

# DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



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**APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.**

**BID NUMBER: DPWFS (T) 008/2024**

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**ADVERT DATE:**

27 SEPTEMBER 2024

**CLOSING DATE AND TIME:**

25 OCTOBER 2024 at 11:00 am

**COMPULSORY CLARIFICATION MEETING DATE, TIME AND VENUE:**

THE MEETING WILL BE HELD ON 09 OCTOBER 2024 AT 13:30

VENUE: No. 29 Dr. Belcher Drive, Lemo Mall, Bloemfontein

**VALIDITY PERIOD OF THE PROPOSAL:**

90 DAYS

**ENQUIRIES**

**BIDDING PROCESS: MR. MOSIUOA KOLOBE – [kolobem@fsworks.gov.za](mailto:kolobem@fsworks.gov.za) OR 051 492 1750/3886**

**TECHNICAL PROCESS: MR. Mr. TI LITABE – [litabei@fsworks.gov.za](mailto:litabei@fsworks.gov.za) OR 051 492 3750**

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## **BEWARE OF SCM FRAUD AND PHISHING**

### **WHAT IS FRAUD AND PHISHING?**

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organization, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

### **How does phishing work?**

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

### **IMPORTANT:**

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111  
**AND;**
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: [integrity@publicservicecorruptionhotline.org.za](mailto:integrity@publicservicecorruptionhotline.org.za)

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THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE	
<b>Physical address:</b> OR Tambo House Cnr St Andrews Street and Markgraaff Street Bloemfontein 9301	<b>Post box number:</b> P.O. Box 690 Bloemfontein 9301
<b>DIRECTORATE: SUPPLY CHAIN MANAGEMENT</b>  <b>Contact Person:</b>  Name: Mr. Mosiuoa Kolobe Telephone: 051 492 1750/3886 Email: <a href="mailto:kolobem@fsworks.gov.za">kolobem@fsworks.gov.za</a>	<b>DIRECTORATE: EPWP:</b>  <b>Contact Person:</b>  Name: Mr. Israel Litabe Telephone: <b>051 492 3750</b> Email: <a href="mailto:litabei@fsworks.gov.za">litabei@fsworks.gov.za</a>
<i>Indicate the Sector you are bidding for (bidders may also bid for both sectors if so wish)</i>	
<b>Built Environment Sectors:</b>	<input type="checkbox"/>
<b>Environmental Management Sectors:</b>	<input type="checkbox"/>
<b>VERY IMPORTANT:</b>	
<ul style="list-style-type: none"><li>• THE DEPARTMENT RESERVES THE RIGHT TO LIMIT THE NUMBER OF SUPPLIERS TO TWO (2) OR MORE PER SECTOR ON THE TRAINING PROVIDERS CONTRACT.</li><li>• BIDDERS WILL BE EXPECTED TO ENSURE THAT VALUE FOR MONEY IS REALISED ON THE RENDERING OF TRAINING SERVICES.</li></ul>	

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**BID NO:** DPWFS (T) 008/2024

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### T1.1 - Tender Notice and Invitation to Tender:

*Bids will be evaluated according to the 80/20 points system:*

<b>Project title:</b>	APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.		
<b>Tender No:</b>	DPWFS (T) 008/2024		
<b>Advertising date:</b>	27 September 2024	<b>Closing date:</b>	25 October 2024
<b>Closing time:</b>	11:00	<b>Bid Validity period</b>	90 Days
<b>Compulsory Clarification Date:</b>	09 October 2024	<b>Compulsory Clarification Venue:</b>	No. 29 Dr. Belcher Drive, Lemo Mall, Bloemfontein
<b>Time</b>	13:30		
<b>Tenders are to be delivered to the following address on the stipulated closing date and time:</b>	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

### COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on [www.etenders.gov.za](http://www.etenders.gov.za) from 27 September 2024 **OR**
- Bid documents will also be available from 27 September 2024 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R1 282.00 is payable in cash (***please bring the exact amount***) **on collection of the bid documents.** [Payments to be made at Room 102, 01st Floor, OR Tambo House].
- Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.

The physical address for collection of tender documents is:

### FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street

OR Tambo House

Room 101B, 1<sup>st</sup> Floor

Bloemfontein

9301

**BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.**

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## **SECTION 1:**

### **RETURNABLE DOCUMENTS**

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## 1. RETURNABLE DOCUMENTS

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract

The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.1. Resolution of Board of Directors.
- 1.2. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia).
- 1.3. Special Resolution of Consortia or Joint Ventures.
- 1.4. Provide a tax status compliance pin issued by SARS.
- 1.5. Valid Proof of Registration on the National Treasury's Central Supplier's Database must be accompanying this bid.
- 1.6. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.7. Duly completed and signed SBD 1 – Invitation to Tender.
- 1.8. Duly completed and signed SBD 4 – Bidders Disclosure.
- 1.9. Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.10. Duly completed and signed SBD 7.2: Contract form – rendering of services.
- 1.11. Duly completed and signed Annexure A - Record of Addenda to tender document.
- 1.12. Duly completed and signed Annexure B - Proposed amendments and qualifications.
- 1.13. Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification.
- 1.14. Schedule of the Tenderer's Experience (Particulars of Tenderers Projects).
- 1.15. Duly completed and signed Annual Financial Statements Declaration form.
- 1.16. A valid letter of good standing issued by the Department of Labour.
- 1.17. All returnable documents indicated under Evaluation criteria.

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### LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	2 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 4: Bidder's Disclosure	2 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	4 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration).	1 Page	<input type="checkbox"/>
Schedule of equipment offered	1 Page	<input type="checkbox"/>
Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)	5 Page	<input type="checkbox"/>

Name of Bidder	Signature	Date

**2. EVALUATION CRITERIA**

The evaluation of the bid will be done in three (03) stages (Compliance with the mandatory requirements, functionality and price and preference).

Phase:	Details:
Stage 1	<b>Mandatory requirement</b> - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	<b>Functionality Evaluation - evaluation of functionality-</b> bidders who fail to obtain a minimum 68 points out of 90 points for functionality as set out below will not be considered for appointment on the panel.
Stage 3	<b>Evaluation on price and preference</b> - The 80/20 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.

**REASONS FOR DISQUALIFICATION**

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who`s tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

**2.1. THIS BID SHALL BE EVALUATED IN THREE STAGES AND THE ROTATION SYSTEM WILL APPLY POST APPOINTMENT INTO THE FRAMEWORK PANEL: THE PROCESS WILL BE AS FOLLOWS:**

- 2.1.1. On stage one Bid will be evaluated on compliance with mandatory requirements.
- 2.1.2. On stage two bid will be evaluated on functionality as stipulated on the request for proposal.
- 2.1.3. The rotation will be based on the standardised costs and escalation rates which will be negotiated with the qualifying service providers before the appointment to the framework panel is made.
- 2.1.4. Bidders may be called to present the Technical approach and Methodology.
- 2.1.5. Issuing of task order will be done on as and when basis for specific tasks and the Department will the Training Providers to submit responses for such a tasks order.
- 2.1.6. The Department will invite request for proposal on “as and when basis” to Training Providers which are appointed to participate in this Framework Contract. The issuing of specific tasks orders will be informed by the evaluation of bid received from Training Providers.
- 2.1.7. The appointment will be done on rotational basis in line with the Standard Operating Procedures of the Department.
- 2.1.8. The relevant Training Provider will be required to submit the bid in line with the project at that particular time. Failure to submit the required proposal to the department will result in the department moving to the next Training Provider on the rotation list.

**2.3. STAGE ONE (A) – COMPLIANCE WITH MANDATORY REQUIREMENTS**

- 2.2.1. Provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database report showing tax compliance status of the bidding entity (where Consortium



/ Joint Venture / Sub-contractors are involved, each party to the association must supply their tax compliance pins) which will be confirmed at the time of award.

2.2.2. A valid proof of registration on the National Treasury's Central Supplier's Database must be accompanying this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).

- (a) However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- (b) A joint venture, consortia and/or subcontracting partner will be considered in a case where the main training provider does not hold both these accredited qualifications. Appropriate and signed agreement must be appended to the bid in such a case. (Relevant proof must be attached).

2.2.3. Duly completed and signed SBD documents (SBD 1 and SBD 4).

2.2.4. Each Complete and sign the Annual Financial Statements Declaration for the preceding financial year within 12 months of the financial year end (i.e. for the financial year ended 28 February 2024) Attach the income statement and the balance sheet as support for the declaration.

2.2.5. Each bidder must attach a valid letter of good standing issued by the department of Labour.

- It will be expected of bidders to provide proof of compliance to Compensation for Occupational Injuries and Diseases Act (COIDA) **OR** *Submit a letter of exemption from the Department of Labour exempting you from registering employees for COIDA in your company*".

2.2.6. Training Providers currently accredited to offer one (1) or more of the following: (Proof of accreditation must be attached)

#### INFRASTRUCTURE SECTOR

- National Certificate: Building and Civil Construction (65409) (NQF Level 3)
- National Certificate: Construction Health and Safety (77663) (NQF Level 3)
- National Certificate: Welding Application and Practice (57881) (NQF Level 2)
- National Certificate: Glazing (65769) (NQF Level 2)
- National Certificate: Construction Roadwork (24173) (NQF level 3)
- National Certificate: Construction: Installation of Floor Coverings (24296) NQF Level 1)
- National Certificate: Air-Conditioning, Refrigeration and Ventilation (65489) NQF Level 3)
- Occupational Certificate: Plumber (91782) (NQF level 4)
- Occupational Certificate: Painter (112832) (NQF Level 4)
- Occupational Certificate: Bricklayer (93627) (NQF Level 4)
- Occupational Certificate: Electrician (91761) (NQF Level 4)
- Occupational Certificate: Solar Photovoltaic Service Technician (99447) NQF Level 5)
- Occupational Certificate: Energy Efficiency Technician (Energy Audit Technician) (99426)
- Occupational Certificate: Welder (94100) (NQF Level 4)
- Occupational Certificate: Carpenter (94022) (NQF Level 4)

#### ENVIRONMENTAL SECTOR

- National Certificate: Environmental Practice (49752) (NQF level 3)
- National Certificate: Horticulture and Landscaping (66649) (NQF 3)
- National Certificate: New Venture Creation (66249) (NQF 4)
- GETC: Hygiene and Cleaning, NQF Level 1, SAQA ID: 57937

2.2.7. Bidder should have one or more of the following accreditation:

- Accreditation – training provider who accredited under one or more relevant SETA's which may include CETA (Construction and training accreditation), MERSETA, LGSETA, AGRISSETA and SSETA, etc. (Relevant proof must be attached).



- 2.2.8. Attendance of the mandatory clarification meeting the details of which are listed in the tender notice and invitation (Failure to attend compulsory clarification meeting will lead to disqualification).
- 2.2.9. **All documents must be completed in writing with a black pen.**

**2.3. STAGE ONE (B) – NON MANDATORY REQUIREMENTS REQUIRED FOR EVALUATION PURPOSES**

- 2.3.1. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 2.3.2. Duly completed and signed SBD 6.1- Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 2.3.3. Duly completed and signed SBD 7.2: Contract form – rendering of services.
- 2.3.4. Each bidder must provide proof of compliance to Unemployment Insurance Fund (UIF) – (The department will request the prospective bidder/(s) to submit the proof before appointment).
- 2.3.5. Duly completed and signed Annexure A - Record of Addenda to tender documents.
- 2.3.6. Duly completed and signed Annexure B - Propose amendments and qualifications.
- 2.3.7. A Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).
- 2.3.8. Completed and signed schedule of tenderer’s schedule of experience.
- 2.3.9. Attach Appointment Letters, reference letters and purchase orders where the supplier has completed similar projects.
- 2.3.10. Attach curriculum vitae of relevant staff in the format of the Resource Information Sheet provided.

**2.4. STAGE TWO – FUNCTIONALITY CRITERIA**

- 2.4.1. This proposal will first be evaluated on the basis of functionality and bidders who fail to obtain a minimum of 68 points out of 90 points for functionality will not be considered for further evaluation on price and preference.
- 2.4.2. The functionality criteria will be as follows:

No	CRITERIA	GUIDELINE FOR CRITERIA	WEIGHT	MAXIMUM SCORE
1	Capacity (experience and knowledge)	<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• A minimum experience in providing relevant training within the relevant SETA. The Trainings must have been facilitated by the Training Provider from commencement to completion. (e.g. a Verifiable and tangible proof from SETA)</li> <li>• Knowledge and track record of rendering fully accredited training in EPWP programme and/or any Community Based Programmes in the past three (03) years (i.e. This should be the: trainings that have been executed between 01 August 2021 to 31 July 2024)                             <ul style="list-style-type: none"> <li>○ 6 and above years’ experience of training and has conducted 7 Trainings = 40 Points</li> <li>○ 4 - 5 years’ experience of training and has conducted 6 Trainings = 30 Points</li> <li>○ 2 - 3 years’ experience of training and has conducted 5 Trainings = 20 Points</li> <li>○ 0 - 1 years’ experience of training and has conducted 4 trainings = 10 Points</li> </ul> </li> </ul> <p><b>NB:</b> Bidders must submit supporting documents of Training Providers projects that were successfully completed in the last five (3), i.e. Appointment letters of Training Provider for the completed and running projects. In addition, the firm must attach a signed and stamped reference letter from the employer with a logo for each of project submitted as proof for this criteria.</p> <ul style="list-style-type: none"> <li>• <b>Failure to complete and sign schedule of the Tenderer’s Experience will result in the bidder forfeiting this points.</b></li> </ul>	40	40



		<p><b>IMPLEMENTATION PLAN</b></p> <ul style="list-style-type: none"> <li>The Bidders will be expected to provide a comprehensive training programme for each of the Skills Training Programme they intend to provide to the Department: <ul style="list-style-type: none"> <li>The training provider must be fully accredited for each of the skills training programmes; and proof of accreditation should be submitted</li> <li>Must submit a comprehensive implementation plan outlining activities to be executed from initial stage until completion for each Skills Programme;</li> <li>Having an accredited training centre will be an advantage</li> </ul> </li> </ul> <table border="1" data-bbox="347 524 1278 1281"> <tr> <th>Score</th> <th>Prompt for judgment</th> </tr> <tr> <td>0</td> <td>Failed to address the question / issue</td> </tr> <tr> <td>4</td> <td>Poor - A detrimental response / answer / solution / poor evidence of skill / experience sought or high risk that relevant skills will not be available</td> </tr> <tr> <td>8</td> <td>Average - The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project / response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.</td> </tr> <tr> <td>12</td> <td>Good - The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.</td> </tr> <tr> <td>16</td> <td>Very Good - The approach is specifically tailored to address the specific training objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.</td> </tr> <tr> <td>20</td> <td>Excellent – Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the training outcomes and the quality of the outputs.</td> </tr> </table>	Score	Prompt for judgment	0	Failed to address the question / issue	4	Poor - A detrimental response / answer / solution / poor evidence of skill / experience sought or high risk that relevant skills will not be available	8	Average - The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project / response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.	12	Good - The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.	16	Very Good - The approach is specifically tailored to address the specific training objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.	20	Excellent – Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the training outcomes and the quality of the outputs.	20	<b>20</b>
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<b>2</b>	<b>Qualification</b>	<p><b>QUALIFICATION:</b> The bidder will be required to</p> <ul style="list-style-type: none"> <li>have four (4) Qualified Internal Facilitators</li> <li>Submit Facilitator/s CV indicating relevant qualifications plus years of experience facilitating. <ul style="list-style-type: none"> <li>5-year experience – 10 points</li> <li>4-year experience – 8 points</li> <li>3-year experience – 6 points</li> <li>2-year experience – 4 points</li> </ul> </li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The bidder must submit the CV's and complete the attached Resource Information Sheet; and provide certified and valid accreditation certificate. <b>Failure</b> to do so will result in the bidder forfeiting these points..</li> </ul> <p>The bidder will be required to</p> <ul style="list-style-type: none"> <li>Have two (2) Qualified Internal Moderators</li> <li>Submit Moderator/s CV indicating relevant qualifications plus years of experience moderating. <ul style="list-style-type: none"> <li>5-year experience – 10 points</li> <li>4-year experience – 8 points</li> <li>3-year experience – 6 points</li> <li>2-year experience – 4 points</li> </ul> </li> </ul> <p><b>Note:</b></p> <p>The bidder must submit the CV's and complete the attached Resource Information Sheet; and provide certified and valid accreditation certificate. <b>Failure</b> to do so will result in the bidder forfeiting these points..</p>	10	<b>30</b>														
			10															



	<p>The bidder will be required to have</p> <ul style="list-style-type: none"> <li>• (2) Qualified Internal Assessors</li> <li>• Submit Assessor/s CV indicating relevant qualifications plus years of experience assessing. <ul style="list-style-type: none"> <li>○ 5-year experience – 10 points</li> <li>○ 4-year experience – 8 points</li> <li>○ 3-year experience – 6 points</li> <li>○ 2-year experience – 4 points</li> </ul> </li> </ul> <p><b>Note:</b> The bidder must submit the CV's and complete the attached Resource Information Sheet; and provide certified and valid accreditation certificate. <b>Failure</b> to do so will result in the bidder forfeiting these points..</p>	10	
<b>TOTAL (minimum score of 75%)</b>			<b>90</b>

The following scoring rubric will be used to score the functionality above:

Rating	Score out of 5	Score out of 10	Score out of 15	Score out of 20	Score out of 25	Approach and methodology
Poor	1	2	3	4	5	The approach and / or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	4	6	8	10	The approach and / or methodology is not good / is unlikely to satisfy training objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	6	9	12	15	The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.
Very Good	4	8	12	16	20	The approach is specifically tailored to address the specific training objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.
Excellent	5	10	15	20	25	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the training outcomes and the quality of the outputs.

## 2.5. STAGE 3: EVALUATION ON PRICE AND PREFERENCE

- 2.5.1. The Department is committed to achieving the government’s objectives of the transformation of the economy economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE Act and the Preferential Procurement Regulations of 2022.
- 2.5.2. The 80/20 preference point system applicable to price quotations and tenders with a rand value of R50 million or below (all applicable taxes included), will be used for evaluation of this bid.



- 2.5.3. The scoring of points for price and preference system in terms of the 80/20 preference point system where the lowest price score 80 points for price.
- 2.5.4. The points for preference will be allocated to bidders in accordance with the following specific goals.

**Table 1:**

The maximum points for this tender are allocated as follows:

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

- a. A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

- b. Allocation of points in terms of the 80/20 preference point system.

**Where**

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

- c. 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 2 below as may be supported by proof/documentation stated in the conditions of this tender.

**Table 2:**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	6	
Gender: 51% or more owned by Women	5	
Race: 100% Black ownership	4	
Youth ownership: 51% or more owned by Youth	3	
People living with a Disability: 51% or more owned by people with disabilities	2	
<b>Total Points Claimed out</b>	<b>20</b>	

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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- d. Claiming of preference points for Specific goals:
- i) Bidders will be required to submit CIPC, CSD and FICA-approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State Based Companies 100%.
  - ii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy/(ies) in order to claim points for specific goals on Gender: 51% or more owned by Women.
  - iii) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race: 100% Black ownership.
  - iv) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy/(ies) in order to claim points for specific goal on Youth: 51% or more owned by Youth.
  - v) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goals on People living with a disability. 51% or more owned by people with disabilities.

**Note:** 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.

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.

## 2.6. THE ROTATION SYSTEM WILL WORK AS FOLLOWS:

- 2.6.1. The rotation will be based on the standardised prices and escalation rates which will be negotiated with all the qualifying service providers before the appointment to the framework panel is made.
- 2.6.2. Issuing of task order will be done on as and when basis for specific tasks and the Department will the Training Providers to submit responses for such a tasks order.
- 2.6.3. The Department will invite request for proposal on "as and when basis" to Training Providers which are appointed to participate in this Framework Contract. The issuing of specific task orders will be informed by the evaluation of the bids received from Training Providers.
- 2.6.4. The appointment will be done on rotational basis in line with the Standard Operating Procedures of the Department.
- 2.6.5. The relevant Training Provider will be required to submit the bid in line with the project at that particular time. Failure to submit the required proposal to the department will result in the department moving to the next Training Provider on the rotation list.

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## RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_

(project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

- 2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

**Note:**

- \* Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

**ENTERPRISE STAMP**

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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## RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_

(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

2 \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (code)

**CONTRACT NO:** DPWFS (T) 008/2024

**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number: \_\_\_\_\_ (code) \_\_\_\_\_

Fax number: \_\_\_\_\_ (code) \_\_\_\_\_

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	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

<b>ENTERPRISE STAMP</b>

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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### SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: (legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)

- 1 \_\_\_\_\_
- \_\_\_\_\_
- 2 \_\_\_\_\_
- \_\_\_\_\_
- 3 \_\_\_\_\_
- \_\_\_\_\_
- 4 \_\_\_\_\_
- \_\_\_\_\_
- 5 \_\_\_\_\_
- \_\_\_\_\_
- 6 \_\_\_\_\_
- \_\_\_\_\_
- 7 \_\_\_\_\_
- \_\_\_\_\_
- 8 \_\_\_\_\_
- \_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

\_\_\_\_\_

(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

B. Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

**CONTRACT NO: DPWFS (T) 008/2024**

**DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.**



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C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

---

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code) \_\_\_\_\_

Telephone number: \_\_\_\_\_ (code) \_\_\_\_\_

Fax number: \_\_\_\_\_ (code) \_\_\_\_\_

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SBD 1

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DPWFS (T) 008/2024	CLOSING DATE:	25 October 2024	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. M. Kolobe		CONTACT PERSON	Mr. TI. LITABE	
TELEPHONE NUMBER	051 492 3886/ 1750		TELEPHONE NUMBER	051 492 3750	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:kolobem@fsworks.gov.za">kolobem@fsworks.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:litabei@fsworks.gov.za">litabei@fsworks.gov.za</a>	
<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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<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		
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.					



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 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: .....

**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. BIDDERS'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

<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.



3 DECLARATION

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

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

<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.

**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 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

1.4 **To be completed by the organ of state:**  
The maximum points for this tender are allocated as follows:

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \mathbf{P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>max</sub> = 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.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Free State-Based Companies 100%	6	
Gender: 51% or more owned by Women	5	
Race: 100% Black ownership	4	
Youth ownership: 51% or more owned by Youth	3	
People living with a Disability: 51% or more owned by people with disabilities	2	
<b>Total Points Claimed out</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]



DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.

- 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.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....



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;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - 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)

- I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- An official order indicating service delivery instructions is forthcoming.
- 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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....



**Annexure A - Record of Addenda to tender documents**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature .....

Date .....

Name .....

Position .....

Tenderer .....



**Annexure B: Proposed amendments and qualifications**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Tenderer \_\_\_\_\_



**Annual Financial Statements Declaration**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is .....
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
  - internally  independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
  - enterprise has had its financial statements audited;  
name of auditor .....
  - enterprise is required by law to have an independent review of its financial statements  
name of independent reviewer .....
  - enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements

The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.

*[Attach the income statement and the balance sheet contained in the financial statement]*

- 5) The annual turnover for the last financial year is R .....
- 6) The total assets as at the end of the last financial year is R .....
- 7) The total liabilities as at the end of the financial year is R .....

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Tenderer .....



**Schedule of Equipment (Includes ICT equipment and software)**

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



**Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)**

FORM: PARTICULARS OF TENDERERS PROJECTS			
<b>Project title:</b>	APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.		
<b>Contract no:</b>	DPWFS (T) 008/2024	<b>Closing date:</b>	25 October 2024
<b>Advertising date:</b>	27 September 2024	<b>Validity period:</b>	90 days

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.*

**1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS**

**1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.**

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
6						
7						
8						
9						
10						
11						
12						

Name of Tenderer	Signature	Date

CONTRACT NO: DPWFS (T) 008/2024

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1.2. Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						

CONTRACT NO: DPWFS (T) 008/2024

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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
9						
10						
11						
12						

Name of Tenderer	Signature	Date

CONTRACT NO: DPWFS (T) 008/2024

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**Resource Information Sheet (CV) – Qualified Internal Facilitator No. 1**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

**CONTRACT NO:** DPWFS (T) 008/2024

**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



**Resource Information Sheet (CV) – Qualified Internal Facilitator No. 2**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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**Resource Information Sheet (CV) – Qualified Internal Facilitator No. 3**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

**CONTRACT NO:** DPWFS (T) 008/2024

**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



**Resource Information Sheet (CV) – Qualified Internal Facilitator No. 4**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
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9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



**Resource Information Sheet (CV) – Qualified Internal Moderator No. 1**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
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10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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**Resource Information Sheet (CV) – Qualified Internal Moderator No. 2**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



**Resource Information Sheet (CV) – Qualified Internal Assessor No. 1**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

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Free State Province

Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

CONTRACT NO: DPWFS (T) 008/2024

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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
7								
8								
9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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**Resource Information Sheet (CV) – Qualified Internal Assessor No. 2**

Professional Registration(s)	
Professional Registration Number(s):	
Date of Birth:	
ID number:	
Employed by:	
Number of years with current employer	
Position held with current employer	

SIGNATURE OF RESOURCE:

DATE:

**CONTRACT NO:** DPWFS (T) 008/2024

**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
1								
2								
3								
4								
5								
6								

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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
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8								
9								
10								
11								
12								

CONTRACT NO: DPWFS (T) 008/2024

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Key projects worked on (align to evaluation)	Name of project	Role in Project	Project Value	Duration of Project	Project Start Date	Project End Date	Reference Name	Reference Contact number
13								
14								
15								
In your opinion why you would be the right resource for this project, based on your experience?								

NAME:

SIGNATURE OF RESOURCE:

DATE:

CONTRACT NO: DPWFS (T) 008/2024

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Acceptance of Bid Conditions and Bidder's Details

Bid no: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory:

\_\_\_\_\_

Name of Authorised Signatory

\_\_\_\_\_

Position of Authorised Signatory

\_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this bid.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

(a) **CENTRAL SUPPLIER DATABASE (CSD) INFORMATION**

<b>Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</b>	
<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



(b) BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Leading Contractor with Sub Contractors	
Other	

(c) REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner: *insert separate page if necessary	
Partner 1	
Name of Company	
Registration Number	

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Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

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If bidder is a Leading Contractor using Sub-contractors, indicate the following:	
<b>Leading Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub-contractors</b> *insert separate page if necessary	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

**CONTRACT NO:** DPWFS (T) 008/2024

**DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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## **SECTION 2:**

### **TERMS OF REFERENCE**

## **FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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**BID NUMBER:** DPWFS (T) 008/2024

**BID DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.

ACCREDITED TRAINING PROVIDERS TO PARTICIPATE IN THE TRAINING OF EPWP PARTICIPANTS ON INFRASTRUCTURE AND ENVIRONMENTAL SECTORS RELATED TRAINING AS IMPLEMENTED BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

ACCREDITED TRAINING PROVIDER MAY BID FOR MORE THAN ONE SECTOR IF SO WISH

## TERMS OF REFERENCE

**BID DESCRIPTION:** APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.

### 1. OBJECTIVES OF THE BID

- 1.1. The Objective of this bid is to invite Accredited Training Providers to participate in the training of EPWP Participants implemented by the Department of Public Works & Infrastructure.
- 1.2. The services should be rendered for a period of three (3) years depending on the availability of the budget for programmes/projects implemented.
- 1.3. The Department intends to appoint a minimum of two (2) or more training providers per sector i.e. Built Environment and Environmental Management Sectors.
- 1.4. The training provider will cater for the following in-house implemented programmes:
- 1.5. Built Environment and Environmental Management Sectors related trainings under the following departmental interventions:

#### 1.6. Environmental Management Sector related training for

- a) Cleaning and Greening programmes.
- b) Cash for Waste programme.
- c) Community Work Programme
- d) National Youth Service

#### 1.7. Built Environment Sector related training for

- a) National Youth Service.
- b) Contractor Development programme.
- c) Works Infrastructure Massification Projects.
- d) Community Works Programme.
- e) Cleaning and Greening programmes.
- f) Cash for Waste programme.

CONTRACT NO: DPWFS (T) 008/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.



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## 2. SUBMISSION OF BIDS

2.1. All bids must be submitted in a sealed envelope clearly marked:

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE**

**BID NUMBER: DPWFS (T) 008/2024**

**DESCRIPTION:**

**APPOINTMENT OF SUITABLY QUALIFIED TRAINING PROVIDERS FOR SHORTLISTING INTO A PANEL UNDER THE EXPANDED PUBLIC WORKS PROGRAMME FOR A PERIOD OF THREE (3) YEARS.**

2.2. Bidders will be allowed to bid for more than one sector provided they are accredited.

2.3. Training Providers are requested to clearly indicate which sector they are bidding for.

2.4. Publication information

2.2.1. Advert Date	27 September 2024
2.2.1. Briefing Session Date	09 October 2024
2.2.1. Closing Date	25 October 2024

## 3. SPECIAL CONDITIONS OF BID / CONTRACT REGULATION

3.1. The bidder should initial each page and sign where applicable on the tender documents.

3.2. The bidder to include a detailed profile of the bidder 's organisation.

3.3. The bidder must include the details of directors and their attach certified copies of their IDs.

3.4. The Department will sometimes, from time to time select any modules within the Occupational Certificate for purpose of training participants on a part-qualification certificate.

3.5. The appointed Training Provider will sign Service Level Agreement prior executing contract obligations with the Department.

3.6. This is a compulsory document to legitimise the contract between the Department and the Training Provider.

## 4. CONTRACT DURATION

4.1. The contract will be valid for a period of three (03) years subject to;

4.1.1. As and when required;

4.1.2. Availability of contract funding;

4.1.3. Provision of training on Unit Standard and Skills programmes accredited with the relevant SETA as and when required;

4.1.4. Performance of the Training Provider (see Training Provider's duties).



## 5. GEOGRAPHICAL LOCATION

- 5.1. Bidders are encouraged to be residing around Free State Province.
- 5.2. Where a bidder residing outside Free State is appointed, it will be compulsory for that bidder to have an office within the Free State province where Operations for this service will be executed.

## 6. CONFIDENTIALITY

- 6.1. The training provider undertake to respect the privacy of the Department and learners, and will ensure the confidentiality of their personal information as per Protection of Personal Information Act 2013.
- 6.2. All personal details relating to the Participants / learners remain the property of the Department and will NOT be used or disseminated in any form without the prior consent of the Department.

## 7. COMPLIANCE WITH SPECIFICATIONS

Failure to comply with the specifications will result in the bid being declared non-responsive.

## 8. DUTIES OF THE TRAINING PROVIDER

- 8.1. Fulfil the following requirements with regards to training:
  - 8.1.1. Provide training to EPWP participants according to the approved training plan;
  - 8.1.2. Provide the learner or participants support as required by the training programme;
  - 8.1.3. Provide training report upon completion of the training programme.
  - 8.1.4. Record, monitor and retain details of training provided to the participants for the period of three (03) years in terms of the programme;
  - 8.1.5. Upload learner performance on the SETA upon completion of the training;
  - 8.1.6. Submit proof of SETA uploads and or statements/certificates to the department and
  - 8.1.7. Submit progress, moderation report, assessment report as required by the implementation outcomes;
  - 8.1.8. Submit a training closure report to the department at the end of the training
  - 8.1.9. Keep records of all attendance registers and submit attendance registers to the department within 4 days of completion of the training
  - 8.1.10. Training Provider to ensure that the outcomes of training are according to the identified SAQA or QCTO unit standard and other relevant requirements.
  - 8.1.11. Where a bidder residing outside of Free State is appointed, it will be compulsory for that bidder to establish an office within the Free State Province where operations for this service will be executed.
  - 8.1.12. Submit invoices for processing after relevant certificates have been submitted to the department

## 9. COMMUNICATION CHANNELS

- 9.1. The Training Provider will communicate with the Departmental official delegated for each project appointed for this service.
- 9.2. All the enquiries the Training Provider has relating to contractual matters will need to liaise with the delegated official.

**CONTRACT NO:** DPWFS (T) 008/2024

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## **10. MONITORING OF SERVICE PROVIDER**

- 10.1. The Training Provider will be expected to conduct joint monthly meetings with the Departmental officials for reconciliation of payments.
- 10.2. Special meetings will also be conducted on ad hoc basis as and when a need arises.

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**ANNEXURE B: PRICING SCHEDULE TEMPLATE FOR SKILLS PROGRAMMES**

**PROGRAMME TITLE: INFRASTRUCTURE SECTOR**

COST ITEM	DESCRIPTION	COST PER PARTICIPANT PER SKILLS PROGRAMME	COST PER PARTICIPANT PER SKILLS PROGRAMME	COST PER PARTICIPANT PER SKILLS PROGRAMME
		Year 1	Year 2	Year 3
1. Training Facilitation fees per learner	Training Facilitation fee includes the following: <ul style="list-style-type: none"> <li>- SETA compliant classrooms (30% duration only);</li> <li>- One day diagnostic assessment</li> <li>- Training i.e. Theory + off the job/ practical, 30% of the course duration)</li> <li>- Workplace learning and coordination i.e. 70% of the course duration</li> <li>- Assessment</li> <li>- Moderation per SETA Regulated sample size/percentage; and</li> <li>- Overheads/administration costs, transport (not for learners), training material including any relevant equipment used for training.</li> <li>- Training centre or facilities/Venue (this should be within reach for learners to be able to attend classes, with no additional transport and accommodation costs)</li> <li>- (No payment for accommodation for staff/learners by Department)</li> </ul>	R		
2. Certification	Cost for certification per learner	R		
3. Escalation % (For Year 2 and 3 only)	Escalation %		%	%
4. VAT: For all items above (For VAT vendors only)	VAT for the total training costs only.	R		
<b>GRAND TOTAL</b>	Rate per learner	R		

**NB: Bidders should note that the training will be required throughout the Free State Province.**

CONTRACT NO: DPWFS (T) 008/2024

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**PROGRAMME TITLE: ENVIRONMENTAL SECTOR**

COST ITEM	DESCRIPTION	COST PER PARTICIPANT PER SKILLS PROGRAMME	COST PER PARTICIPANT PER SKILLS PROGRAMME	COST PER PARTICIPANT PER SKILLS PROGRAMME
		Year 1	Year 2	Year 3
<b>5. Training Facilitation fees per learner</b>	Training Facilitation fee includes the following: <ul style="list-style-type: none"> <li>- SETA compliant classrooms (30% duration only);</li> <li>- One-day diagnostic assessment</li> <li>- Training i.e. Theory + off the job/ practical, 30% of the course duration)</li> <li>- Workplace learning and coordination i.e. 70% of the course duration</li> <li>- Assessment</li> <li>- Moderation per SETA Regulated sample size/percentage; and</li> <li>- Overheads/administration costs, transport (not for learners), training material including any relevant equipment used for training.</li> <li>- Training centre or facilities/Venue (this should be within reach for learners to be able to attend classes, with no additional transport and accommodation costs)</li> <li>- (No payment for accommodation for staff/learners by Department)</li> </ul>	R		
<b>6. Certification</b>	Cost for certification per learner	R		
<b>7. Escalation % (For Year 2 and 3 only)</b>	Escalation %		%	%
<b>8. VAT: For all items above (For VAT vendors only)</b>	VAT for the total training costs only.	R		
<b>GRAND TOTAL</b>	Rate per learner	R		

**NB: Bidders should note that the training will be required throughout the Free State Province.**

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**SECTION 3:  
CONTRACT DATA  
GENERAL CONDITIONS OF CONTRACT(GCC)  
SERVICE LEVEL AGREEMENT (SLA)**