fire Services / Legislation implementation <ul style="list-style-type: none"> Project team leader must possess at least 5 years of research experience and a Masters/PhD as their highest level of qualification 		relevant graduate qualification . No clear project team leader.	
	12	Project team CV/Profiles provided, indicating 3-year relevant research experience and a relevant graduate qualification . Project team leader profile indicates less than 5-year relevant experience, without a Masters/PhD qualification.	
	18	Project team CV/Profiles provided, indicating 4-year experience and a postgraduate qualification . Project team leader profile indicates 5-year relevant experience, with a Masters/PhD qualification.	
	24	Project team CV/Profiles provided, indicating 5-year experience and a postgraduate qualification . Project team leader profile indicates more than 5-year relevant experience, with a Masters/PhD qualification.	
	30	Project team CV/Profiles provided, indicating 5-years or more experience including a postgraduate qualification . Project team leader profile indicates more than 5-year relevant experience, with a Masters/PhD qualification.	
Total for functionality			100
Minimum threshold score			70

Bidders who score 70 (average) points and above will be considered in phase 2 of the evaluation. The 80/20 points system will be used when evaluating this Request for Proposal, where 80 is for Price.

The remaining 20 points will be allocated 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 as 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:

Table 1:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Phase 2 of evaluation will include the sum of the two criteria below:

CRITERIA	WEIGHT
Price	80
Specific Goals	20
TOTAL	100

Points claimed shall be verified through the Central Supplier Database (CSD) and valid BBBEE certificates.

12. GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.

- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its own discretion.

