



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King Williams Town – Private Bag X0039 – Bhebe – 5605 – REPUBLIC OF SOUTH AFRICA
Tel: 043 642 2800 Email address: noludwa.james@ecdad.gov.za

ADVERTISEMENT
RFQ - 19/20 - 0024

APPOINTMENT OF A SERVICE PROVIDER FOR THE DEBRIEFING SESSION FOR THE SENIOR MANAGEMENT.

Issued by:
Province of the Eastern Cape
Department of Social Development

Contact Person:
Ms. N. Ngahwana / Ms. N. James / Mr. M. Vukubi
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(For completion of document)

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(For specification related enquiries)

Private Bag X0039
Bhebe
5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 16 AUGUST 2019 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT ALBERTINA SISULU, BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 16 AUGUST 2019

Closing Time: 11H00

RFQ-19/20-0024

Building a Caring Society. Together.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder²):

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.

¹"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.

²"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, **YES/NO**
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?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

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

WITNESSES	
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 numberdated.....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 ATON.....

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? (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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) 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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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

Ja365bW

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.

³ 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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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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SPECIFICATION FOR THE DEBRIEFING SESSION FOR SENIOR MANAGEMENT

1. BACKGROUND

The Department of Social Development is committed to deliver effective care and service to its employees and to respond to challenges that impact negatively on the Social Work Service staff (that is, social workers, social auxiliary workers, probation officers and victim empowerment programme officials as well as administrative staff. The social work service staff, due to the nature of their work, becomes victims of burnout, compassion fatigue and secondary trauma. Vicarious Trauma (which is a natural consequent resulting from helping or wanting to help a traumatized or suffering person) becomes an occupational hazard that needs to be addressed by the Department.

A policy on Vicarious Trauma Management was developed and approved to mitigate the effects of working with trauma victims or survivors as well as to provide the organization with a framework that promotes an understanding of the psychological effects and the negative impact these have on those working with trauma survivors. The policy on Wellness Management and Health and Productivity management have been developed with a view of rendering sound human capital management support, to manage communicable and non-communicable diseases and mental health/ psychosomatic illnesses to enhance organizational effectiveness and efficiency. These policies need to be implemented effectively in order to enable the department to evaluate their success and impact in changing the behaviours patterns associated with trauma.

Apart from the group debriefing it is important for the department to realize the uniqueness each individual employee and the fact that individuals react differently in differently in different situations. While group debriefing may be effective to one it might not be effective to the next employee. It is against this background that the request to appoint a competent and experienced service is made.



1. SCOPE OF WORK

The Department is looking for a service provider to render services as stated below:

ITEM	QUANTITY	REQUIRED DATES	DESCRIPTIONS
CATERING:	60	18 August 2019	<p><u>LUNCH (14H00)</u></p> <p>Main Course</p> <ul style="list-style-type: none"> • Savoury rice, samp and beans • 2x Meats (Mutton stew/Chicken/Beef Stew/Lamb roast) • Fish • Roast potatoes • 1x Yellow(Carrot or Butternut) and 1x Green vegetables(Broccoli and Cauliflower/Green Beans/Peas/Creamed spinach) <p><u>Salads:</u></p> <ul style="list-style-type: none"> • Beetroot and green salad. <p><u>Desert:</u></p> <ul style="list-style-type: none"> • Malva pudding, ice cream, fruit salad <p><u>Drinks</u></p> <ul style="list-style-type: none"> • 1x 300ml soft drink per person
		19 August 2019	<p><u>MORNING TEA (10H00)</u></p> <ul style="list-style-type: none"> • Assorted pastries, sandwiches and muffins, • 100% fruit juice, coffee and tea <p><u>LUNCH</u></p> <p>Main Course</p> <ul style="list-style-type: none"> • Savoury rice, samp and beans • 2x Meats (Mutton stew/Chicken/Beef Stew/Lamb roast) • Fish



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			<ul style="list-style-type: none"> • Roast potatoes • 1x Yellow(Carrot or Butternut) and 1x Green vegetables(Broccoli and Cauliflower/Green Beans/Peas/Creamed spinach) <p>Salads:</p> <ul style="list-style-type: none"> • Beetroot, green salad <p>Desert:</p> <ul style="list-style-type: none"> • Malva pudding, ice cream, fruit salad <p>Drinks</p> <ul style="list-style-type: none"> • 1x 300ml soft drink per person
Venues & facilities	60	18-19 August 2019	<ul style="list-style-type: none"> • 1x Venues Hire • Class room sitting arrangement • Décor-Tables and chairs covered in full length with black and gold • 2x Roving microphones • 1x PA system • 1x Data Projector • 1x Screen • Flipchart • 60 notepads & pens (once off) • 60 x 500ml Bottled still water (2 per person per day) • Mints on tables twice a day
Service of professional facilitators	01 (50 participants)	18-19 August 2019	<p>The facilitators' presentation is expected to cover but not limited to the following:</p> <p>Workshop must be participatory and must be designed to provoke critical review and thinking amongst the participants. To facilitate and moderate a team building process that will improve both horizontal and vertical communication within Department of Social Development. The team building programme should be creatively organized to include sessions aimed at helping the staff to identify the</p>



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			interrelationship between corporate and individual work plans that ensures the optimal delivery of the programme outputs, better communication and enhanced team work. The Service Provider is expected to design this process and to assign time frames to it
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Workshop must be participatory and must be designed to provoke critical review and thinking amongst the participants. To facilitate and moderate a team building process that will improve both horizontal and vertical communication within Department of Social Development. The team building programme should be creatively organized to include sessions aimed at helping the staff to identify the interrelationship between corporate and individual work plans that ensures the optimal delivery of the programme outputs, better communication and enhanced team work. The Service Provider is expected to design this process and to assign time frames to it

1. Expected outputs

I. Preparatory/planning of the team building retreat workshop

- A customized facilitation and team building plan clearly articulating the objectives of each of the team building exercises;
- Interactive and flexible facilitation tools and material aids prepared prior to the workshop.

II. Facilitation of the team building retreat workshop

Interactive and team building sessions aimed at identifying deliberate harmonization of the head office and district offices activities through effective communication of its diverse teams.

III. A brief report to the HOD, outlining:

The retreat workshop proceedings and key outcomes;



- Recommendations on corporate deliveries to promote communication and team work horizontally and vertically;
- Recommendations on the suggested institutional design/operational design that will ensure sustenance of the retreat objectives; and
- Feedback on the various aspects of the training workshop from participants

3. EXPECTED OUTCOMES

- A cohesive team that understands individual roles and their links to the overall Centre's objectives;
- Building a Resilient Team creating a healthy and productive work environment for Improved Service Delivery;
- Promoting personal skills required for resilience such as problem solving skills and autonomy and promoting effective communication;
- Improved communication between supervisors and their staff, both horizontally and vertically;
- Identifying the team's strengths and capacity needs of members and providing appropriate recommendations; and
- Meeting the expectations of all staff for the team building exercise

4. PARTICIPANTS

The Team building is targeted for 50 members of Senior Management of the Department of Social Development

5. DURATION OF THE WORKSHOP

The workshop will take place on 18th -19th August 2019 (2 days); the workshop report to be presented to Top Management. The Service Provider must be available at 24hour notice.

6. METHODOLOGY

- Lecturer (Team Work, Values, Culture, Organisational Review)

SPECIFICATION FOR THE DEBRIEFING SESSION FOR SENIOR MANAGEMENT

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- Group Work
- Personality Assessment
- Interactive and Participative Discussion.

7. REQUIRED SKILLS AND COMPETENCIES

IV. The consultant(s) or organization should possess the following knowledge and skills:

- Proven track record of extensive consultancy experience in facilitation of team building, knowledge sharing workshops and conducting sustainable team building activities; inculcating building of a resilient team for improved service delivery;
- Demonstrated knowledge of the operations of international organizations;
- Excellent analytical, writing and communication skills; and
- Full computer literacy and fluency in English – both written and spoken – are essential.
- Knowledge and experience of using participatory approaches and innovative facilitation techniques.
- Qualification in administration, management, project management as to ensure the understanding of the context and nature of the team's deliverables and align project outcomes to project management principles.
- Experience in team assessments, facilitation of team development discussions.
- Qualified resources with experience in organisational culture development
- Qualified resources with experience in team management.

9. Proposal

- Specific experience of the Lead Consultant and Associate(s) relevant to the assignment.
- Please provide details of similar assignments undertaken.
- Capacity of consultants in terms of their qualifications and competencies for the assignment.
- Please attach detailed CVs.
- Clear understanding of the assignment/interpretation of the TORs.
- A customized training and team building plan clearly articulating the objectives of the team building exercise.
- Methodology to be used during the assignment.



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- Work plan clearly indicating the maximum time/duration required for the assignment.
- Clear breakdown of the financial proposal.

2. PRICING

2.1 Bidders must submit quotations which include all the costs for the completion of the service.

2.2 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.

2.3 Bidders must ensure that there are no errors in the prices quoted. Should an error be discovered after the award, the following will apply:

- a) If the correct price is higher than the quoted price, the department will only pay the quoted price and the obligation of the bidder will remain unchanged.
- b) If the correct price is lower than the quoted price, the department will only pay the correct price and bidder's obligations will remain unchanged.

3. PAYMENT

3.1 The successful bidder will bill the Department after services have been completely rendered.

3.2 Payment will be made within 30 days of submission of a properly completed invoice.

4. LOCAL ECONOMIC DEVELOPMENT

To support Local Economic Development within the Province, preference will be given to service providers who have established their offices located in Sara Baartman District and confirmation that the bidder will support local procurement within Sara Baartman District. Bidders must provide with their bids written undertaking that they will source 50% of necessary personnel from the Area where the services are required.

The procurement of all catering related equipment including protective clothing and gear for the catering and other personnel from suppliers within the Eastern Cape: Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) will maintain and provide a list of locally manufactured goods/

commodities. The bidder will be expected to provide proof as and when required by the Department in terms of this clause. Failure to adhere, could lead to review and termination of the contract.

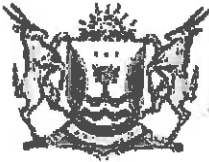
5. SPECIAL CONDITIONS

- 5.1 The successful bidder will ensure compliance with all the applicable regulations in the performance of this service.
- 5.2 The Department reserves the right to award the bid to more than one bidder.
- 5.3 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. The Department will not award a contract to a bidder that is not registered on the CSD.
- 5.4 Bidders must provide a minimum of two references of similar work previously done.
- 5.5 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 signature.
- 5.6 The preferred venue is Caps St Francis Resort near Jeffreys Bay.



DIRECTOR:
INTEGRATED EMPLOYEE RELATIONS & WELLNESS

2019/05/14
DATE



6. Evaluation Criteria:

The following are pre-qualification criteria:

- 6.1 Registration on the Central Supplier Database.
- 6.2 Quotation is only valid when signed by the service provider.
- 6.3 Fully completed and signed ECBD4, ECBD8 and ECBD9.
- 6.4 Fully completed Annexure A
- 6.5 Provide minimum of two contactable references on similar work done. (Complete Annexure B)

N.B: Failure to fully comply with the pre-qualification criteria may lead to the automatic disqualification of Request for Quotation (RFQ). The department may conduct In Loco Inspection on the shortlisted bidders.

Quotation 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. Service Providers are required to submit together with their quotations 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. Service Providers who do not submit valid B-BBEE status level verification certificates will not qualify for preference points.

Matrix for evaluation

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0
TOTAL POINTS FOR PRICE & B-BBEE	100



7. Bid Policies, procedures, Terms 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:

- 7.1 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.
- 7.2 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. The Department will not award a contract to a bidder that is not registered on the CSD.
- 7.3 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.
- 7.4 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 7.5 Bids submitted through facsimile and e-mails will not be accepted.
- 7.6 No bids will be considered if submitted after the closing time.
- 7.7 The Department may, if necessary, negotiate a market related price in line with the Preferential Procurement Regulations 2017.
- 7.8 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.

8. 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:-

- 8.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others 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.
- 8.2 All parties must be registered on CSD.



9. DISCLAIMER

9.1 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.

9.2 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: SCM

15/08/19
DATE



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town - Private Bag X0039 - Bhebe - 5605 - REPUBLIC OF SOUTH AFRICA
Email address: Ncumisa.ngaiwana@ecdad.gov.za - Website: www.ecdad.gov.za

ANNEXURE A

PRICE SCHEDULE

ITEM	QUANTITY	UNIT PRICE	TOTAL (Excluding VAT)	TOTAL (Including VAT)
Catering (As per the scope of work)	60			
Venues & Facilities	1 (For two days)			
Service of professional facilitator/s	01			
Service fee				
Subtotal				

GRAND TOTAL

= R _____

SUPPLIER NAME

CONTACT PERSON

SIGNATURE

DATE

SPECIFICATION FOR THE DEBRIEFING SESSION FOR SENIOR MANAGEMENT

12

Building a Caring Society Together

25



Province of the
EASTERN CAPE
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Albertina Sisulu House, Beatrix Street, King William's Town – Private Bag X0039 – Bhishe – 5605 – REPUBLIC OF SOUTH AFRICA
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ANNEXURE B: LIST OF REFERENCES

STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Each Bidder has to submit written references in respect of services successfully performed by them for verification by 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.

Bidders must fully complete the table provided below.

For whom done	Description	Date completed	Contact Person	Contact Details

Bidder's Name (Company): _____

CSD Number: _____

Name of representative: _____

Signature: _____

Date: _____