

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	IPID06/2023/24	CLOSING DATE: 15 NOVEMBER 2023		CLOSING TIME:	11:00		
DESCRIPTION	INVITATION TO SUBMIT PROPOSAL FOR THE APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO CONDUCT SKILLS AUDIT TO IDENTIFY EXISTING SKILLS WITHIN WORKFORCE AND SKILLS GAPS WHICH THE DEPARTMENT OF INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID) WILL REQUIRE IN FUTURE FOR A PERIOD OF 12 MONTHS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
GROUND FLOOR							
BENSTRA BUILDING							
473 STANZA BOPAPE STREET							
ACARDIA, PRETORIA							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	MS F MASEKO / MR M GQALANE			CONTACT PERSON	MS D KUMALO		
TELEPHONE NUMBER	012 399 0095 / 012 399 0106			TELEPHONE NUMBER	012 399 0045		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	fmaseko@ipid.gov.za / mgqalane@ipid.gov.za			E-MAIL ADDRESS	Dkumalo@ipid.gov.za		
SUPPLIER INFORMATION							
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]			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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
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

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
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. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Closing Time 11:00	Bid number IPID06/2023/24 Closing date: 15 November 2023
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OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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INVITATION TO SUBMIT PROPOSAL FOR THE APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO CONDUCT SKILLS AUDIT TO IDENTIFY SKILLS WITHIN THE WORKFORCE AND SKILLS GAPS WHICH THE INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID) WILL REQUIRE IN FUTURE FOR A PERIOD OF 12 MONTHS

- Required by: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE
- At: BENSTRA BUILDING
473 STANZA BOPAPE STREET
ACARDIA
PRETORIA
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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

¹ 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.

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:

.....

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 consortium² 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

² 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.

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

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.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are Black		8		
Enterprises with ownership of 51% or more by person/s who are Women		8		
Enterprises with ownership of 51% or more by person/s who are Youth		2		
Enterprises with ownership of 51% or more by person/s with Disability		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



independent police investigative directorate

Department
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

Private Bag X941, PRETORIA, 0001. Benstra Building, 473 B Stanza Bopape, PRETORIA

Tel: (012) 399 0000, Fax: (012) 399 1440, Email: complaints@ipid.gov.za

1. PURPOSE

- 1.1 The IPID intends procuring the services of accredited Service Provider to conduct Skills Audit to identify existing skills within the workforce and skills gaps which the Department will require in the future.
- 1.2 Furthermore, the skills audit report will inform the review of the Organisational Structure in effort for optimal utilisation of current Human Resources.

2. BACKGROUND.

- 2.2 The Independent Police Investigative Directorate is a Public Service Department established in terms of Act No. 1 of 2011. Its mandate is to investigate complaints of brutality, criminality and misconduct against members of the South African Police Service (SAPS) and Municipal Police Service (MPS).
- 2.3 A skills audit is a process that helps an Organization to identify existing skills within its workforce, as well as aids in identifying skills gaps within an organization, (i.e. the identification of skills the Organization will need in the future, to ensure its sustainability and success).
- 2.4 After the audit, these two data sets are compared. The Skills Audit report will, therefore, assist the Department to be aware of the competencies that are available internally and making informed decisions about Organizational Structure changes and growth/expansion. The report will further enable the Department to determine whether it can meet its strategic goals, identify areas for improvement, refine and define the recruitment and selection process and implement training and skills development interventions.
- 2.5 A skills audit process entails more than just collecting and documenting information on the qualifications of the workforce, but also gives an opportunity to determine whether employees possess the competencies and actual skills required, to enable them to fulfil their workplace roles effectively.
- 2.6 The audit will be conducted on permanent IPID staff members who can at least offer 3 year's service post this exercise.

3. DURATION.

- 3.1 The duration of the project is 12 months and the results should be valid for the next 5 years from the date of the report.

4. SCOPE OF THE PROJECT

- 4.1 In terms of regulation 76 of the Public Service Regulations (PSR), 2016, An Executive Authority shall determine the training required for various occupational categories or specific employees in his or her Department. This is to ensure that all human resources of the Department are utilized optimally.

TERMS OF REFERENCE SKILLS AUDIT - IPID

G.M.

4.2 The appointed Service Provider will be expected to conduct skills audit for **380** employees by:

- 4.2.1 Referencing to IPID Act – mandate of the Department
- 4.2.2 The approved structure
- 4.2.3 Job descriptions or profiles

4.3 The skills audit outcome must produce-

- 4.3.1 Each employee's skills level and competencies,
- 4.3.2 Each employee's competency gaps,
- 4.3.3 Each employee's appropriate training intervention or remedial intervention required to address the identified gaps,
- 4.3.4 Job mapping/matching – where employees are matched with jobs where they have inherent motivational strengths.
- 4.3.5 Comprehensive and valid workplace skills matrix and skills development plans;
- 4.3.6 Increased productivity by securing the right employees in the right places;
- 4.3.7 Better use of Organizational skills, leading to improved performance and greater job satisfaction;
- 4.3.8 Improved organizational knowledge and skills;
- 4.3.9 Varied work through cross-functional teams, consisting of employees from different components or programmes;
- 4.3.10 Increased opportunities for promotion of suitable, internal candidates can be easily identified;
- 4.3.11 Better targeted training programs which ultimately lead to better returns for investment on training and development expenditure (Training programme customized in line with the developmental gaps of the employees, Evaluation of knowledge and skills acquired through training programmes).
- 4.3.12 More accurate internal Employee selection, succession and placement. (how to better utilize the internal talent, upskill the employees with potential to fill vacant positions where there are capable potential candidates – based on performance in their current positions).
- 4.3.13 Future critical and scarce competencies of the Department.

NB. The **380** Staff Members include all occupational categories from salary level 5 to salary level 15. The appointed Service Provider will be expected to service all 10 IPID offices, across all nine Provinces including National Office. The list of all Employees with occupational information will be provided to the appointed training service provider and the service provider will be expected to create a database using Microsoft Access where all information relating to the skills audit will be captured per Employee.

5. SERVICE PROVIDER'S EXPERIENCE AND THE SKILLS OF AUDITING TEAM

5.1 The bidding company should have vast experience in conducting skills audit and competency assessments with a minimum of 7 years proven experience. The Service Provider should be able to demonstrate the following:

- 5.1.1 Have a minimum of 5 Project Team Members with proven experience in conducting skills audit.
- 5.1.2 Have the capabilities to conduct skills audit using various methodology including conducting competency assessment.
- 5.1.3 Good understanding of Human Resource Development trends and skills matrix

G.N.

- 5.1.4 Compile competency profiles
- 5.1.5 Compile lists of qualifications required per occupation
- 5.1.6 Conduct needs analysis
- 5.1.7 Proof of contactable Referees whom the bidder must have rendered services of a similar nature.
- 5.1.8 **Should have capacity to deliver services in all 9 Provinces including the National Office to deliver services as per the table below:**

NO	Province	Physical Address
1	National Office	473 B Benstra Building, Stanza Bopape Street, Arcadia Pretoria, 0002
2	Gauteng	20 Albert Street, Bram Fischer Towers, Johannesburg
3	Free State	15 West Burger Street, Standard Bank Building, Second Floor, Bloemfontein
4	Kwa-Zulu Natal	Suite 301: The Marine Building, 22 Dorothy Nyembe Street, Durban
5	Limpopo	78 Hans Van Rensburg Street, Polokwane
6	Mpumalanga	27 Brown Street ,Permanent Building, Nelspruit
7	Eastern Cape	3 - 33 Phillip Frame Road ,Waverley Office park East London
8	Northern Cape	99 Phakamile Mabija Street, Ewing House Building, Kimberley
9	Western Cape	Fintrust Building, 1st Floor, Bellville
10	North West	No 1 Station Road, Molopo Shopping Centre, 1st Floor, Mahikeng

5.2 EXPERIENCE OF PROJECT LEADER AND PROJECT TEAM MEMBERS

- 5.2.1 Project Team Leader must have vast experience in conducting skills audit and compilation of training plans in the private or public sector, which must not be less than 10 years' experience.
- 5.2.2 Project Team Members' must have at least 7 years' experience conducting skills audits, research, report writing and compilation of training plans.
- 5.2.3 Submit curriculum vitae with 3 contactable referees.
- 5.2.4 IPID reserve the right to conduct reference checks

5.3 PROJECT TEAM LEADER QUALIFICATION

- 5.3.1 Registered with South Africa Board of People Practices (SABPP) as a Chartered Professional
- 5.3.2 Hold a Post Graduate qualification in Industrial Psychology / Human Resource Management/ Human Resource Development, Management of training or Public Administration

G.D.N

5.4 PROJECT TEAM MEMBERS QUALIFICATION

5.4.1 Registered with SABPP as an HR Professional

5.4.2 Hold a Bachelor Degree or Advanced Diploma in Industrial Psychology / Human Resource Management/ Human Resource Development, Management of training or Public Administration

6 PROJECT DELIVERABLES

The successful service provider is expected to deliver the following: (Include estimated timelines) Deliverables (Work completed)	Milestone (Accomplishment)	Output Indicators
1. Conduct a technical competency assessment per employee- linked to current post	4 technical competencies assessed	100% of 4 technical competencies per employee
2. Department's skills gaps identified per each staff member per branch	List of skills gaps per each staff member per branch through the system	Report on the Identified skills gaps per individual staff members per branch
3. Department's future skills requirements identified	List of future skills requirements through the system	Report on the Identified future skills gaps per individual staff members per office
4. Scarce and or critical skills identified per branch	List of Identified critical and/or scarce skills per branch uploaded on the system	Approved Report on the identified scarce and or critical skills per branch
5. Training interventions per skills gap and future skills needs identified	List of training interventions per individual per branch	Approved Report on the Identified relevant training interventions per individual staff members
6. Training interventions per critical and or scarce skills per branch consolidated	List of training interventions on scarce and or critical skills per branch	Approved Report on the Identified relevant training interventions on scarce and or critical skills per branch
7. 3-year training plan produced	3-year training plan based on the identified training interventions	Approved 3-year training plan based on the identified gaps

8.3-year Departmental competency dictionary with Generic/ Core/ Scarce and Critical Skills developed	3-year reviewable Departmental competency dictionary with Generic/ Core/ Scarce and Critical Skills	Approved 3-year reviewable Departmental Competency dictionary
9.Approved skills audit comprehensive training plan for HRD staff	HRD staff members trained	HRD Staff competent in conducting skills audit
10.Comprehensive Skills Audit report inclusive of all the above produced	Comprehensive Skills Audit Report	Approved Skills Audit Report

7. PERFORMANCE MEASUREMENT AND REPORTING

- 7.1 To facilitate the performance of the appointed Service Provider and monitor their work, the Department will:
- 7.1.1 Enter into a Service Level Agreement that will govern the relationship between the Department and the appointed service provider.
 - 7.1.2 The SLA to include key deliverables
 - 7.1.3 The Project Manager shall be the liaison Officer for IPID.
 - 7.1.4 The Department's Training Committee to manage monitor and oversee the work of the appointed Service Provider. The responsibilities of the Training Committee shall include but not limited to:
 - 7.1.4.1 Render quality assurance function;
 - 7.1.4.2 Ensure that the service provider activities are within the approved SLA, and
 - 7.1.4.3 Ensure that services are rendered timeous
 - 7.1.4.4 The Service Provider will be expected to table progress reports for each deliverable contained in the implementation plan as agreed to and as per the SLA.
 - 7.1.4.5 Monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed based on achieved deliverables as per the implementation plan and/or project plan and related performed project tasks.
 - 7.1.4.6 These deliverables and related payments will be recommended by the Project Manager and recommended by the Departmental Training Committee.

8. MONITORING AND EVALUATION

- 8.1 Quarterly meeting will be held with the Department Training Committee at the inception of the project, at least on the second month of each phase to provide progress report and address challenges.
- 8.2 Presentation and signed report must be forwarded to the Department Training Committee members five days prior to the meeting.
- 8.3 Final closure meeting to present the final report.

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9.MANDATORY REQUIREMENTS

Bidder (s) must submit the below documents:

- 9.1 Proof of Accreditation for psychometric testing and competency assessments
- 9.2 Proof of registration with the relevant Professional Bodies i.e. SABPP as Chartered Professional
- 9.3 Detailed project plan with the timeframes on how they intend to deliver on the above;
- 9.4 CV's with three contactable references and proof of formal qualifications of all Company Directors and Project Team Leaders and Members (Project Team Members must not be less than 5) that will be involved in the execution of the task
- 9.5 Submit a detailed breakdown of the budget per cost item;

NB: Any bidder who fails to comply with the above-mentioned mandatory requirements will be eliminated from the evaluation process and will not be considered for further evaluation

10.BID EVALUATION PROCESS

- 10.1 The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal.
- 10.2 Bidders will be evaluated on three phases i.e., administrative requirements functionality and the price and HDI points.
- 10.3 The bidders that score 70 points or more will further be evaluated on price and specific goals in terms of the Preferential Procurement Policy Framework Act 5 of 2000 and Regulations of 2022.

11.Evaluation Criteria

11.1 Phase 1: Administrative Requirements

- 11.1.1 Preferred bidder must be registered on CSD.
- 11.1.2 Proof of CSD full report must be attached.
- 11.1.3 Compliant Tax Status
- 11.1.4 In order to advance the designated groups on the basis of Historically Disadvantaged Individuals (HDI), priority will be given to the following of which 51% are owned by: Blacks, Black Youth; Black Women; Black people with disabilities; Black People living in rural or underdeveloped areas; or townships; cooperatives owned by Black people; Black people who are Military Veterans;
- 11.1.5 Company profile;
- 11.1.6 SBD Forms fully completed and signed:
 - SBD 1 (Invitation to Bid)
 - SBD 3.1 Pricing schedule)
 - SBD 4 (Declaration of Interest)
 - SBD 6.1 (Preferential Procurement Regulations 2022)
- 11.1.7 Original certified ID copies of all Directors not older than 6 months (A certified copy of a copy will not be accepted).
- 11.1.8 Signatures and initialization on each page of the bid document.

N.B. Failure to comply with the above Administrative Requirements may result in disqualification

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11.2 Phase 2 – Functional Criteria

ITEM	Criterion	Total Weight
1.Service Provider experience in conducting skills audit in the Public Service or Private Sectors	<p>SERVICE PROVIDER'S EXPERIENCE IN CONDUCTING SKILLS AUDITS AND COMPETENCY ASSESSMENTS</p> <ul style="list-style-type: none"> • Experience with 5 reference letter for successful completed projects = 50 points • Experience with 4 reference letter for successful completed projects = 40 points • Experience with 3 reference letter for successful completed projects = 30 points • Experience with 2 reference letter for successful completed projects = 20 points • Experience with 1 reference letter for successful completed project = 10 points <p>NB. Bidders must submit proof of awarded and signed contract/ Award letter and reference letters of successfully completed projects. Reference letters must be in a referee's letter head and must specify: details of service(s) rendered, value of the contract, duration of the project, contactable details of the referee, reference must be signed by the referee with a date not older than three (3) months.</p>	50
2.Service Provider's understanding of Terms of Reference and quality of the proposed methodology (Project Execution Plan / approach to deliver identified output)	<p>Bidding Document or Proposal</p> <ul style="list-style-type: none"> • Proposal addresses the requirements in the scope of the assignment and deliverables and the methodology and approach is presented in detail on how the requirements will be delivered with added innovation=25 point • Proposal addresses the requirements in the scope of the assignment and deliverables and the methodology and approach is presented in detail on how the requirements will be delivered=20 points • The proposal addresses the requirements in the scope of the assignment and deliverables but lacks the methodology and approach = 15 points • Proposal addresses some of the requirements in the scope of the assignment and deliverables = 10 points • Proposal does not address the requirements set out in the scope of the assignment and deliverables = 5 points 	25

ITEM	Criterion	Total Weight
	<p>Proposal includes a detailed and executable project plan with clearly defined deliverables, milestones and timelines.</p> <p>The proposal to also indicate the approach and methodology to be undertaken to deliver on the scope of the assignment and deliverables .</p>	
3.Skills transfer to HRD Staff Members	<p>Training plan include 5 of the 5 criteria= 25 points</p> <p>Training plan include 4 of the 5 criteria= 20 points</p> <p>Training plan include 3 of the 5 criteria= 15 points</p> <p>Training plan included 2 of the 5 criteria= 10 points</p> <p>Training plan included 1 of the 5 criteria = 5 points</p> <p>Training plan of the HRD Staff should include but not limited to the following criteria:</p> <ul style="list-style-type: none"> • Development of the Training Manual and materials • Targeted HRD staff members • Duration of training • Competency Assessment of the staff • Support system after training up to 3 months 	25

NB. Bidders that score 70 points or more in respect of functional and technical aspect will be further evaluated on price and (HDI POINTS). Bidders who scored less than 70 will be regarded as non – responsive bid and will be disqualified

11.3 Phase 3 - Price and HDI points

A detailed and complete cost break down **must** be provided by completing the pricing schedule (**Annexure A**), and the total bid price must be indicated on the Pricing Schedule (SBD 3.1).

Bids will be evaluated in terms of the Preferential Procurement Points system where the **80/20** Preference point system will be used. The preferential procurement points will account for 80 points on pricing and the Historical Disadvantaged Individuals (HDI) points will be added to points for pricing.

G.A.N



independent police investigative directorate

Department
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

Private Bag X941, PRETORIA, 0001. Benstra Building, 473 B Stanza Bopape, PRETORIA

Tel: (012) 399 0000, Fax: (012) 399 1440, Email: complaints@ipid.gov.za

ANNEXURE A (TABLE OF PRICING SCHEDULE (COSTS BREAKDOWN))

TABLE OF PRICING SCHEDULE (COMPULSORY)

(COSTS BREAKDOWN)

The following template must be used for the pricing schedule and must be completed in full.

- The bidder must provide a breakdown of costs for the entire project detailing all the project' specifics.

The table below must be completed in full to illustrate all the costs to be incurred for the entire duration of the project.

Project Area	Price (Excl.)	Price (Incl.)	Total



independent police investigative directorate

Department
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PREFERENTIAL POINTS

This bid is anticipated not to exceed R50 million and therefore, the 80/20 preferential point system for acquisition of goods and services with Rand value above R30 000.00 and up to R50 million will apply.

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for tender with a Rand value above R30 000.00 and up to R50 million, inclusive of all applicable taxes.

The points obtained will then be converted to 80% of the total points as follows:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of the bid under consideration

P_t = Rand value of the bid under consideration

P_{min} = Rand value of lowest responsive bid

A maximum of 20 points may be awarded to a tender for specific goals specified for the tender as follows:

Specific goals	Points
Historically Disadvantaged Individuals (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	8
Enterprises with ownership of 51% or more by person/s who are women	8
Enterprises with ownership of 51% or more by person/s who are youth	2
Enterprises with ownership of 51% or more by person/s with disability	2
Total	20

The points scored for specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

The contract/ order must be awarded to the tenderer scoring the highest points.

If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenders score total equal points in all respects, the award must be decided by drawing of lots

TERMS OF REFERENCE SKILLS AUDIT - IPID

G.J.D.M.

Regulations.

11.4 The bidder who scored the highest points will be recommended for the bid.

Failure to capture the required status and to submit the required HDI.

- (a) The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- (b) Bidders are requested to complete the various preference claim forms in order to claim preference points.
- (c) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for HDI status.
- (d) Points scored will be rounded off to the nearest 2 decimals.
- (e) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for HDI status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- (f) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

ENQUIRIES

Applying companies are at liberty to discuss any aspects of this bid with the Department.

Enquiries may be directed to the following person.

BID ADMINISTRATION AND SPECIFICATION
Ms. Fikile Maseko
Email: fmaseko@ipid.gov.za
Tel: 012 399 0095
Mr. Mteteleli Gqalane
Email: mgqalane@ipid.gov.za
Tel: 012 399 0103
TECHNICAL ENQUIRIES
Ms D Kumalo
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