

SBD 1

PART A INVITATION TO BID

BID NUMBER:	RFQ 492/25/26	CLOSING DATE:	07 NOVEMBER 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF ACCREDITED SERVICES PROVIDER TO FACILITATE AN ACCREDITED TRAINING EPWP PARTICIPANTS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
43 CHURCH STREET LIMPOPO DEPT. OF PUBLIC WORKS ROADS AND INFRASTRUCTURE					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MOTSOPYE N. J		CONTACT PERSON	SHITHLANGU P	
TELEPHONE NUMBER	015 284 7126		TELEPHONE NUMBER	015 284 7330	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	motsopnyenj@dpw.limpopo.gov.za		E-MAIL ADDRESS	shitthlangup@dpw.limpopo.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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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:

SBD4

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 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

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.

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 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.

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.

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.

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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 owned by People with Disabilities (Submit: Disability certificate issued by health professionals)	1	2	-	
Enterprises owned by Women (Submit: Central Supplier Database (CSD)).	4	7	-	
Small, Medium and Micro Enterprises (SMMEs). (Submit: Central Supplier Database (CSD)).	1	2	-	
Enterprises owned by Youth. (Central Supplier Database (CSD)).	1	4	-	
Enterprises located in Limpopo Province (Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	3	5	-	

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

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:	
	
	
	



**DEPARTMENT OF
PUBLIC WORKS, ROADS & INFRASTRUCTURE**

BID NO: RFQ492 - 2025/26

REQUEST FOR QUOTATIONS

QUOTE DESCRIPTION: APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO FACILITATE AN ACCREDITED TRAINING FOR EPWP PARTICIPANTS

QUOTE NO: RFQ492 - 2025/26

NAME OF BIDDER: _____

AMOUNT: R _____ VAT incl.

AMOUNT IN WORDS: _____
_____ RAND

TERMS OF REFERENCE FOR THE PROCUREMENT OF TRAINING SERVICE PROVIDERS TO PROVIDE TRAINING TO EPWP PARTICIPANTS ON VARIOUS NATIONAL CERTIFICATES TRAINING ON BEHALF OF DEPARTMENT

1. INTRODUCTIONS

The Roads Infrastructure Directorate is implementing the in-house routine road maintenance projects. The projects augment the maintenance centres in addressing the maintenance backlogs of the road infrastructure. As part thereto, the unit appoints unemployed and out of school youth on a contract to perform such routine maintenance works for a period of 02 months as our contribution to the Department's Expanded Public Works Programme (EPWP) targets, whose sole objective is job creation, productivity enhancement and facilitation of beneficiary employability through training.

2. PURPOSE OF THE PROJECT

Limpopo Department of Public Works, Roads & Infrastructure (LDPWRI)'s Roads Infrastructure Directorate is looking for a Training Service Provider to provide training of various National Certificates:

- i. Supervision of Civil Engineering Processes NQF Level 4 to Seventy-two (72) EPWP participants.
- ii. Grader Operator to Seventy-two (72) EPWP participants.

3. SCOPE OF WORK

Skills Programme: National Certificate: Supervision of Civil Engineering Processes NQF Level 4

SAQA Qualification ID: 23674

Number of EPWP participants to be trained:

Unit Standards **to be trained at and MUST** be aligned with SAQA qualification.

Unit ID	Unit Standard Title	NQF Level	Credits
14414	Calculate construction quantities and develop a work plan	NQF Level 04	8
14417	Lead and supervise construction teams	NQF Level 04	8
14428	Set out construction work areas	NQF Level 04	10

14430	Supervise the procurement, use and storage of construction materials	NQF Level 04	10
15187	Organize and control general road maintenance activities	NQF Level 04	20

Skills Programme: National Certificate: Supervision of Civil Engineering Processes NQF Level 2

SAQA Qualification ID: 262735

Unit ID	Unit Standard Title	NQF Level	Credits
116078	Operate a grader	NQF Level 02	26

NB: Venue and catering to be quoted by the Service Provider.

4. PROFILE OF THE SERVICE PROVIDER

The service provider must be CETA accredited organisation for the qualification of Supervision of Civil Engineering Processes NQF Level 4. Proof of accreditation must be attached to the quotation.

5. PROJECT REQUIREMENTS

LDPWRI is looking for training providers to provide training of National Certificate: Labour Intensive Construction NQF Level 4 and Grader Operator to EPWP participants. at LDPWRI in All Five (5) District Office.

LDPWRI will appoint one service provider per District with the exception of Waterberg District where two service providers will be appointed

5.1 ACCREDITATION:

The training required is accredited.

The Provider must be accredited for the qualification of National Certificate:

- i. Supervision of Civil Engineering Processes NQF Level 4 that they are bidding for.
- ii. Operate a grader

Develop rollout plans with time frames for the structured learning programme

5.2 FUNCTIONAL RESOURCES

The Training Provider must be adequately equipped with necessary resources for the implementation of the training. Resource packs to be given to learners, including a toolbox with tools for demonstration and practical, please provide a list of tools. Also, the training material needed at the training.

The training provider must have the required Human Resource Capacity in the following areas:

5.2.1 Qualified Facilitators, Assessors and Moderators in terms of the programmes for National Certificates

5.2.2 Project Management Skills. No changes will be accepted without the prior written consent of the LDPWRI

5.2.3 Curriculum Vitaes of staff that who be involved on the project/ this training.

5.2.4 Assessment of learner achievements takes place at providers accredited by CETA (RSA, 1998b) for the provision of programs that result in the outcomes specified for the National Certificate

5.2.5 Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation

5.3 PROOF OF SIMILAR PROJECTS

5.3.1. Must provide the LDPWRI with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.

5.3.2 A list of minimum three (3) contactable reference letters where similar training was conducted.

5.4 The provider must:

1. Establish and maintain the learner record of the learners attending the programme.
2. Comply with training provider duties as per the signed as per the appointment.
3. Monitor learner progress, resolve problems related to training.

4. Submit reports to LDPWRI.

5.5 PLANNING AND SUPPORT

5.5.1 Develop rollout plans with time frames for the structured learning.

6. COST MODELLING (PRICE SCHEDULE)

COST COMPARISON FOR THIS COSTING MODEL FOR THE PROCUREMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE TRAINING

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS			
NAME OF BIDDING ORGANISATION:			
NAME OF SKILLS PROGRAMME:			
NUMBER OF TRAINING DAYS:			
ITEM DESCRIPTION	NO: OF LEARNERS	COST PER LEARNER	AMOUNT
Training Costs (including training material, assessment, moderation, certification and any other related training costs)	70		
SUB-TOTAL			
VAT 15%			
TOTAL COSTS			
ALL COSTS MUST BE INCLUSIVE OF 15% VAT (IF REGISTERED FOR VAT)			
NAME OF BIDDER: _____ POSITION/ ROLE: _____ SIGNATURE: _____			
All pricing shall be in South African Rand (ZAR).			

NB: In addition to the above pricing schedule include similar Quotation that is inclusive of the Units Standards on your company Letter Head.

7. DURATION OF THE PROJECT

It is expected that the LDPWRI will enter into a Service Level Agreement (SLA) with the successful bidders. The duration of the project will be for **Two (2)** months and commence after appointment.

8. EVALUATION CRITERIA

The evaluation of the quotation or bid will be conducted in three (3) stages as follows:

8.1. STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

- (a) Proof of Organization accreditation with *South African Qualifications Authority Sector*
- (b) Invitation to Bid – SBD 1 must be fully completed.
- (c) Declaration of Interest – SBD 4 must be fully completed.
- (d) Full CSD Report
- (e) Preference Point Claim Form – SBD 6.1 must be fully completed. Additionally non-submission of below documents/information for verification will lead to a zero (0) score on a Specific goals.
 - Medical certificate for disability
 - Proof of address not older than three months.
 - Proof of address / Lease agreement
 - Proof of registration on Central Supplier Database (CSD) (detailed CSD report) and MAAA.... on SBD1 Bidder must be registered as a service provider on the Central Supplier Database (CSD).
 - Bidder must provide copies of South African IDs for Directors/Partners.
 - Pricing Schedule /or quotation. Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price

categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

Only proposals that complied with all administrative requirements will be considered acceptable for further evaluation on Stage two.

8.2. STAGE 2: FUNCTIONALITY CRITERIA

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Stage 1) will be evaluated in Stage 2 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Stage 3 for Price and Specific goals evaluations; and As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

NO.	CRITERIA	Weight
1.	Company Work Experience & References: of similar services and references to be provided on the client's letterhead. The minimum of three contactable reference letters on the letterhead of the referee and it must be signed by the referee. • 3 and more reference letters = 5 Points • 2 Reference Letters = 3 points • 1 Reference Letter(s) = 1 point • 0 Reference Letter = 0 point *[Each reference must clearly indicate]. • the name of the bidder and the project • objectives of the project (nature of the project)	60

	• recommendation and contact details of the referee as well as proof of completed project(s) and must be signed	
2.	Project plan for the delivery of Skills programme; • Structure of the Skills programme in terms of the outcomes to be achieved = 5 points maximum • Method and delivery of Skills program = 5 points maximum • Learning support plan = 5 points maximum Rate all three and average	20
3.	4.1 Facilitators (relevant experience facilitating the selected Skills programme) • 5 years plus = 5 points • 3 - 4 years = 3 points • 1 - 2 years = 1 point • No experience = 0 point	20
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Only bidders who obtained 70 Points will be evaluated further on 80/20 Preference Points system, where 80 points will be allocated for price only and 20 points will be allocated based on specific goals points scored. Failure to meet the minimum threshold of 70 points will not be evaluated further on Stage 3 of preference points system.

8.2. STAGE 3: 80/20 PREFERENCE POINTS SYSTEM

PRICE AND SPECIFIC GOALS EVALUATION:

Points will be allocated as follows:

Criteria	Points
Price	80
SPECIFIC GOALS	20
Total	100

Step 1: Calculation of points for Price

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

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

$P_{\min}$ = Rand value of lowest acceptable tender

Step 2: Calculation of points for Specific goals

Points shall be awarded to a bidder for attaining points for specific goals in accordance with the table below

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)
Enterprises owned by People with Disabilities (Attach Disability certificate issued by health professionals)	2	

Enterprises owned by Women (Attach Central Supplier Database (CSD).)	7	
Small, Medium and Micro Enterprises (SMMEs). (Attach Central Supplier Database (CSD).)	3	
Enterprises owned by Youth. (Attach Central Supplier Database (CSD).)	6	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	2	

The points scored for price shall be added to the points scored for Specific goals to obtain the bidder's total points scored out of **100**.

9. BID CONDITIONS

- a. LDPWRI does not bind itself to appoint a bidder with the highest points.
- b. LDPWRI reserves the right to negotiate the bidder's price.
- c. LDPWRI reserves the right to cancel the bid and not award the bid to any of the bidders.
- d. Bids which are late, incomplete, unsigned **will NOT** be accepted.
- e. LDPWRI reserves the right to include a penalty fee should the training programme not be completed as per the appointment.
- f. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
- g. Bids submitted are to be valid for a period of **90 days**.

- h. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
- i. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
- j. Companies that are in the process of de-registration in the CIPC will not be considered.
- k. The LDPWRI remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the LDPWRI may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the LDPWRI. Should a service provider wish to have the LDPWRI as a referral, permission for this must be sought.
- l. The LDPWRI reserve the right to visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

SBD 4**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder

YES / NO

presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid
YES / NO
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**

any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any
relationship (family, friend, other) between any other bidder and any person
employed by the state who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the
company have any interest in any other related companies whether or not they are
bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee Number / Persal Number

4 DECLARATIONS

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

CONFIDENTIAL

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender shall be awarded for:

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

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

The total points for this tender are allocated as follows:

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

- 1.4 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.
- 1.5 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of **Regulation 4(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:

- (a) any other invitation for tender, that is 80/20 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 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
---	---	--

	(To be completed by the organ of state)	
Enterprises owned by People with Disabilities (Attach Disability certificate issued by health professionals)	2	
Enterprises owned by Women (Attach Central Supplier Database (CSD).)	7	
Small, Medium and Micro Enterprises (SMMEs). (Attach Central Supplier Database (CSD).)	3	
Enterprises owned by Youth. (Attach Central Supplier Database (CSD).)	6	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of Company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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:	
	
	
	

CERTIFICATION

I, the undersigned (name).....

I/ We, the undersigned: Quote for an Amount of

(15% VAT inclusive) And.

Agree that we will be bound by the specifications, prices, terms and conditions stipulated in this Terms of Reference of this document, regarding delivery and execution.

CONFIDENTIAL DOCUMENT

Certify that the information furnished in respect of the bidder as well as the bid documents and declaration made are true and correct. I accept that the state may act against me should this declaration prove to be false.

Agree that has been duly authorised to sign all documents in connections with this bid.

Signed atthis Day of 20.....

.....

Signature

.....

Designation Name of Bidder

Name of the company

Address

Contact Number.....

Email Address.....