



Province of the  
**EASTERN CAPE**  
OFFICE OF THE PREMIER

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**APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER FOR  
MANAGEMENT OF MERSETA PROJECT FOR A PERIOD OF 36 MONTHS.**

**BID NO: SCMU1-24/25-0001**

<b>NAME OF BIDDER:</b>	
<b>CSD NUMBER</b>	
<b>COMPULSORY BRIEFING/ CLARIFICATION</b>	<b>3 JUNE 2024 AT 11H00</b>
<b>CLOSING DATE</b>	<b>18 JUNE 2024</b>
<b>CLOSING TIME</b>	<b>11H00 AM</b>
<b>BID TOTAL AMOUNT (INCLUDING VAT)</b>	<b>R.....</b>

**PREPARED BY:**

SUPPLY CHAIN MANAGEMENT UNIT  
OFFICE OF THE PREMIER  
PRIVATE BAG X 0047  
BHISHO  
Website: [www.ecprov.gov.za](http://www.ecprov.gov.za)

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## CHECK LIST

Please ensure that all the following documents have been submitted with your Bid / tender document. Failure to submit these documents could result in your quotation/bid being seen as unresponsive.

Description	Done
<b><u>Tax Status Verification for Price Quotations and Competitive Bids</u></b>  Tax Compliance status and company directors of bidders will be verified on the CSD for all price quotations and competitive bids. Hard copies of Tax Certificate and CK documents are therefore no longer needed to be attached in the bid. Tax status must remain Compliant for conducting business with state.	
All forms of verification documents are attached to qualify for preference points as per each specific goal.	
Joint Venture: In the case of a joint venture a Joint Venture Agreement or an Intention to form a Joint Venture Agreement must be attached	
This tender will be subject to the Government Procurement: General Conditions of Contract of July 2010	

Please ensure that all the following sections of the Bid Document have been completed in full. Failure to comply will result in the Quotation / Bid being seen as unresponsive.

Description	
Section 3: 1. Detailed quotation (show breakdowns)	
Section 4: 1. Certificate of authority for signatory must be completed and signed in full. 2. Schedule of work carried out by the bidder must be completed. 3. Equity Ownership Declaration must be completed and signed in full. 4. <b>All SBD documents</b> must be completed signed in full and witnessed, failure to do so will result in the quotation/bid being eliminated.	

**ALL FORMS TO BE COMPLETED IN BLACK INK**

**NO CORRECTION FLUID TO BE USED IN THE DOCUMENT**

**CHANGES SHOULD BE MADE BY DRAWING A LINE THROUGH THE INCORRECT INFORMATION, AND INITIALING THE CHANGE**

**NO LATE BIDS WILL BE ACCEPTED**

**NO CESSIONS ALLOWED AT THIS STAGE!**



## BID NOTICE

Bids are hereby invited from suitable and qualified service provider for:

### **APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER FOR MANAGEMENT OF MERSETA PROJECT FOR A PERIOD OF 36 MONTHS.**

Bid Documents are available at Office of the Premier, Independence Avenue, old ECDC Building Bhishe Second Floor, Office Number 2056. Electronic Documents will be available as from the **24 May 2024** on the website [www.ecprov.gov.za](http://www.ecprov.gov.za) under Procurement and also on the National Treasury e-tenders page: [www.etenders.gov.za](http://www.etenders.gov.za)

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description must be deposited in the bid box situated at Office of the Premier, Independence Avenue old ECDC Building, Ground Floor (Reception Area) not later than **11 O'clock on 18 June 2024** when bids will be opened in public.

### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND POINTS WILL BE AWARDED AS FOLLOWS:**

Price	- 80 points
Specific goals	- 20 points

### **BID EVALUATION**

The bid will be evaluated in three (3) phases as follows:

Phase 1: Pre-qualification criteria (Mandatory requirements)

Phase 2: Functionality Criteria

Phase 3: Price and Specific Goals

### **BREIFING SESSION**

Date: 3 June 2024

Time: 11h00

Venue: Virtual

Request can be requested from: [scmrequests@ecotp.gov.za](mailto:scmrequests@ecotp.gov.za)

### **ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:**

<b>Admin Enquiries</b>	<b>Technical Enquiries</b>
Ms. Loyiso Manyela Email: <a href="mailto:Loyiso.manyela@ecotp.gov.za">Loyiso.manyela@ecotp.gov.za</a>	Ms. Ncumisa Bodlo Email: <a href="mailto:ncumisa.bodlo@ecotp.gov.za">ncumisa.bodlo@ecotp.gov.za</a>



## **SPECIAL CONDITIONS OF BID:**

### **1. INTERPRETATION**

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Department" in these conditions shall mean the OFFICE OF THE PREMIER

### **2. EXTENT OF BID**

This contract is for the:

**APPOINTMENT OF A SERVICE PROVIDER TO PLACE ADVERTISEMENTS OF TENDERS, VACANCIES, NOTICES AND OTHER ARTICLES FOR THE EASTERN CAPE OFFICE OF THE PREMIER (ECOTP) AS AND WHEN REQUIRED FOR A PERIOD OF TWENTY-FOUR (24) MONTHS**

### **3. CONTRACT TO BE BINDING**

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract, should it be requested in the Term of Reference

### **4. MODE OF BID**

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or only bid will not necessarily be accepted.***

### **5. QUALITY**

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Department prior to the submission of a Bid.



## **6. INSURANCE CLAIMS, ETC.**

The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify The Department against all risks or claims which may arise.

It may be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to The Department for scrutiny.

Failure to do so within 21 (twenty-one) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

## **7. SIGNING OF DOCUMENTS**

Bidders are required to return the complete set of documents duly signed.

In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this quotation will bind all the directors/ members of the enterprise and will therefore render the quotation valid. In the event that a non- member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation. In the case of a joint venture or consortium, at least one director/ member of each of the parties need to sign the joint venture or consortium agreement. Furthermore, in the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

## **8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of **90 (Ninety)** days from the closing date as stipulated in the Bid document.

## **9. PENALTY PROVISION**

### **9.1 Should the successful Bidder:**



- a) Withdraw the Bid during the afore-mentioned period of validity; or
- b) Advise the Department of his / her / their inability to fulfil the contract; or
- c) Fail or refuse to fulfil the contract; or
- d) Fail or refuse to sign the agreement or provide any surety if required to do so;

The Department may hold the bidder responsible for and the bidder is obligated to pay to the Department:

- a) All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.
- b) The difference between the original accepted Bid price (inclusive of escalation) and:
  - i. A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or
  - ii. A new Bid price (inclusive of escalation).

**9.2** Should the successful Bidder fail to deliver; provisions of the General Conditions of Contract will apply.

**9.3** Disputes between the Department and a bidder (if any) will be dealt with in the form of litigation.

**9.4** The penalties will be as per the SLA or Project Charter which will be signed after the awarding of the contract

## **10. VALUE ADDED TAX**

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

## **11. PRICE ESCALATION**

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E	Table E - All Items
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## **12. AUTHORITY TO SIGN BID DOCUMENT**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the



articles of the entity. Furthermore, in the case of a joint venture or consortium at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.

If a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.

### **13. DURATION OF THE BID**

The successful bidder will be contracted for the period of thirty-six (36) months, limited to the items listed on the tender document.

### **14. DELIVERY PERIODS**

**14.1** Delivery periods and relevant dates will be provided in the Service Level Agreement (SLA).

### **15. DISPUTES OR LIABILITIES**

**15.1** If disputes/ liabilities cannot be resolved by internal systems, the disputes will be settled by litigation. This paragraph replaces paragraph 29 in the General Conditions of Contract.

### **16. CLOSING DATE / SUBMITTING OF BIDS**

**16.1** Bids must be submitted in sealed envelopes clearly marked.

**16.2** The completed bid documents must be deposited in the bid box, Office of the Premier Building, Ground Floor (Reception Area), Bhisho not later than the **18 June 2024** at 11AM when bids will be opened in public.

### **17. NEGOTIATIONS WITH THE IDENTIFIED PREFERRED BIDDER**

**17.1** The Bid will be awarded to the bidder who scores the highest PPPFA points, calculated based on the total price offered. However, the final terms of this bid may be subjected to negotiation with the identified preferred bidder, should a need arise.

**17.2** The Department may negotiate for additional resources from the successful bidder, should it be deemed necessary.





**PART A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on .....

Mr. /Ms ....., whose signature appears below, has been duly authorized

to sign all documents in connection with the Bid for **APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER FOR MANAGEMENT OF MERSETA PROJECT FOR A PERIOD OF 36 MONTHS.**

and any Contract that

may arise there from on behalf of (name of Service Provider in block capitals) .....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1. ....



## PART B: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this Bid in Joint Venture and hereby authorise Mr/Ms . . . . . , authorised signatory of the company . . . . . , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. . . . . Name . . . . . Designation
		Signature. . . . . Name . . . . . Designation
		Signature. . . . . Name . . . . . Designation
		SIGNATURE. . . . . NAME . . . . . DESIGNATION

**ATTACH SERVICE LEVEL AGREEMENT BETWEEN JOINT VENTURE PARTIES TO NEXT PAGE. "FAILURE TO SUBMIT JOINT VENTURE AGREEMENT AS PART OF THE COMPLETION OF THE BID WILL RESULT IN YOUR BID BEING REJECTED."**



SCMU1-24/25-0001: Appointment of a Project Management Service Provider for Management of MerSETA Project for a period of 36 months.

PART A

INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SCMU1-24/25-0001	CLOSING DATE:	18 JUNE 2024	CLOSING TIME:	11H00
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
ECOTP, Independence Avenue, ECDC , Bhisho					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Loyiso Manyela (Ms)		CONTACT PERSON	Ncumisa Bodlo (Ms)	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	loyiso.manyela@otp.gov.za		E-MAIL ADDRESS	ncumisa.bodlo@ecotp.gov.za	
<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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



## 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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



SCMU1-24/25-0001: Appointment of a Project Management Service Provider for Management of MerSETA Project for a period of 36 months.



Province of the  
**EASTERN CAPE**  
OFFICE OF THE PREMIER

**TERMS OF REFERENCE**

**APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER FOR MANAGEMENT OF  
MERSETA PROJECT FOR A PERIOD OF 36 MONTHS.**

**BID NO: SCMU1-24/25-0001**



## **1. BACKGROUND**

The Strategic Skills Development Unit in the Eastern Cape Office of the Premier (ECOTP) is implementing a variety of skills development programmes for unemployed youth in the province to enable them to attain work experience which is much needed by the job market. To achieve this, the ECOTP entered into an agreement with the Manufacturing, Engineering and Related Services SETA (MerSETA) to empower 2420 beneficiaries, broken down into 340 Apprentices, 160 Engineering students for University Work Integrated Learning, 200 TVET students for Work Integrated Learning, 200 graduate interns, 20 learnerships and 1 500 short skills programmes in the Manufacturing and Related Industry.

## **1. OBJECTIVE**

The objective of this project is to appoint a qualified Project Management Company with experience in the skills development domain to provide Project Management functions relating to the implementation of the skills development projects in different learning interventions, working with different provincial departments.

## **2. SCOPE OF WORK**

**2.1.1** The Project Management Company is expected to render the required services in accordance with the following scope of work:

### **2.2 Initiation**

**2.2.1** During this phase the bidder will prepare an inception report confirming their understanding of the scope of work, methodology, timelines, and budget. This report should be submitted within a month after signing the contract.

**2.2.2** The bidder will be expected to provide a detailed proposal on how the work will be successfully carried out, including a description of how the project management team will maintain this project for the agreed period.

**2.2.3** Provide a projectized workplan with an itemised budget and indication of the total cost of the proposed work plan.

**2.2.4** Provide a project management system to be used.



## **2.3 Implementation and reporting**

The Project Management Company will be responsible for managing and administering MerSETA project initiatives which will, *inter alia*, include:

- 2.3.1** Securing suitable and accredited Skills Development Providers.
- 2.3.2** Managing onboarding and induction of service providers who are awarded projects to ensure all ECOTP's requirements and criteria are fully met during the project's lifecycle.
- 2.3.3** Be responsible for learners' administration entirety.
- 2.3.4** Advising and guiding awarded companies on recruitment criteria, especially on technical programmes.
- 2.3.5** Providing learner support and monitoring i.e., induction, transfers, and terminations.
- 2.3.6** Assessing readiness of trade testing including the arrangement of trade test dates, gap analysis, testing of learners and all its logistics for all ending in trade test programmes.
- 2.3.7** Providing weekly, monthly and quarterly monitoring reports to the Director: Strategic Skills Development or his/her delegate on all activities undertaken on the programmes.
- 2.3.8** Providing Office of the Premier with a comprehensive database of all learners on the different programmes.
- 2.3.9** Ensuring quality training is being provided, through close collaboration with the quality assurance function of MerSETA.
- 2.3.10** Liaising with internal and external stakeholders on implemented projects to manage risks and resolve project related issues.
- 2.3.11** Ensuring skills delivery project administration such as internal communications, procedural controls (e.g., documentation control, issues control), filing, organising meetings, tracking of participants, obtaining facilities, services and materials is undertaken across all projects.
- 2.3.12** Ensuring all project supporting documentation is obtained, verified, and recorded according to the ECOTP's processes for accurate reporting.
- 2.3.13** Paying trainees (TVET and graduate interns for Work Integrated Learning, learnerships and short skills programmes) monthly stipends.



- 2.3.14** Submitting monthly financial statement on project expenditure including proof of payment for the stipends and administration fees.

## **2.4 Monitoring & evaluation**

- 2.4.1** Manage post implementation reviews and create recommendation reports to identify successful and unsuccessful skills projects.
- 2.4.2** Monitor and evaluate the progress of the service delivery as per the deliverables outlined in the scope of works, contract, and Service Level Agreement (SLA).
- 2.4.3** Lead and coordinate internal project update meetings and document skills delivery project status.
- 2.4.4** Provide project advice, leadership, guidance, and written progress report on each stage of the project to ensure compliance and governance to the Director: Strategic Skills Development or his/her delegate.
- 2.4.5** Report to the Director: Strategic Skills Development or his/her delegate, any matters relating to this project including the project implementation plan.
- 2.4.6** Update project payment schedule and timely processing of payments.
- 2.4.7** Submit project close out report to Director: Strategic Skills Development or his/her delegate.
- 2.4.8** Maintain all records with due consideration of the POPI Act 4 of 2013. All records will be handed over to the ECOTP as and when required.

## **2.5 Project deliverables**

- 2.5.1** Assist the provincial government to advocate and advertise the project to suitable skills development providers.
- 2.5.2** Secure accredited training providers who meet MerSETA and industry requirements and specifications for the awarded programmes.
- 2.5.3** Identify companies that possess MerSETA Workplace Approval for the technical learning programmes. These identified companies should be able to facilitate National Skills Development Management System (NSDMS) registration of learners and uploading of mentors for trade related programmes.





- 2.5.4** Liaise with the MerSETA regional/provincial office to ensure that all learners are duly registered on the Learner Management System (LMS).
- 2.5.5** Provide two thousand four hundred and twenty (2420) beneficiaries with relevant theoretical training and workplace exposure for the duration of their programme.
- 2.5.6** Facilitate the registration process of Apprentice, Artisan Recognition of Prior Learning, Skills Programmes, Learnerships and Workplace Experientials.

### **3. COMPETENCY AND EXPERTISE REQUIREMENTS**

Bidders are required to adhere to the following requirements:

- 3.1** Bidders must demonstrate knowledge and experience in managing funded SETA Skills Development programmes towards apprenticeships and Higher Learning Institutions (Universities & Colleges) guidelines on MerSETA engineering and workplace experientials.
- 3.2** Bidders must have an extensive knowledge of Skills Development legislation such as Skills Development Act 97 of 1998 (Skills Development Act), Skills Development Levies Act 9 of 1999, National Qualification Framework Act 67 of 2008, South African Qualifications Authority Act 58 of 1995 and Quality Council of Trades and Occupations established in 2010 in terms of Skills Development Act.
- 3.3** Bidders must be registered as a Skills Development Facilitator (SDF) and provide proof of registration as an SDF with a minimum of three (3) years using the MerSETA NSDMS and LMS
- 3.4** Bidders must have a minimum of five (5) years proven track record as a project management company in skills development projects.
- 3.5** Bidders must be registered with the relevant project management professional body namely; PMBOK, Prince2 (foundation or practitioner), Project Management Professional, Certified Project Management Practitioner, Certified Project Manager.
- 3.6** Bidders must provide proof of payroll management system or stipend payment mechanism that will enable the disbursement of monthly stipend to approximately 2000 learners.



- 3.7 Bidders must provide audited financial statements of the last financial year as presented by an independent auditor.
- 3.8 Bidders must provide a bank code letter not older than one (1) month from the bid closing date.

#### 4. CONDITIONS OF THE BID

Bidders must submit their bid proposals on the stipulated closing date and time noting that **late bids will not be considered.**

- 4.1 Bidders must comply with all conditions pertaining to the terms of reference requirements.
- 4.2 Bidders must submit all required documents in support of the bid as per mandatory and functionality criteria set in section 7 below (pages 7 to 9).
- 4.3 The ECOTP reserves the right to request clarity seeking information at any time during the evaluation process.
- 4.4 The successful bidder is expected to enter into a Service Level Agreement (SLA) ECOTP after the award of the contract.
- 4.5 The SLA shall be prepared by the ECOTP to include such terms and conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by the ECOTP (whether arising from the specifications of the successful bidder's proposal or otherwise).
- 4.6 After careful consideration and thorough examination of the proposals, the ECOTP shall select the successful Bidder whose proposal most closely satisfies the criteria and the requirements. The lowest price (management fee) offered will not necessarily be a decisive factor in choosing between Proposals.
- 4.7 ECOTP reserves the right to terminate the contract should the successful bidder fail to perform according to the requirements stipulated in the SLA.
- 4.8 The successful bidder must have premises or offices within the Eastern Cape province from which business will be conducted within twenty-one (21) days upon receipt of the appointment letter.
- 4.9 Bidders which have not been selected shall be informed accordingly in writing and through publication of the successful bidder in the same media that was used to advertise the bid.



## 5. COMPULSORY BRIEFING SESSION

A compulsory briefing session will be held virtual through MS Team on the **3<sup>rd</sup> of June 2024** at 11H00. Link can be requested by email from [scmrequests@ecotp.gov.za](mailto:scmrequests@ecotp.gov.za).

### 6.1 BID EVALUATION CRITERIA

The bid will be evaluated in three (3) phases as follows:

- 6.1.1 Phase 1: Pre-qualification criteria (Mandatory requirements)**
- 6.1.2 Phase 2: Functionality Criteria**
- 6.1.3 Phase 3: Price and Specific Goals**

### 6.2 SCM ADMINISTRATIVE COMPLIANCE

- 6.2.1 Submission of compulsory documents** – prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents at the closing date and time of bid.
- 6.2.2** This phase is not scored, however, bidders who fail to comply with all the mandatory criteria will be disqualified.

Mandatory Criteria	Supporting documents
<b>Company Track record:</b> <ul style="list-style-type: none"> <li>Minimum of five (5) years proven track record as a Project Management Company in skills development projects</li> </ul>	<ul style="list-style-type: none"> <li>Company profile indicating/ demonstrating the number of years implementing skills development projects.</li> </ul>
<b>Financial Capability:</b> <ul style="list-style-type: none"> <li>Provide proof of financial statements.</li> <li>Provide bank code letter.</li> </ul>	<ul style="list-style-type: none"> <li>Audited financial statements of the last financial year as presented by an independent auditor.</li> <li>Bank code letter not older than one (1) month from the bid closing date.</li> </ul>
<b>Payroll Management System:</b> <ul style="list-style-type: none"> <li>Proof of payroll management system or stipend payment mechanism that will enable the disbursement of monthly stipend to approximately 2000 learners.</li> </ul>	<ul style="list-style-type: none"> <li>A sample of disbursement report with confidential information redacted.</li> </ul>



Mandatory Criteria	Supporting documents
<p><b>Minimum project team:</b></p> <ul style="list-style-type: none"> <li>• One (1) Project Leader with a minimum of five (5) years' experience and registered with a professional body as outlined in section 4.5.</li> <li>• At least two (2) Project Coordinators with a minimum of three (3) years' experience and registered with Occupational Directed Education and Training Development Program (National certificate or National Diploma).</li> <li>• At least one member must be registered as SDF with a minimum of three (3) years' experience working with NSDMS and LMS systems - registered with a professional body as outlined in section 4.3.</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of qualifications</li> <li>• CV's of team members and their roles and responsibilities in the project.</li> <li>• Proof of registration with professional bodies.</li> </ul>
<p><b>Proposal with methodology:</b></p> <ul style="list-style-type: none"> <li>• Proposed execution plan to cover the Scope of Work and Project Deliverables</li> </ul>	<p>Submit a proposal clearly outlining the methodology and implementation plan:</p> <ul style="list-style-type: none"> <li>• The Scope of Work and Project Deliverables.</li> <li>• Financial management plan.</li> <li>• Stakeholder management plan.</li> <li>• Risk management plan.</li> </ul>

**Bidders who fail to comply with all the mandatory criteria will be disqualified.**

### **6.3 TECHNICAL FUNCTIONALITY (Phase 2)**

**6.3.1 Functionality** will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 60 points (out of the 80 points), i.e. 75%, for Functionality in order to qualify to proceed to the next stage of the evaluation process, presentation/interview session.



**6.3.2 Phase 2.1 CRITERIA** The service provider must meet the functionality criteria as set out below:

Functionality Criteria	Scoring	Weight
<b>Experience</b>		
<p><b>Company Profile</b> Completion of Annexure B indicating the relevant projects that the company has successfully completed.</p> <p><b>Reference Letters</b> as evidence of related project management services previously and successfully conducted (as indicated in Annexure B).</p> <p>NB: The Reference Letter(s) must be in the letterhead of the previously serviced client and should reflect at least name of the client, description of the project, value of the project, year conducted, year completed, contactable reference name and contact details.</p>	<p>Experience should be backed by relevant reference letters issued by credible and traceable clients.</p> <ul style="list-style-type: none"> <li>10 + valid reference letters attached= <b>30 points</b></li> <li>5 to 9 valid reference letters attached= <b>20 points</b></li> <li>3 to 4 valid reference letters attached = <b>10 points</b></li> <li>1 to 2 valid reference letter attached = <b>5 points</b></li> <li>No valid reference letters attached = <b>0 points.</b></li> </ul>	<b>30 points</b>
<b>Financial capacity</b>		
<p><b>Financial statements</b> Audited financial statements as presented by an independent auditor.</p>	<p>The financial statements will be assessed as follows: Current Ratios = Current Assets / Current Liabilities</p> <ul style="list-style-type: none"> <li>2+ = <b>20 points</b></li> <li>1,25 + to 1,9 = <b>15 points</b></li> <li>1,25 = <b>10 points</b></li> </ul>	<b>20 points</b>
<b>Bank Rating</b>	The bank rating will be assessed as follows:	<b>20 points</b>



Functionality Criteria	Scoring	Weight
Bidder must submit a bank rating letter not older than one (1) month from the bid closing date.	<ul style="list-style-type: none"> <li>• Code A = <b>20 points</b></li> <li>• Code B = <b>15 points</b></li> <li>• Code C = <b>10 points</b></li> </ul>	
<b>Total weight</b>		<b>80</b>
<i><b>Due diligence may be conducted to verify all information that has been provided.</b></i>		

#### 6.4 Phase 2.2 Compulsory presentation session

- 6.4.1** Bidders must score a minimum of 35 points to be considered to make a presentation of their proposal.
- 6.4.2** Selected bidders will be invited to participate in the second assessment stage for presentation/interview session. Presentation will be scored out of 30 points.
- 6.4.3** Presentations will be held at the ECOTP at ECDC Building, Independence Avenue, Bisho where each bidders' proposed Project Manager will be expected to present.
- 6.4.4** Bidders must score a minimum of 25 points on presentation.
- 6.4.5** Bidders must score a minimum of 60 points combined (functionality and presentation) to be considered for the next phase (Price and Specific goals).
- 6.4.6** Presentation: The short-listed bidders shall be expected to provide a compulsory presentation to the ECOTP team on the project management tool and on how they will manage the implementation of the project.
- 6.4.7** The bidder might be asked to clarify issues or questions that might arise during evaluation. Each presentation shall be for a maximum of 30 minutes.



Functionality Criteria	Scoring	Weight
<b>Presentation</b>		
Bidders must present:	<ul style="list-style-type: none"> <li>• Demonstrates understanding of Legislative Framework that governs Skills Development = <b>5 points</b></li> <li>• Demonstrates understanding of Eastern Cape Skills Development Landscape and the status of young people in the province = <b>5 points</b></li> <li>• Demonstrates understanding of the Scope of Work and Project Deliverables = <b>10 points</b></li> <li>• Methodology and implementation plan aligned to the scope of work and deliverables including project management tool and business intelligence reports to be utilised = <b>10 points.</b></li> </ul>	<b>30 points</b>
Total Weight		<b>30</b>

## 6.5 PHASE 3 PRICE & SPECIFIC GOALS

- 6.5.1** Only Bidders that have met all the requirements of the above criteria will be evaluated in phase 3 for price and specific goals. Price and specific goals will be evaluated as follows:
- 6.5.2** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations,
- 6.5.3** 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 the table below as may be supported by proof/ documentation stated in the conditions of this tender.
- 6.5.4** The applicable preference point system for this tender is the 80/20 preference point system. The maximum points for this tender are allocated as follows:



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

#### Points awarded for Specific Goals

Specific goals for this tender and points claimed are indicated per the table below.

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system)</b>	<b>Documentation to be submitted by bidders to validate their claim for points</b>
Youth owned entities	5	-ID document. -Company registration
Women owned Entities	5	- Company registration -ID document
Entities owned by people with disabilities	5	Proof of disability such as SASSA registration or confirmation of disability from a relevant authority
South African citizen – who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa Act 110 of 1983 or the Constitution of the Republic of South Africa Act 200 of 1993	3	-ID document - Company registration
Eastern Cape based Suppliers	2	Municipal Bill statement / Lease agreement
<b>Total</b>	<b>20</b>	





Specific goals points will be allocated to bidders on submission of documentation stated above as evidence required to substantiate the points claimed.

## 7 FORMAT OF THE BID SUBMISSION

Document that must be submitted	Explanatory information
Invitation to Bid – SBD 1	Complete and sign the supplied document
Tax Compliance Status	In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification as well SARS e-filing verification outcome will take precedence.
Declaration of Interest – SBD 4	Complete and sign the supplied document
SBD 6.1	Submit ID copy, company registration, proof of disability such as SASSA registration or confirmation of disability from a relevant authority and proof of residence to validate the claim for points on specific goals.
Registration on Central Supplier Database (CSD)	Service Provider must be registered on CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit CSD printout as proof of registration.

## 8 SUPPLIER DUE DILIGENCE

ECOTP reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include interviews, presentations, site inspection and requests for additional information.

## 9 SUBMISSION OF PROPOSALS

9.1 Bid documents must be placed in the bid box situated at ECOTP Main Building, Ground Floor at security, Independence Avenue, Bhisho **OR** couriered to the aforesaid address on or before the closing date and time. Service Providers who courier document must ensure that the document is placed in the bid box before the closing date and time.



- 9.2 Bid documents will only be considered if received by ECOTP before the closing date and time, regardless of the method used to send or deliver such documents to ECOTP.
- 9.3 Bids will be opened in public immediately after closing time at **11:00** where the name of the bidder and the financial offer will be read out loud.

## **10 PROJECT COSTING**

- 10.1 The project management fee must be calculated based on the scope of work outlined in the terms of reference.
- 10.2 A cost breakdown must be given to cover the full project as detailed in Annexure A- pricing schedule.
- 10.3 The proposed project pricing must be in Sout African rand value and VAT inclusive.



## ANNEXURE A – PRICING SCHEDULE

NAME OF BIDDER.....
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OFFER TO BE **VALID FOR NINETY (90) DAYS** FROM THE CLOSING DATE OF BID.

ECOTP is seeking services from suitable service providers for **APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER FOR MANAGEMENT OF MERSETA PROJECT FOR A PERIOD OF 36 MONTHS**

ITEM NO.	ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL
<b>A Fixed</b>				
1	TVET	R 2 000	200	
2	Graduate Interns	R 5 000	200	
3	Short skills	R 1 500	1500	
4	Learnership	R 4 500 stipend per learner	20	
5	Apprenticeship ( <i>stipends will be paid by ECOTP, however Project Management company is expected to include variable costs associated with its administration</i> )	206 290.00 (this is the total training cost per apprentice inclusive of stipend)	340	

SCMU1-24/25-0001: Appointment of a Project Management Service Provider for Management of MerSETA Project for a period of 36 months.

ITEM NO.	ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL
<b>B - Variables</b>				
1	Project Management & Administration Cost			
2	Disbursement costs			
<b>C</b>	<b>Sub Total</b>			
<b>D</b>	<b>Vat (15%) – if applicable</b>			

**TOTAL AMOUNT CARRIED TO FORM OF BID**

**R.....**



AMOUNT IN WORDS:

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SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**SBD 4**

**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

<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.



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

.....  
.....

## DECLARATION

3. 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.

3.4 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.

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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.



- 3.5 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 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.
- 3.6 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





## SBD 6.1

### 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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



<b>SPECIFIC GOALS</b>	<b>20</b>
<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.
- 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.

## 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) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“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>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	<b>or</b>	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where



$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.3.

#### 3.3.1. **POINTS AWARDED FOR PRICE**

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

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

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)	Documentation to be submitted by bidders to validate their claim for points
Youth owned entities	5	-ID document. -Company registration (CIPC)
Women owned Entities	5	-Company registration (CIPC) -ID
Entities owned by people with disabilities	5	Proof of disability such as SASSA registration or confirmation of disability from a relevant authority



South African citizen - who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993)	3	-ID Copy -CIPC (Company registration)
Eastern Cape based Suppliers	2	Municipal Bill statement / Lease agreement
<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 B

ANNEXURE B– BIDDERS MUST FULLY COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORDS AND REFERENCES

NO.	COMPANY / CLIENT’SNAME	CONTRACT VALUE	CONTRACT PERIOD	PROJECT DESCRIPTION	CONTACTABLE REFERENCES		
					NAME OF CONTACT PERSONS	WORK E- MAIL ADDRESS	WORK TELEPHONE NUMBERS
1.							
2.							
3.							
4.							
5.							
6.							

NO.	COMPANY / CLIENT'SNAME	CONTRACT VALUE	CONTRACT PERIOD	PROJECT DESCRIPTION	CONTACTABLE REFERENCES		
					NAME OF CONTACT PERSONS	WORK E-MAIL ADDRESS	WORK TELEPHONE NUMBERS
7.							
8.							
9.							
10.							
11.							