



<b>Tender Ref #:</b>	COGTA (FQ) 69/2025	<b>Tender Description:</b>	Request for Quotation (RFQ): Skills Training for <b>42</b> CWP Participants in the Northern Cape ( <b>14</b> ), North-West ( <b>14</b> ) and KwaZulu-Natal ( <b>14</b> ) Provinces on Occupational Skills Programme: Plumbing Hand, SP-210403 (NQF Level 3) accredited by the Quality Council for Trades and Occupations (QCTO).
----------------------	--------------------	----------------------------	--

## PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites prospective bidders for the submission of quotations to train **42** Community Work Programme Participants for ***Occupational Skills Programme: Plumbing Hand, SP-210403 (NQF Level 3)***, accredited with the Quality Council for Trades and Occupations (QCTO) in three Provinces as follows: **14 in Northern Cape; 14 in North-West and 14 in KwaZulu-Natal**.
2. The Department of Cooperative Governance (DCoG) is mandated to develop and monitor the implementation of national policy and legislation aimed at transforming and strengthening key institutions and mechanisms of governance in national, provincial and local government to fulfil their developmental role; develop, promote and monitor mechanisms, systems and structures to enable integrated service delivery and implementation within government; and promote sustainable development by providing support to and exercising oversight of provincial and local government.

## PART B –ADMINISTRATIVE REQUIREMENTS

### 1. BID DOCUMENTS

Only bids that comply with all administrative requirements will be evaluated further onto the Mandatory Requirement stage.

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
1.2	SBD 1 completed and submitted.	
1.3	SBD 3.2 completed and submitted.	
1.4	SBD 4 completed and submitted.	
1.5	SBD 6.1 completed and submitted.	

## 2. VERIFICATION OF INFORMATION PROVIDED

**No bids will be considered from:**

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

***This clause does not apply to bidders that are government departments/entities.***

***NB: The Department may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.***

## 3. MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirements		
#	Criteria	Yes / No
3.1.1	Authority to sign this Bid	
3.1.2	Valid Letter of Good standing with Compensation for Occupational and Injuries Diseases Act (COIDA) Registration Certificate	
3.1.3	Valid Accreditation Certificate of the Company (Bidder) with the QCTO / relevant SETA	
3.1.4	Valid Accreditation Certificate of the Assessor with the relevant SETA	
3.1.5	Valid Accreditation Certificate of the Moderator with the relevant SETA	
3.1.6	Fully completed Fee Proposal (Quotation on Service Provider Letterhead). <b>Refer to Point 7.</b>	

**N/B: Only bids that comply with the administrative and mandatory requirements will be evaluated further.**

## **PART C – DETAILED REQUIREMENTS**

### **1. Objective and Purpose of the Assignment**

- 1.1 The training is intended to equip CWP participants with the QCTO-accredited Occupational Skills Programme: Plumbing Hand (SP-210403), NQF Level 3, to enhance employability and enable transition into the mainstream economy or enterprise development.
- 1.2 This initiative seeks to achieve some of the key CWP Policy objectives (approved in 2025/26 Financial Year) of ensuring that enrolled CWP participants are properly trained annually, and to smoothen the way for participants to enter the mainstream economy.
- 1.3 To enable CWP participants with the ability to perform various Plumbing Repair techniques, proficiency in repairing dwellings and understanding building safety protocols and standards.
- 1.4 To qualify CWP participants as Plumbers for placement in various public and private institutions, specifically in the water, energy and construction / property sectors.
- 1.5 To build the technical skills of CWP participants sets to complement local government service delivery interventions to improve service delivery in Municipalities.

### **2. Introduction and background**

- 2.1. The Community Work Programme (CWP) is designed as an employment safety net rather than permanent employment solution for participants. It provides a minimum baseline in terms of income security and supports economic access and participation, particularly for the most vulnerable.
- 2.2. The CWP provides access to a minimum level of regular work on an on-going and predictable basis for those who need it the most at the local level. Currently, it offers 100 days of work a year, managed as either two (2) days a week or eight (8) days of work per month.
- 2.3. The CWP is designed to operate at scale to build up to and maintain participation levels of 1,000 participants or more per site if operating at full scale although lower participant levels may be permitted in appropriate circumstances, depending on the site's context and needs.

2.4. CWP sites were previously managed by Non-Profit Organisations (NPOs) appointed as Implementing Agents (IA's). From mid 2024/25 Financial year, the Department of Cooperative Governance (DCoG) undertook to directly manage all responsibilities such as CWP recruitment, appointments, collection, recording and safekeeping of accurate and complete participant data and the required supporting documents, facilitation of participant payments, training and induction of participants, among others.

### **3. Problem Statement / Rationale**

Communities, the CWP Local Stakeholder Committees (formerly known as Local Reference Committees), and relevant local stakeholders decide on the type of CWP useful work and social services that are required and prioritise the most urgent. In recent years, CWP useful work have increasingly focussed on activities such as unblocking drainage pipes, repairing burst pipes and water leaks, pothole patching, waste recycling, elimination of illegal dumping sites, among others.

These CWP useful work interventions also aim to achieve the DCoG CWP Branch Annual Performance Output Indicator target of providing service delivery improvements in Municipalities through CWP Participants.

Successful implementation of Community Work Programme (CWP) therefore requires well-capacitated local teams with sound understanding of CWP Policy objectives and of their respective functions and roles. Insufficient technical skills of CWP Participants will result in poor quality or non-delivery of prioritised useful work in communities.

This training intervention aims to empower and equip CWP participants with relevant skills and to implement the recently approved CWP Policy (2025/26 Financial Year).

The Department therefore intends to provide training of CWP Participants in three prioritised Provinces of the Northern Cape, North-West and KwaZulu-Natal.

#### 4. Detailed Scope of the assignment

4.1 To request quotations from Training Service Providers that can effectively deliver training on the QCTO-accredited **Occupational Skills Programme: Plumbing Hand** for **61 days** to CWP Participants in the Northern Cape (14 CWP Participants), North-West (14 CWP Participants) and KwaZulu-Natal (14 CWP Participants) Provinces. The following are the QCTO Programme details:

**Table 4.1**

SKILLS TRAINING PROGRAMME/ QUALIFICATION/ TRADES TITLE	ENTRY REQUIREMENTS	QCTO QUALIFICATION ID	NQF LEVEL	CREDITS	DURATION	TARGETED PARTICIPANTS IN 3 PROVINCES	CWP
QCTO Plumbing Hand	Open Entry	SP-210403	3	49	61 Days	Northern Cape	14
						North-West	14
						KwaZulu-Natal	14
						Total	42

*Service Provider to base quotation on the details provided on the above table only.*

4.2 A total of **14** CWP Participants will be identified and trained in each of the three Provinces, with the total of **42** trained by the end of the project as outlined in table 4.1 above.

4.3 CWP Branch has available CWP staff in the three Provinces who will engage and direct successful bidders in the enrolment of Participants and during training delivery.

4.4 The targeted CWP participants to be prioritised are women, youth and people with disabilities.

Service Providers are thus invited to submit the RFQ for the Occupational Skills Programme: Plumbing Hand. It would be advantageous to provide training in the home languages in the three Provinces.

## 5. Deliverables and Time Frames

- 5.1 Screening and enrolment of qualifying CWP Participants to the Occupational Skills Programme: Plumbing Hand and ensure alignment with curriculum entry requirements.
- 5.2 Manage CWP Participant enrolments forms/records.
- 5.3 Provide learner training material, tools and equipment in accordance with curriculum requirements, including adherence to OHS, COIDA and other relevant legislative requirements and regulations.
- 5.4 Facilitate training to **14** CWP participants per Province, i.e.: Northern Cape (**14**), North-West (**14**) and KwaZulu-Natal (**14**) in accordance with the approved curriculum for a period of 61 days. Trainers/Facilitators, Assessors and Moderators should be adequately qualified.
- 5.5 Manage the training delivery programme and schedule.
- 5.6 Provide adequate training center (QCTO-approved), and manage all training-related administrative activities, including logistics. Training attendance registers are to be strictly managed.
- 5.7 Manage the placement of Participants in CWP Useful Work Streams/working groups for experiential learning.
- 5.8 Provide monthly progress reports and a final project closeout report within a month of project completion.
- 5.9 Provide post-training learner support and development plans for learners found Not Yet Competent.
- 5.10 Training is expected to commence within 10 working days of receipt of the Purchase Order, unless otherwise agreed.
- 5.11 Address all issues that may emerge during training and project.

## **6. OCCUPATIONAL HEALTH AND SAFETY**

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No. 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time:

### **6.1 The Training Provider:**

- 6.1.1 Acknowledges that it is fully aware of the terms and conditions of the Act.
- 6.1.2 Acknowledges that it is an employer in its own right with duties and responsibilities as prescribed in the Act; agrees to ensure that all Services shall be performed, and all equipment shall be used in accordance with the provisions of the Act accepts accountability for its employees and SMMEs to the extent that such employees and SMMEs (including any other personnel) contravene the provisions of the Act.
- 6.1.3 Agrees to comply with all rules and regulations implemented by or on behalf of the Employer relating to health and safety and will inform DCoG immediately should for any reason be unable to comply with the provisions of the Act and such rules and regulations.
- 6.1.4 The Training Provider shall appoint a duly authorized representative to ensure the discharge of its duties in terms of Section 16(1) and (2) of the Act for the term of the contract.
- 6.1.5 The parties acknowledge and agree that the contract shall constitute an agreement as contemplated in Section 37(2) of the Act.

## 7. PRICING SCHEDULE

The quotation shall be prepared in the table below. Service Providers are not allowed to bid for two Provinces as all training will be implemented simultaneously.

ITEM	APPLICABLE TRAINING ACTIVITIES	RATE PER CWP PARTICIPANT FOR EACH TRAINING ACTIVITY (EXCL. VAT)
1.	Recruitment / Enrolment of Learners (CWP Participants)	R
2.	Personal Protective Equipment	R
3.	Learner Toolkits for Trades	R
4.	Tuition or Learning Delivery overheads	R
5.	Facilitation	R
6.	Assessor	R
7.	Moderation	R
8.	Quality Assurance	R
9.	Learners Materials/Guides	R
10.	A. Assessment Materials/Guides	R
11.	B. Certification	R
12.	C. Other learning delivery items	R
13.	Total Professional Fee (Excl. VAT) D. <i>(sum of items A – L)</i>	R
SUBTOTAL		
VAT at 15%		
<b>GRAND TOTAL</b>		

**SIGNED ON BEHALF OF (COMPANY NAME):**

.....  
.....

**NAME:**.....

**SIGNATURE:**..... **DATE:**.....

**IN HIS / HER CAPACITY AS :**

.....

8. The Department will communicate roles and responsibilities in the service level agreement to be signed with the successful bidder.

## **9. Communication and Reporting**

The Successful Bidder will report to the Project Manager. Details will be provided in the letter of award.

The Project Manager will communicate project communication processes / lines between the parties and the frequency.

## **10. Monitoring and Evaluation**

This project require close monitoring and evaluation by the CWP Branch. The monitoring and evaluation mechanisms that will oversee the performance of the project deliverables will be communicated with the successful bidder by the Project Manager.

## **11. Bid Documents Submission Format**

**Package 1:** The following should be submitted – :

- SBDs 1, 4, 3.2 and 6.1.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days ([www.csd.gov.za](http://www.csd.gov.za)).
- **Proposal Format** – Bidders must include a detailed work-plan/methodology, and the implementation plan as per proposal in their bid.

(a) Project implementation Plan that indicates the following:

- Clearly defined milestones that are 100% aligned to each of the key objectives and the expected outputs/ deliverables as outlined in the scope of work.
- Well-defined timelines for each of the activities and deliverables.
- Allocation of Human Resources.

(b) Proposed Governance Arrangements to support project implementation which may include but not limited to:

- The establishment of a project steering committee.
- The establishment of a project management team inclusive of the service provider and the DCoG team.
- Provision of secretariat support for the governance structures that will be established.

(c) Skills Transfer Plan / Post support plan to be submitted in line with the Terms of Reference.

(d) Previous and current similar contracts awarded to the bidder and client references.

### Pricing information.

- Price proposals must include 15% VAT and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.
- **SBD 3.2**
- Proposed cost breakdown as per the pricing table provided in item 7 above.

## PART D – FUNCTIONAL EVALUATION

The Bid Evaluation Committee will evaluate and score bids based on the bid documents and proposals submitted.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted. Bidders that score 70% and above on Functionality will proceed for further evaluation using the 80/20 Preference Point System. All the bidders that obtain a score of less 70% will be considered to have submitted a non- responsive bid and be disqualified.

## EVALUATION OF THE PROPOSAL AND PROJECT EXECUTION PLAN

#	VARIABLES	TOTAL POINTS	CRITERIA	POINTS
	FUNCTIONALITY POINTS	100		100
1.	Company Profile	20	<b>Scores will be allocated for a bidder's company profile which also includes the company's method of training, mentorship and coaching.</b> A company profile that outlines any of the two components (training, mentorship and coaching methods)	20
			A company profile submitted	10
			Company profile not submitted	0
2.	Relevant qualifications of the dedicated trainers / team <b>(SP-210403: Plumbing Hand).</b>	20	<b>The Score is allocated for possession of the relevant qualifications by the service provider over and above the accreditation certificate of the service provider.</b> Relevant post-graduate training qualification of the trainer/facilitator plus accreditation certificate in the relevant field/trade.	20
			Degree in the Training-related qualification plus accreditation certification in the relevant field /trade.	15
			Diploma in the Training-related qualification plus accreditation certification in the relevant field /trade.	10

#	VARIABLES	TOTAL POINTS	CRITERIA	POINTS
			No qualification or accreditation certificate in the relevant field / trade submitted.	0
3.	Relevant experience of the Company <b>(SP-210403: Plumbing Hand).</b>	20	<b>Bidders' relevant training experience is proven by the client's appointment letters of the training projects implemented in the past 3 years on a similar project. The appointment letters must be fully signed by the respective Organisations/Institutions and each letter must indicate the project name/title and contact details of the Project Manager / Authority.</b>	
			Three (3) appointment letters on similar project	20
			Two (2) appointment letters on similar project	10
			One (1) appointment letter on similar project	5
			No appointment letter	0

#	VARIABLES	TOTAL POINTS	CRITERIA	POINTS
4.	Relevant Experience and track record of the Company	20	<b>Bidders' relevant training experience is proven by the client's completion certificate/reference letters for the completed training projects in the past 5 years in line with the allocated projects as stipulated in the appointed letters in point 3 above.</b>	
			Three (3) reference or completion letters	20
			Two (2) reference or completion letters	10
			One (1) reference or completion letter	5
			No reference or completion letter	0
5.	Proof of training capacity in the Provinces of Northern Cape, North-West and KwaZulu-Natal.	20	<b>Bidders' training capacity within the prioritised Province is proven by the bidders' ability to provide evidence of approved training facilities or access to approved training facilities.</b>	
			Bidder owns a training facility within the Province as stated above. Proof of ownership submitted.	20
			Bidder has access to a training facility within the Provincial capital city as stated above. Agreement providing access to the training facilities submitted	10
			No evidence of ownership or access to training facilities in the identified locations stated above were submitted.	0

- **Minimum qualifying score for Functionality to proceed to the next level: 70%**

## **PART E – PRICE EVALUATION AND AWARD– TO BE EVALUATED BY THE BEC**

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The 80/20 preference points system is applicable to this bid and the Specific goals points allocations are indicated in the attached SBD 6.1. The points scored for Price will be added to points scored for the specific goals and must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the bidder scoring the highest points.

## SPECIFIC GOALS

Specific Goals	Points	
	80/20	90/10
Black ownership	7	4
Women ownership	6	3
Youth ownership	4	2
Disability ownership	3	1

SPECIFIC/PREFERENTIAL GOALS FOR 80/20	80/20	SPECIFIC/PREFERENTIAL GOALS FOR 90/10	90/10
<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	7 a) 0 b) 1 c) 3 d) 5 e) 7	<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4
<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	6 a) 0 b) 1 c) 2 d) 4 e) 6	<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 20%) c) (21% - 50%) d) (51% - 100%)	3 a) 0 b) 1 c) 2 d) 3
<u>Youth Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4	<u>Youth Ownership (51% or more)</u> a) (0%) b) (1%-50) c) (51% -100%)	2 a) 0 b) 1 c) 2
<u>Disability (51% or more)</u> a) (0%) b) (1% - 25%) c) (26% 50%) d) (51% 100%)	3 a) 0 b) 1 c) 2 d) 3	<u>Disability (51% or more)</u> a) (0%) b) (1% -50%) c) (51% -100%)	1 a) 0 b) 0.5 c) 1

The below documents must be submitted as POE in order claim points for specific goals:

- Disability Ownership – Doctor's Certificate or SAPS Sworn Affidavit
- Ownership (Certificate issued by CIPC).

## PART F – SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

### SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 3.1. The Department may, at its sole discretion, cancel this bid.
- 3.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for 10 years.
- 3.3. The Department may, at its discretion, require that each employee of appointed service providers, each contractor or other participants, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 3.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
  - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
  - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
  - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the Terms of Reference (TOR) and submit all the relevant documents necessary to meet the minimum requirements of the applications.
  - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
  - The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
  - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.

- The lead applicant shall be held responsible for the delivery of services and meeting conditions outlined in this bid.
- A copy of the agreement entered into and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
- Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

## **CONTRACT MANAGEMENT**

3.5. The successful bidder will be expected to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.

3.6. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:

- Ensure that services are rendered timeously;
- render a quality assurance function; and
- ensure that the project remains within the allocated budget.

3.7. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.

3.8. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.

3.9. Bidders should note that:

- All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
- All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service

Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.

- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables to perform its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
- The Copyright of any Bespoke Deliverables shall vest in DCOG.

3.10. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

## ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (Company/entity name)	Project title and description	Start date	End date	Budget

**Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives.**

**Bidders must attach reference letters and/or contactable references for projects listed above.**

**Bidders must not deviate from this table as prescribed above.**

## ANNEXURE B: PROJECT TEAM SUMMARY

Role	Surname, Name	RSA ID Number	Highest Qualification	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Executive Manager/ Team Leader						
Team member 1						
Team member 2						
Team member 3						
Team member 4						

Attach detailed CV as well as confirmation of availability for each person listed above.

Attach copies of qualifications for each person listed above,

Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.

Bidder must not deviate from this table as prescribed above.

## ANNEXURE C: COST BREAKDOWN INFORMATION

### Deliverables and time frames

The following table reflects the key project areas and timeframes which should be adhered to for purposes of undertaking the whole project:

Steps/ Stages	Milestones	Activities	Timeframes	Costs for each step (Including VAT) Month 1	Costs for each step (Including VAT) Month 2	Total costs for each step (Including VAT)
Step 1				R	R	R
Step 2				R	R	R
Step 3				R	R	R
Step 4				R	R	R
Step 5				R	R	R
<b>Total bid price</b>				R	R	R

**Bidders must not deviate from this table as prescribed above.**

**Failure to cost any of the above services will result in the disqualification of the bidder.**

**The above-mentioned timeframes are subject to change on appointment of the service provider.**

