



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Beacon Hill Office Park - Corner of Hargreaves Road and Hockley Close - Private Bag X0039 - Bhisho - 5605 - REPUBLIC OF SOUTH AFRICA  
Tel: Email address: noludwe.james@ecdded.gov.za

**ADVERTISEMENT**  
**RFQ - 19/20 - 0003(i)**

**APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE AND MANAGE THE IMPLEMENTATION OF  
A DRIVERS' LICENCE FOR THIRTY (30) YOUTH WITH DISABILITIES FOR A PERIOD OF THREE (3)  
MONTHS.**

**Issued by:**

Province of the Eastern Cape

Department of Social Development

**Contact Person:**

Mr. M. Vukubi / Ms Ngaiwana / Ms James  
(Tel: 082 779 9347 / 043 642 2800)  
(For completion of document)

**Mr. Z. Jubisa**

(Tel: 082 303 8840)  
(For specification related enquiries)

Private Bag X0039  
Bisho  
5605

Name of Company/Bidder: \_\_\_\_\_

CSD/Supplier Number: MAAA \_\_\_\_\_

Company/Bidder's Tel/Cell: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

**QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 31 JULY 2019 IN THE TENDER BOX AT: DEPARTMENT OF  
SOCIAL DEVELOPMENT OFFICES, SITUATED AT ALBERTINA SISULU HOUSE, BEATRICE STREET, KING  
WILLIAMS TOWN**

**Closing Date: 31 JULY 2019**

**Closing Time: 11H00**

RFQ-19/20-0003(i)

*Building a Caring Society. Together.*

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:  
.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3 Full details of directors / trustees / members / shareholders.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Reference Number</b>	<b>Tax Number</b>	<b>State Number</b>	<b>Employee / Persal Number</b>

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	

**CONTRACT FORM - RENDERING OF SERVICES  
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

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## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

J8365bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

10. 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.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js914w 2

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**Province Of The Eastern  
Cape**

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**Department of Social  
Development  
Private Bag X 0039 Bisho 5605  
SOUTH AFRICA**

**BID SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO  
FACILITATE AND MANAGE THE IMPLEMENTATION OF A DRIVERS' LICENCE  
FOR TWENTY FIVE (25) YOUTH WITH DISABILITIES.**

## **1. INTRODUCTION**

The Department has identified Youth with Disabilities 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 youth with disabilities to participate in the market place without any limitations

This is an initiative to engage young South Africans in Community Service activities in order to strengthen service delivery, promote nation building, foster social cohesion and assist youth to gain occupational skills necessary to access sustainable livelihood opportunities. This programme seeks to capacitate these young people on Drivers' Licence programme for a period not exceeding three months from the date of appointment.

### **OVERALL OBJECTIVES**

The overall objective of this bid is to equip young people to obtain a drivers' licence through the Departmental youth empowerment programme. The outcome must be empowered youth that will be able to compete in the economy by entering gainful employment or becoming entrepreneurs.

## **2. SCOPE OF WORK/ACTIVITIES TO BE UNDERTAKEN**

A Drivers' Licence Code 8 training for thirty (30) youth with disabilities:

- 2.1 Provide a training for Learners Licence towards Drivers' Licence.
- 2.2 Provide a training for Drivers' Licence.
- 2.3 A successful bidder to provide bookings for Learners' and Drivers' Licence at Traffic Department.
- 2.4 Provision of course material applicable to the Learners' Licence and Drivers' Licence.
- 2.5 A successful bidder to provide to second chance on learners who would be found incompetent in the first chance.
- 2.6 The successful bidder will be responsible for its own logistics arrangements inclusive of travel and accommodation and to the specified training venue.
- 2.7 Venue conducive to training and the training facility must be situated at the same venue where the participants will be accommodated.
- 2.8 The successful bidder to provide accommodation and catering for all learners for the duration of the training

- Logistics – to arrange and pay for twenty-five (30) participants:
  - i. Breakfast
  - ii. Dinner (1 meat, 2 vegetables, 1 starch and 1 soft drink).
- 2.9 The training venue to be in Cofimvaba, Intsika Yethu Local Municipality at Chris Hani District.
- 2.10 The successful bidder to provide a close out report upon the completion of the training

### **3. DELIVERABLES**

- 3.1 The Service Provider will arrange logistics: accommodation, healthy meals (breakfast, and dinner), a conducive training venue and identify a field in preparation for Drivers' Licence.
- 3.2 The successful bidder must submit a comprehensive and detailed line-item budget showing total cost of the services, as well as the hourly rates of personnel to be involved. The budget should show service activities proposed and budget per activity for duration of the training. All assumptions made in drawing of the budget, including all cost factors inclusive travelling and accommodation must be detailed.
- 3.3 The successful bidder will be expected to attend 1 pre-training meeting at the Provincial Office in King William's Town to present training material for evaluation.
- 3.4 The final report (hard and soft copy) shall be presented in a meeting and signed-off by the parties after completion of training. Submit fully completed, dated and signed attendance registers of the participants or trainees.

### **4. SPECIAL CONDITIONS**

- 4.1 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.
- 4.2 An In loco inspection will be conducted on the shortlisted bidders to verify availability of relevant material and equipment.
- 4.3 Bidders must provide details of contactable reference/s to confirm the bidder's previous experience by completing Annexure B.
- 4.4 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.
- 4.5 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.



## **5. SUBMISSION OF PROPOSALS**

Bidders must submit a detailed proposal with the following:

- a) A project plan indicating time frames,
- b) Company Profile which will amongst others give details of experience projects conducted by the Service Provider inclusive of the financial management ability.
- c) Names of trainers/instructors.
- d) List of relevant equipment, tools, and items to be used during trainings must be attached

## **6. REQUIREMENTS**

- 6.1 Bidders must submit CVs detailing their experiences in running projects.
- 6.2 Bidders show competence to implement the project within the specified period. (Complete Annexure B).
- 6.3 The required training infrastructure relevant equipment such as tools, and items to be used during training sessions. (Submit a written undertaking that full equipment is available and provide address).

## **7. CONTRACT PERIOD**

The contract shall be for a period of three (3) months. The commencement date of the contract shall be mutually agreed upon between the Department and the successful bidder.

## **8. PRICING**

- 8.1 Bidders must submit a detailed price schedule in respect of all costs and quote as per the pricing schedule attached hereto.
- 8.2 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.
- 8.3 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.
- 8.4 Bidders will carry the responsibility of ensuring that the proposal submitted have been signed by a duly 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.
- 8.5 All prices submitted should be typed in black ink or written in pen. No proposals written in pencil will be accepted or evaluated.

**9. 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.

**10. 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.



\_\_\_\_\_  
DIRECTOR:

YOUTH DEVELOPMENT

DATE: 15/07/2019

## 11. BID EVALUATION CRITERIA

The bid will be evaluated in two phases, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2000 (PPPFA) as indicated below:

### 12.1 Pre-evaluation criteria

- 12.1.1 Registration on the Central Supplier Database (CSD);
- 12.1.2 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;
- 12.1.3 Fully completed and signed ECBD4; ECBD8 and ECBD9
- 12.1.4 Fully completed of Annexure A.

### 12.2 Evaluation as per PPPFA

Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

Bids will be evaluated on price and specific goals. Bidders are required to submit together with their bids original and valid B-BBEE status level verification certificates or certified copies thereof to substantiate their B-BBEE rating claims. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification. Bidders who do not submit valid B-BBEE status level verification certificates will not qualify for preference points.

#### Matrix for evaluation

NO.	Criteria	Points
1.	Price	80
2.	B-BBEE Status Level	20
3.	B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
4.	1	20
5.	2	18
6.	3	14
7.	4	12
8.	5	8
9.	6	6
10.	7	4
11.	8	2
12.	Non-complaint contributor	0
	<b>TOTAL POINTS FOR PRICE &amp; B-BBEE</b>	<b>100</b>

### **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 Bidders must ensure that B-BBEE Status Level Verification Certificates have been issued by verification agencies accredited by the South African National Accreditation System (SANAS) or registered auditors approved by the Independent Regulatory Board of Auditors.
- 13.2 The Department may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it;
- 13.3 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points;
- 13.4 Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- 13.5 No bids will be considered if submitted after the closing time.
- 13.6 The Department reserves the right to award the bid to more than one bidder, or not to award it at all.
- 13.7 The Department will not award a contract to a bidder whose tax affairs are not in order.
- 13.8 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.
- 13.9 This RFQ 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.

#### **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 A copy of the Central Supplier Database (CSD) registration report must be submitted by all parties.
- 14.3 A Consortium or Joint venture must obtain and submit a consolidate B-BBEE Status Level Verification Certificate together with the bid.

#### **15. DISCLAIMER**

- 15.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 15.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).



**DIRECTOR**  
**DEMAND AND ACQUISITION MANAGEMENT**

DATE: 19/07/2019

**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>Other Admin costs (if any)</b>				
<b>TOTAL</b>				

**Total:**

\_\_\_\_\_

**VAT:**

\_\_\_\_\_

**Grand Total:**

\_\_\_\_\_

**Signature of Service Provider:**

\_\_\_\_\_

**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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