



**MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER
ADMINISTRATION**

Tender Number: RFP 03,04,05 and 06/07/2025

**Service: INVITATION FOR ACCREDITED SERVICE PROVIDERS TO CREATE EPWP
DEPARTMENTAL TRAINING PANEL FOR THE PERIOD OF THREE (3) YEARS: GREEN
TECHNOLOGY, PERSONAL FINANCE, INFORMATION AND COMMUNICATION TECHNOLOGY
(ICT) AND NEW VENTURE CREATION (NVC).**

Date: 19 August 2025: Time: 10:00, Closing date: 05 September 2025 @11H00

**Venue: DID, Corner House Building, Ground Floor Auditorium, Cnr Commissioner and
Pixley Ka Isaka Seme (Sauer Street) Marshalltown, Johannesburg.**

SECTION A: PROCEDURAL MATTERS

A.1 Attendance and Apologies

Officials	Designation	Apologies
Chriselda Nkadimeng	Project Manager	None
Ms. Ntombizethu Mazibuko	SCM Representative	None
Ms. Puleng Mokitimi	Chairperson	None
Scribe		
Ms. Ntombizethu Mazibuko	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Ms. Puleng Mokitimi opened the meeting at 10:04 am to welcome all present.
- The briefing session was non-compulsory.

A.3 PURPOSE OF THE MEETING

- To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, PRE-QUALIFICATION, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

Closing date is on the 05 September 2025 @11h00am, late tenders will not be considered and will be returned unopened.

Tender documents may be downloaded from: <http://e-tenders.gauteng.gov.za> or <http://e-tenders.treasury.gov.za>

Bid documents must be downloaded and printed on the e-tender portal at bidder's cost.

SCM representative:

Ms. Puleng Mokitimi indicated all the applicable administrative, functionality and mandatory requirements which bidders must comply with.

MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Bidders are required to ensure that all mandatory returnable documents are fully completed and submitted in accordance with the specified requirements. Non submission, failure to submit / meet or comply with the following requirements automatically constitute disqualification of tender offer.

Bidders must submit completed and signed Standard Bidding Documents (SBD), which are:

- Submission of fully completed and signed Invitation to bid (SBD 1)
- Submission of fully completed and signed Bidder's disclosure (SBD 4)
- **Commitment to Job creation:** The bidder must submit a signed commitment/undertaking letter confirming their intent to create jobs through this project. Additionally, the job creation form included in the tender document must be duly completed, signed and submitted together with the bidding document.
- **Company Accreditation:** The training provider must attach company accreditation by a relevant Sector Education and Training Authority (SETA / Quality for Trades and Occupations (QCTO) to deliver the qualifications specified in this Terms of Reference.
- **Joint Venture and Consortia Agreements:** In the case of joint venture or consortium, a formal agreement must be signed by all participating parties. The agreement must clearly specify the percentage revenue split among the parties.

OTHER ADMINISTRATIVE REQUIREMENTS: Failure to submit does not constitute disqualification.

- Attendance at the site briefing meeting is not compulsory
- Submission of proof of registration with the Central Supplier Database (CSD), in the form of a CSD registration report or MAAA number.
- Submission of a Tax Compliance Status Pin that will grant third-party access to the bidders' Tax Compliance status.
- Submission of company registration documents.
- A certified copy of Identity Document of the owner, shareholders, members/ directors and trustees not older than six months prior to bid closing.

- Submission of a duly completed and signed SBD form (SBD 6.1) and all supporting documents required to substantiate points claimed.

RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

COMMENTS / QUESTIONS / INPUTS

None

A.3.3 FUNCTIONALITY REQUIREMENTS

PREFERENCE POINT SYSTEM EVALUATION

PREFERENCE POINT SYSTEM EVALUATION	POINTS
Price	80
Specific Goals	20

SPECIFIC GOALS

The Department will be applying the preference point system in accordance with or Regulation 4 of the Preferential Procurement Regulations, effective from 16 January 2022, as follows:

Specific Goals preference points will only apply to bidders who are at least 51% black owned. Bidders Will be scored up to a maximum of 20 HDI points.	Mandatory documents to substantiate points Claimed. (See note below for required documentation)	Points allocation for sub-criteria	Total Points
	Black People	2 Points	20 Points
	Women	3 Points	
	Youth	5 Points	
	People with Disabilities (PwD) See below for additional requirements for this category	4 Points	
	Military veterans See below for additional requirements for this category	4 Points	
	Townships, Rural or Underdeveloped Areas See below for additional requirements for this category	2 Points	

Beneficial Ownership Declaration: A formal declaration detailing the beneficial owners of the company, including their demographic information (e.g., race, gender, age) to confirm HDI status.

Certified Copies of Identification Documents: For all individuals listed as beneficial owners, provide certified copies of their identification documents to verify their identity and demographic details.

Company Registration Documents: Depending on the company type, this may include the Memorandum of Incorporation, Founding Statement, or Partnership Agreement, as outlined above.

Shareholders' Certificates or Members' Interest Certificates: Documents evidencing the ownership percentages held by each shareholder or member.

B-BBEE Certificate or Affidavit: A valid Broad-Based Black Economic Empowerment certificate or sworn affidavit confirming the company's B-BBEE status and ownership structure.

People with Disabilities (PwD)

Bidders to provide a confirmation letter or certificate from medical practitioner stating the permanent disability for the owner/ director / member shareholder of the company.

Military veterans

Bidders to provide a confirmation letter with a force number from department of military veterans stating the membership of the owner/ director / member shareholder of the company.

Townships, Rural or Underdeveloped Areas

Townships, Rural or Underdeveloped Areas the address on CIPC company registration documents will be utilized to determine the allocation of points

Bidders must submit the specified documentation as proof to support the specific goals above.

Failure to submit as required, the bidder will forfeit points.

TOTAL SPECIFIC GOALS POINTS	20 POINTS
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FUNCTIONALITY CRITERIA

During this stage the bidders that do not meet the minimum threshold for functionality will be disqualified and will not be included on the panel.

Functionality total weight points: 100

Minimum 75% that should be achieved to be found responsive

Functionality Criteria:

Functionality Criteria	Weighting Factor
Company Experience	40 points
Experience of Key Staff	30 points
Proof of Accreditation	30 points

NOTE: Only proof of accreditation will be considered. Accreditation that is still underway will not be considered.

COMMENTS / QUESTIONS / INPUTS

None

A.3.4 COMPULSORY SUB-CONTRACTING
None
COMMENTS / QUESTIONS / INPUTS
None

A.3.5 LOCAL PRODUCTION AND CONTENT
None
COMMENTS / QUESTIONS / INPUTS
None.

A.3.6 SCOPE OF WORK	PROJECT MANAGER AND CONSULTANT
More detailed scope of work on tender document	
COMMENTS / QUESTIONS / INPUTS	
<p>Comment: Green technology company experience does not require 5 years of experience but 3 years.</p> <p>Comment: Bidders were urged to apply according to replacement unit standard.</p> <p>Question: Bidder asked in terms of job creation, do we need to give indication of how many learners we take and if we do not have the capacity of the number, you want what happens?</p> <p>Ans: Job creation form is attached to the tender document, and you need to complete it by giving us what you have in your capacity.</p> <p>Question? Bidder asked How many panel members you need?</p> <p>Answer: No number, as long you qualify then you will be on the panel.</p> <p>Question? Bidder asked, "How are these panels going to work?"</p> <p>Answer: The panels are going to operate on rotational basis.</p> <p>Question? Bidder asked, on jv, do you want 1 BEE certificate or both?</p> <p>Answer? Consolidated BEE certificate or both certificates</p> <p>Question? Bidder asked, if you have applied for accreditation and are still waiting, what happens?</p> <p>Answer: It is on the tender document unless you give us the letter from SETA detailing status of application.</p> <p>Question? Bidder asked, are we allowed to have MOU with someone who has accreditation?</p> <p>Answer: Send us an email and we will respond.</p> <p>Question? Bidder asked, what is the NQF level for NCV?</p> <p>Answer: It is on the tender document.</p> <p>Question? Bidder asked, how do you give us points on specific goals?</p> <p>Answer: It is on the tender document.</p>	

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries can be directed to Chriselda Nkadimeng@ chriselda.nkadimeng@gauteng.gov.za and general enquiries can be directed to Millicent Chauke @ Millicent.chauke@gauteng.gov.za/ .

Note to tenders: All successful service provider will be subject of signing SLA and standard Rates as prescribed by the department and the Preferential Procurement Policy Framework Act No 5 of 2000 and Its Regulations of 2022.

Last Date for Accepting queries is Seven (3) days before Closing Date.

- Chairperson closed the meeting at 10H32 am.

Minutes approved / Approved as amended

Signature 

Compiler: Ms. Ntombizethu Mazibuko

Date: 20 August 2025

Supply Chain Management Meeting

Minutes approved / Approved as amended

Signature 

Chairperson: Ms. Puleng Mokitimi

Date: 20 August 2025

Supply Chain Management Meeting

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