

**Bid Number: RFQ 25/26-NMM-0012**

**SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER  
TO FACILITATE AND MANAGE THE IMPLEMENTATION OF DRIVER'S  
LICENSE TRAINING FOR 20 YOUTH PARTICIPANTS FOR PERIOD OF  
SIXTY (60) DAYS**

**BIDDER:**

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**CSD NUMBER:**

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**CLOSING DATE: 17 SEPTEMBER 2025**

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**CLOSING TIME: 11:00 AM**

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**ENQUIRIES:**

SCM – NELSON MANDELA METRO  
5<sup>TH</sup> FLOOR, JMM OFFICE COMPLEX, STRUANDALE, PORT ELIZABETH, 6000

**Contact Persons**

(For specification related enquiries)

Ms. Phillips /Mr Coutts / Ms Monakali

Tel: 0646083146/0662877586/060 827 8280

(For completion of bid document)

Ms. Phillips

Tel: 0646083146

**Fraud, Complaints & Tender Abuse Hotline**

**0800 701 701 (toll free number)**

# **PART 1**

## **STANDARD BIDDING FORMS**

## PART A

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT</b>					
<b>BID NUMBER:</b>	<b>RFQ 25/26 – NMM – 0012</b>	<b>CLOSING DATE:</b>	<b>17 SEPTEMBER 2025</b>	<b>CLOSING TIME:</b>	<b>11H00</b>
<b>DESCRIPTION</b>	SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE AND MANAGE THE IMPLEMENTATION OF DRIVER'S LICENSE TRAINING FOR 20 YOUTH PARTICIPANTS FOR PERIOD OF SIXTY (60) DAYS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>JUMARTHA MILASE MAJOLA OFFICE COMPLEX, STRUANDALE</b>					
<b>PORT ELIZABETH, 6000</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE A BRANCH IN THE RSA?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.					

## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS, IF NOT REGISTERED, MUST PRIOR TO AWARD REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## RFQ INVITATION

### SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE AND MANAGE THE IMPLEMENTATION OF DRIVER'S LICENSE TRAINING FOR 20 YOUTH PARTICIPANTS FOR PERIOD OF SIXTY (60) DAYS

Tender documents will be available as from 09H00 on **4 SEPTEMBER 2025** from the offices of the Department of Social Development located in the below office at no cost. Documents can also be downloaded from the departmental website [www.ecdsd.gov.za](http://www.ecdsd.gov.za).

District Office/Metro	Address	Enquiries
NELSON MANDELA METRO	JUMARTHA MILASE MAJOLA, STRUANDALE, PORT ELIZABETH 5200	Ms Phillips – <a href="tel:0646083146">0646083146</a> , Ms. Monakali – <a href="tel:0608278280">060 827 8280</a> Email: <a href="mailto:Nomboniso.Phillips@ecdsd.gov.za">Nomboniso.Phillips@ecdsd.gov.za/</a> <a href="mailto:Siyasanga.monakali@ecdsd.gov.za">Siyasanga.monakali@ecdsd.gov.za</a>

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box located in the addresses above not later than **11H00 on 17 SEPTEMBER 2025**.

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## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

b

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 A tendered must submit, together with its tender, a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:

- 4.2. 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—
- (a) 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
  - (b) 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.

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

***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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (Women Ownership)	6		
No Franchise	2		
Disability	3		
Locality (Nelson Mandela Metro)	6		
Youth	3		
<b>Total</b>	<b>20</b>		

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium  
 One-person business/sole propriety  
 Close corporation  
 Public Company  
 Personal Liability Company  
 (Pty) Limited



Non-Profit Company  
State Owned Company  
[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

ANNEXURE TO DSD 80/20 SBD 6.1 FORM

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

\*Indicate YES or NO

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in  
submitting the accompanying bid, do hereby make the following statements that  
I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



## **BID SPECIFICATION DOCUMENT**

**SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE AND MANAGE THE IMPLEMENTATION OF DRIVER'S LICENSE TRAINING FOR 20 YOUTH PARTICIPANTS FOR A PERIOD OF SIXTY (60) DAYS.**



**DISTRICT OFFICE – NELSON MANDELA METRO**

PHYSICAL ADDRESS: Jumartha Milase Majola Office Complex, Struanway, Struandale, Gqeberha,

POSTAL ADDRESS: Private Bag X3906, North End, Gqeberha, 6056 – RSA –

Tel: +27 (0)41 406 5835-

Email address: [lawrence.coutts@ecdsc.gov.za](mailto:lawrence.coutts@ecdsc.gov.za)

Website: [www.ecdsc.gov.za](http://www.ecdsc.gov.za)

## 1. INTRODUCTION

The Department of Social Development (Nelson Mandela Metro) has identified National youth service participants to ensure that young people are relevantly capacitated. The training will enable the learners to begin operating in socio-economic development environment. This skill will afford national youth service participants to participate in the marketplace without any limitations. This is based on the inherent job requirements in the various fields of employment in which possession of a valid driver's license serves as basic instrument for employment to unemployed youth generally. This Programme seeks to capacitate young people on Driver's license skills programme for a period of sixty (60) days.

## 2. OVERALL OBJECTIVES

The overall objective of this bid is to equip young people in Nelson Mandela Metro to obtain Driver's license skills through the Departmental youth empowerment programme. The outcome must empower youth that will be able to compete in the economy by entering gainful employment or becoming entrepreneurs.

## 3. SCOPE OF WORK/ACTIVITIES TO BE UNDERTAKEN

Provision of **K53 (Code 14)** Practical vehicle driving and testing programme to Youth Participants includes the following requirements:

3.1 Provide training for Learners Licence: basic understanding of road signs.

3.2 Provide 25 hours of practical vehicle training on Code (14) Driver's license to National Youth participants.

3.3 A successful bidder to provide bookings for Learners' and Drivers' Licence candidates at Traffic Department.

3.4 Provision of course material applicable to the Learners' Licence and Drivers' Licence.

3.5 Ensure practical vehicle training including instruction and testing Youth Participants in line with South African Traffic Department requirements.

3.6 The successful bidder should make a provision for retesting (second chance) of the learners that may not qualify in the initial test/ chance at no extra cost to the department.



- 3.7 The successful bidder will be responsible for its own logistics arrangements inclusive of travel and accommodation and to the specified training venue.
- 3.8 The successful bidder to arrange and pay catering (**Lunch pack with sandwich , two fruits and soft drink**) for all learners for a period of sixty days .
- i. Catering (**Lunch pack with sandwich, two fruits and soft drink**).
- 3.9 Compile and submit monthly progress as well as overall progress report to the Department of Social Development.

#### 4. DELIVERABLES

- 4.1 Provision of lessons on basic safety driving which encompasses principles of driving including hazardous driving conditions including bad weather conditions such as fog, heavy rain, heavy traffic, night driving.
- 4.2 Preparatory practical test on code fourteen (14) driver's license .
- 4.3 Facilitate payment of learners licence and drivers licence fees at Traffic Department.
- 4.4 Record keeping of Portfolio of Evidence (POE) and Assessment results; learner attendance and management of attendance registers
- 4.5 Provision to be made within the first month to cater for replacement student in unforeseen event that a nominated candidate cannot continue with the programme.
- 4.6 The Service Provider will arrange lunch pack and soft drink for learners .
- 4.7 The successful Bidder must implement, monitor, and evaluate these practical lessons and submit a report monthly to the Department through Youth Development Directorate.
- 4.8 The successful bidder should submit a mid-term and close-out report. The final report (hard and soft copy) shall be presented in a meeting and signed-off by the parties not later than 31 March 2026. Submit fully completed, dated, and signed attendance registers of the participants or trainees.
- 4.9 The successful bidder will, upon completion of the course be required to provide a driver's licenses for all trainees.

#### 5 SPECIAL CONDITIONS

- 5.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website. [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 5.2 An In loco inspection may conduct on the shortlisted bidder/s to verify availability of relevant material and equipment.
- 5.3 Bidders must provide details of contactable reference/s to confirm the bidder's previous experience by completing Annexure B.
- 5.4 The successful bidder shall, in the performance of its functions arising from this bid, ensure compliance at all times with the legislation and any regulations applicable in this industry.





## **6 SUBMISSION OF PROPOSALS**

Bidders must submit a detailed proposal with the following:

- a) A detailed bid document.
- b) A project plan indicating programmes and time frames. This entails a detailed Work Plan accompanied by a training content.
- c) List of available cars or vehicles to be used during training must be attached

## **7 REQUIREMENTS**

- 7.1 Bidders must have experienced Driver's license instructors with at least 2 years' (24 months) traceable record (Submit CV).
- 7.2 Bidders must have at least 2 years' experience (24 months) in providing driver training services. (Complete Annexure B).
- 7.3 The required training infrastructure relevant equipment such as tools (list of available cars), and items to be used during training sessions. (Submit a written undertaking that full equipment is available and provide address).

## **8 CONTRACT PERIOD**

The contract shall be for a period of 60 days. The commencement date of the contract shall be mutually agreed upon between the Department and the successful bidder.

## **9 PRICING**

- 9.1 Bidders must submit a detailed price schedule in respect of all costs and quote as per the pricing schedule attached hereto.
- 9.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12-month period to register for VAT.
- 9.3 Bidders must ensure that the quotes submitted have no arithmetic errors as department will not rectify any errors on the quotations received. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by department and the appointed service provider prior to contract acceptance.
- 9.4 Bidders will carry the responsibility of ensuring that the proposal submitted have been signed by a dully authorised person. Should it be established after the submission of proposal that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.



9.5 All prices submitted should be typed in black ink or written in pen. No proposals written in pencil will be accepted or evaluated.

## 10 PAYMENT

The successful bidder will bill the Department in line with the agreed upon payment schedule, which will be guided by the project plan, and the payment will be made within 30 days of submission of a properly completed invoice. It is therefore essential for the bidder to have funds to start the project and ensure that there are sufficient funds for the salaries of the employees and other overheads.

## 11 PENALTIES

The Department shall be entitled to impose penalties in the event of successful bidder failing to comply with any of the terms of this bid. The details of the penalties will be indicated in the service level agreement.

**ACTING DISTRICT DIRECTOR:**  
**NELSON MANDELA METRO**  
**DATE:** 01 September 2025

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## 12 EVALUATION

### 12.1 Pre-evaluation criteria

- 12.1.1 Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 14.1.
- 12.1.2 Fully completed and signed **SBD1 and SBD 4**,
- 12.1.3 Correction fluid of any kind **MUST NOT** be used. Any corrections made **ON PRICE** must be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's initials.
- 12.1.4 Fully completed of Annexure A.
- 12.1.5 Qualified instructors with at least 2 years traceable record (Submit CV)
- 12.1.6 Proof of Experience (At least 2 years) in implementing similar projects with traceable record for the bidder. Attach copy of signed award letter/ copy of signed contract AND a corresponding letter from the company / department indicating that cleaning services were satisfactory rendered (Complete annexure B)

### 12.2 EVALUATION AS PER PPPFA

Quotations will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on price and Specific Goals.

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	6
5.	▪ No Franchise	2
6.	▪ Disability	3
7.	▪ Locality (Nelson Mandela Metro)	6
8.	▪ Youth	3
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

**NOTE: SBD 6.1 ATTACHED IN ORDER TO CLAIM PREFERENCE POINTS. Bidders who have not completed SBD 6.1 will not qualify for preference points.**

- 1. In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.
- 2. Locality will be confirmed as follows:
  - a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
  - b. If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.



- c. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published.
  - d. Copy of water and lights account from the municipality (Municipal Account, not a councillor's letter) or Eskom statement. The proof of address must be in the name of the company.
  - e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV.
3. In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.

### 13 BID POLICIES, PROCEDURES AND CONDITIONS:

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- 13.1 Quotations are valid for 60 days.
- 13.2 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 13.3 Service Providers are required to submit together with their quotations ECBD 6.1. Service Providers who do not submit ECBD 6.1 will not be eliminated but will only not qualify for rating points.
- 13.4 Service Providers must complete the preferential points claim forms in order to claim preference points.
- 13.5 The Department will not award a contract to a bidder whose tax affairs are not in order.
- 13.6 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 13.7 The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.
- 13.8 Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- 13.9 No bids will be considered if submitted after closing time.
- 13.10 This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special condition of contract.

### 14 CONSORTIUM / JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements:



14.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium.

14.2 All parties must be registered on the CSD.

14.3 A Consortium or Joint venture must obtain and submit a consolidate B-BBEE Status Level Verification Certificate together with the bid.

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**DATE:** 03/09/25

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**ANNEXURE A**  
**PRICING SCHEDULE**

**TRAINING COST ANALYSIS:**

<b>Empowerment/Training Area/Activity</b>	<b>No of learners</b>	<b>Hours per training area</b>	<b>Rate (p/h)</b>	<b>Total cost per training area</b>
<b>Training</b>				
<b>Lunch Pack with sandwich, two fruits and soft drink</b>				
<b>Other Admin costs (If any)</b>				
<b>TOTAL</b>				

**(The above costs include all the deliverables in line with the scope of work)**

**Total:**

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**VAT:**

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**Grand Total:**

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**Signature of Service Provider:**

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**Position:**

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## ANNEXURE B: LIST OF REFERENCES

### STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Bidders must insert in the space provided below and submit with their proposals, the following statement showing the job/s which they have successfully carried out which can be verified by the Department

The information must be supplied by accurately completing the table set out below, which the bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

For whom done	Start Date	End Date	Contact Person

**BIDDERS NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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