



CAPRICORN TVET COLLEGE

CCTVET/2022/11/02

REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER (CERTIFICATION BODY) TO PERFORM AN ISO 9001:2015 QUALITY MANAGEMENT SYSTEM STAGE 1 AND STAGE 2 CERTIFICATION AUDIT FOR CAPRICORN TVET COLLEGE FROM DATE OF AWARD UNTIL 2025.

Name of Company	
Address	
Tender Amount (Vat Incl.)	
Tel (Office) Number	
Fax (Office) Number	
Cell Number	
E-Mail	

BID CLOSING DATE: WEDNESDAY 07 DECEMBER 2021 AT 10:00

TABLE OF CONTENTS

	PAGE
SECTION 1: INVITATION TO BID	2
SECTION 2: GENERAL CONDITIONS OF BID	4
1. Proprietary Information	4
2. Enquiries	4
3. Bid Validity Period	4
4. Instructions on submission of Bids	4
5. Preparation of Bid Response	5
6. Supplier Performance Management	5
7. Enterprise and Supplier Development	5
8. Capricorn College's Rights	6
9. Undertakings by the Bidder	6
10. Reasons for disqualification	7
11. Local Production and Content	8
12. Annual Financial Statements	8
13. Certified documents	8
SECTION 3: RETURNABLE SCHEDULES AND MANDATORY ADMINISTRATIVE DOCUMENTS	9
SECTION 4: FUNCTIONAL REQUIREMENT SPECIFICATION (SCOPE OF WORK)	38
SECTION 5: EVALUATION CRITERIA	42
SECTION 6: PRICE PROPOSAL	52

SECTION 1: INVITATION TO BID

ADVERTISEMENT

Bids are hereby invited from experienced services providers for the following bids:

NO	DESCRIPTION	REFERENCE	CIDB GRADING	CLOSING DATE & TIME	BRIEFING SESSION	Technical Enquiries
1	Renovation of Classroom Boys Hostel in Polokwane Campus	CCTVET/CIEG/2021/01/02	4 GB or Higher	01-12-2022 10H00	10 & 15-11-2022 09H00 Polokwane campus	Mr E Maleka ipm@capricorncollege.edu.za
2	Renovation of Classroom Girls Hostel in Polokwane Campus	CCTVET/CIEG/2021/01/04	4 GB or Higher	01-12-2022 10H00	10 & 15-11-2022 10H00 Polokwane campus	Mr E Maleka ipm@capricorncollege.edu.za
3	Renovation of Classroom Hostel Kitchen in Polokwane Campus	CCTVET/CIEG/2021/01/03	3 GB or Higher	01-12-2022 10H00	10 & 15-11-2022 11H00 Polokwane campus	Mr E Maleka ipm@capricorncollege.edu.za
4	Convention of Block K into Entrepreneur Hub in Senwabarwana Campus	CCTVET//2021/03/01	2 GB or Higher	01-12-2022 10H00	14-11-2022 10H00 Senwabarwana campus	Mr E Maleka ipm@capricorncollege.edu.za
5.	Request for proposal for Purchase & Delivery of 2 Tractors & 2 Slashers	CCTVET/2022/11/07		06-12-2022 10H00	10-11-2022 12H00 Central Office	Mrs M Beetha mbeetha@capricorncollege.edu.za
6.	Supply ,installation and configuration of Wi-Fi for 4 Campuses	CCTVET /2022/11/08		06-12-2022 10H00	11-11-2022 09H00 Central Office	Mr A Scheepers ascheepers@capricorncollege.edu.za
7.	Request for Proposal for Panel of Marketing Printing and Branding services for a period of 3 Years	CCTVET//2022/11/05		08-12-2022 10H00	14-11-2022 14H00 Central Office	Mr S Malapane smalapane@capricorncollege.edu.za
8.	Request for Proposal for Panel of Corporate wear/uniforms ,Gifts,PPE,and Promotional Items services for a period of 3 Years	CCTVET//2022/11/06		08-12-2022 10H00	14-11-2022 14h00 Central Office	Mr S Malapane smalapane@capricorncollege.edu.za

9.	Project Management Services for a period of 3Years	CCTVET/2022/11/01		07-12-2022 10H00	11-11-2022 12H00 Central Office	Mr D Kganyago smalapane@capricorncollege.edu.za
10.	Appointment of Services Provider to perform ISO900:2015 Quality Management system	CCTVET//2022/11/02		07-12-2022 10H00	10-11-2022 10H00 Not Compulsory Central Office	Mrs N Shivhambu nmaluleka@capricorncollege.edu.za
11.	High –Level Network Architecture Design and Implementation of active directory and office 365	CCTVET//2022/11/03		06-12-2022 10H00	11-11-2022 10H00 Central Office	Mr A Scheepers ascheepers@capricorncollege.edu.za
13.	Appointment of services to development ICT Strategic plan and ICT Governance Framework	CCTVET//2022/11/04		06-12-2022 10H00	11-11-2022 11H00 Central Office	Mr A Scheepers ascheepers@capricorncollege.edu.za

Bid documents are obtainable **as from 07-11-2022** on College website and e-tenders: No bid document will be sold at the site briefing session.

Bids and supporting documents must be sealed in an envelope clearly marked **with the relevant bid number** and must be placed in the Bid box located at the Reception of Central Office, no. 18 Market Street, Polokwane, 0700. Telegraphic, facsimile or other similar transmissions will not be accepted. Bids received after the **closing date** will not be considered and will be rejected.

All administrative enquiries must be directed to Mr RG Ravhuanzwo on ravhuanzwo@capricorncollege.edu.za 015 230 1800 during office hours.(7:30-16:00)

All the bids will be evaluated in accordance with the Capricorn TVET College Supply Chain Management Policy

.....
L.J. Mamabolo

PRINCIPAL

.....
DATE

SECTION 2: GENERAL CONDITIONS OF BID

1. Proprietary Information

Capricorn TVET College (Capricorn College) considers this Bid and all related information, which is provided to the respondent, to be proprietary to Capricorn College. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this bid or related information to any third party without the prior written consent of Capricorn College.

2. Enquiries

All communication and attempts to solicit information of any kind relative to this Bid should be **in writing** as follows:

All SCM enquiries must be directed to Mr RG Ravhuanzwo on ravhuanzwo@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

All technical enquiries must be directed to Ms Nomsa Shivhambu on nmaluleke@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

Enquiries in relation to this Bid will not be responded to after **15h00 on Monday 05 December 2022**.

All responses to enquiries will not be responded to individually. Responses will be consolidated into one response and will be published on the College website www.capricorncollege.edu.za weekly from 17 November 2022.

Capricorn College may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the College on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this Bid received from bidders will be valid for a period of 120 days counted from the bid closing date. If you do not find a response or any correspondence from the College within 120 days please consider your bid unsuccessful.

4. Instructions on submission of Bids

Bids should be submitted in duplicate (1 hard copy) and one electronic copy (on CD/USB) in PDF format all bound in a sealed envelope endorsed, **CCTVET2022/11/02 REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER (CERTIFICATION BODY) TO PERFORM AN ISO 9001:2015 QUALITY MANAGEMENT SYSTEM STAGE 1 AND STAGE 2 CERTIFICATION AUDIT FOR CAPRICORN TVET COLLEGE FROM DATE OF AWARD UNTIL 2025**. The sealed envelope must be placed in the bid box at the Main Reception area of the College. No. 16 Market Street, Polokwane by no later than 17:00 on **Wednesday, 07 December 2022**.

- 4.1 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.2 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. Capricorn College will not be held responsible for any delays where bid documents are handed to the Capricorn College Reception.
- 4.3 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.4 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the College's policy not to consider late bids for tender evaluation.
- 4.5 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the tender box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this bid must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, **duly certified**, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by Capricorn College in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation (tax compliance status pin) to this effect as part of their tender response.
- 5.6 Bid documents must be completed in full and each page of the bid initialized by the bidder.
- 5.7 The bidder should check the number of pages of its bid and returnable documents to satisfy itself that none are missing or duplicated. No liability will be accepted by Capricorn College in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.8 Bidders who do not submit documents duly certified by the South African Police Services (SAPS) where required.

6. Supplier Performance Management

Supplier Performance Management is viewed by the College as a critical component in ensuring value for money acquisition and good supplier relations between Capricorn College and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with Capricorn College, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier performance and ensure effective delivery of service, quality and value-add to Capricorn College's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Enterprise and Supplier Development

Capricorn College promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the College and the successful bidder.

8. Capricorn College's Rights

8.1 The College is entitled to amend any bid condition, bid validity period, bid specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the bid documents have been issued and where Capricorn College have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the College's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2 Capricorn College reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the College.

8.3 Capricorn College reserves the right to award this bid as a whole or in part.

8.4 Capricorn College reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

8.5 Capricorn College reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.

8.6 Capricorn College reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the College to conduct background checks, including FICA verification, on the

bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the bid, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to Capricorn College on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 9.2 The bidder shall prepare for a possible presentation should Capricorn College require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this bid.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by Capricorn College during the bid validity period indicated in this bid and its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this bid; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with Capricorn College, as the principal(s) liable for the due fulfilment of such contract.
- 9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become Capricorn College property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1 Capricorn College reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
 - 10.1.1 bidders who do not submit an original valid Tax Compliance Status pin and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide Capricorn College with its SARS issued Tax Verification PIN code giving access to the College to electronically verify tax compliance;

- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in Section 3 of the RFP document;
- 10.1.6 bidders who do not complete and sign the following documents:
 - i) **SBD 1 – SBD 9 listed in Section 3 Returnable documents.**
- 10.1.7 bid documents which are late, incomplete, unsigned, not initialled and submitted by facsimile or electronically will not be accepted.
- 10.1.8 If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

11. Local Production and Content

Capricorn College promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. Capricorn College reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant. Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender.

12. Annual Financial Statements

Annual financial statements submitted must comply with the requirements of the Companies Act or the Close Corporations Act.

- i) If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders most recent financial year.
- ii) If a bidder is a registered company, annual financial statements in compliance with the provisions of the Companies Act, Act No. 71 of 2008, prepared within six (6) months of the end of the bidders most recent financial year.

13. Certified documents

All documents that require certification by a Commissioner of Oath must be certified by a Certified Commissioner of Oath.

PLEASE NOTE THAT A VALID ORIGINAL OR COPY OR TCS PIN NUMBER OF A COMPANY'S TAX CLEARANCE CERTIFICATE (OR IN THE CASE OF A JOINT VENTURE, OF ALL THE PARTNERS IN THE JOINT VENTURE) MUST BE SUBMITTED WITH THE BID DOCUMENT

SECTION 3: RETURNABLE SCHEDULES AND MANDATORY ADMINISTRATIVE DOCUMENTS

Schedule 1

		Page
SBD 1	Invitation to Tender	10
SBD 2	SARS Tax Compliance Status Pin	13
SBD 4	Declaration of Interest	14
SBD 5	Declaration for Procurement above R10 Million (all applicable taxes included)	19
SBD 6.1	Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	23
SBD 7	Contract Form – Rendering of Services	28
SBD 8	Declaration of Tenderer's Past Supply Chain Management Practices	30
SBD 9	Certificate of Independent Tender Determination	33

Schedule 2

- 2.1 Original and valid SARS Tax Compliance Status Pin;
- 2.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 2.3 Originally certified copy of ID document for the Company Representative/s
- 2.4 Recent CSD Report (within 3 months)
- 2.5 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (where applicable)
- 2.6 Proof of bank account
- 2.7 Latest Annual Financial Statements.
- 2.8 Valid B-BBEE verification certificate (Certified by a SANAS Accredited agency) indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

2.9 Certificate of Authority of Signatory

2.10 Proof of valid SANAS accreditation for Quality Management Systems

NB: Failure to complete and submit the above documents (Schedule 1 and 2) will render your bid non-responsive and will not be considered for further evaluation.

SBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPRICORN TVET COLLEGE

BID NUMBER:

DESCRIPTION:

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:.....

.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

16 MARKET STREET POLOKWANE 0699

.....

.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODENUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX COMPLIANCE STATUS PIN BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE YES/NO
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE: TOTAL NUMBER OF ITEMS OFFERED:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za

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:

.....
.....
.....

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

2.7.4 If so, furnish particulars:
.....
.....
.....

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

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 **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

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

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

4 DECLARATION

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

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US\$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same

government institution, which in total over a two (2) year period exceeds US\$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rends), to

contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 **PROCESS TO SATISFY THE NIP OBLIGATION**

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor)

and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. **BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

8.6 **COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

	<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--	--

	<p style="text-align: center;">.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p>
--	--

SBD 7

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the purchase of goods/works
indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

Date

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	<p>If so, furnish particulars:</p> 		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 **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.**

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 4: SPECIFICATION (SCOPE OF WORK) APPOINTMENT OF FORENSIC AUDITORS

SPECIFICATION:

Criteria: ISO 9001:2015 Certification of the College from Date of award to 2025.

Scope: Education and Training

Number of Sites to be Certified: 5 Sites (Head Office and 4 Campuses)

Total Number of people involved in the QMS: 510 (Management, lecturers and support staff)

BACKGROUND

Capricorn TVET College is implementing ISO 9001:2015, Quality Management System in all its five sites, comprising of its Head Office and 4 Campuses. The College is now looking to appoint a Certification service provider to perform the ISO 9001:2015 Quality Management System auditing and certification of the College for a 3-year cycle.

The certification will demonstrate the college's commitment to quality and best practices thereby positioning the college to compete for the first position within the country

The College has implemented its Quality Management system in a simple and practical manner to ensure that the Quality Management System that is currently adopted, works to improve the business and is not just a set of procedures that the employees of Capricorn College will find hard to follow and manage. The system aims to ultimately improve customer satisfaction.

The implementation of ISO 9001:2015 within Capricorn TVET College seeks to achieve the following objectives:

- To provide adequate resources and information needed to support quality services at all times,
- To improve Provincial Capricorn College ranking to Position One out of seven by year 2025
- To Improve student certification rate from 41% to 65 % per annum by year 2025
- To ensure continuous compliance with statutory, regulatory, and other applicable requirements as seen through zero actions that lead to violations from regulatory inspection

ISO 9001:2015 mandates us to have evidence of documented systems, processes, and procedures such as Business Management System Manuals, Service Level Agreements, Standard Operating procedures,

etc., which must not only be documented, but must also be complied with.

The System Procedures are a framework of how to conduct the business within the College and the Standard Operating Procedures are a detailed, step by step method of how to run the business as framed by the System Procedures.

The standard also mandates us to train people and ensure that they are competent and skilled to perform their duties. It also mandates that employees are engaged and their roles within the QMS are clearly described

The Quality Management System is a strategic business development tool which offers the college the following benefits

- Increased quality of work by using the process approach,
- Increased customer satisfaction by meeting customer requirements,
- Increased competitiveness of the College
- Reduction of costs through continual improvements attained through use of Management Systems
- Creating consistency throughout the organization built around “best practices”,
- Professionally defined organizational processes that reduce wastage of resources and boost employee morale.

Capricorn TVET College Business Divisions to be certified:

Five College Sites must be Certified namely:

1. Capricorn TVET College Central / Head office: Polokwane Town, Limpopo Province
2. Senwabarana Campus: 100 km form head office
3. Seshego Campus: 15 km form head office
4. Polokwane Campus: 04 km from head office
5. Ramakgopa Campus: 60 km from head office

The appointed Certification Body will sample the sites and divisions to be audited as per table below and

as per their own policies and procedures in conjunction and in agreement with the College:

ITEM NO	Name of Division	Estimated Number of employees (+/-)
1.	Corporate Services (Head Quarters)	34
2.	Financial Services (Head Quarters)	20
3.	Governance (Head Quarters)	06
4.	Academic Services (Head Quarters)	9
5.	Innovation	6
6.	Campus Management and Lecturers - 4 campuses (sites)	121 Management & support staff 352 lecturing staff

Arbitration

- Any difference or dispute between the parties in connection with the interpretation or application of the provisions of this bid or its breach or termination shall be referred to and be determined by informal arbitration in terms of this clause.
- Either Party to this bid may demand that a dispute be determined in terms of this clause written notice given to the other party.
- The arbitrator shall be agreed upon between the Parties. Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the giving of a notice, the arbitrator will be appointed at the written request of either Party to the dispute.
- The arbitrator shall be held:
- In Polokwane at a date, time and venue to be determined by the arbitrator.
- In an informal manner without any pleadings and without it being necessary to observe the strict rules of evidence.
- As soon as possible with a view to it being completed within 1 (one) month from the date on which the dispute is referred for arbitration.
- In accordance with such procedures as the arbitrator may determine in his discretion, provided that such procedures shall be fair to both Parties.
- The arbitrator shall be entitled to investigate or cause to be investigated any matter which he considers necessary or desirable in connection with the dispute and for that purpose shall have

the widest powers of investigating all the relevant books and records of the Parties to the dispute, including the right to make copies and to have such records and books produced and delivered at any reasonable place required by him for the aforesaid purpose.

- The arbitrator shall decide the dispute in accordance with South Africa Law.
- The arbitrator shall be entitled to make such award in respect of costs, as he may deem fit provided that the arbitrator shall be required to furnish written reasons.
- The decision of the arbitrator shall be final and binding on both Parties save in the event of it being established that:
 - The arbitrator failed to apply his mind properly to the matter.
 - The arbitrator acted in bad faith. In which event the decision of the arbitrator shall be subject to review.
- The decision of the arbitrator may be made an order of the court by either of the Parties, at the cost of such Party.

SECTION 5: FUNCTIONALITY AND EVALUATION CRITERIA

CLEARLY EXPLAIN YOUR PROPOSAL WITH REGARDS TO THE FOLLOWING

Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

Phase 1:

Pre-qualification/Mandatory information requirement

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with Bid requirements including the general bid conditions, which requirements include the following:

- Submission of a Valid Tax Compliance Status (TCS) Pin as referenced in Section 3 List of Returnable Document above
- Submission of duly certified Company Registration Documents as referenced in Section 3 List of Returnable Document above
- Submission of duly certified ID copy for the Company Representative as referenced in Section 3 List of Returnable Document above
- Submission of all returnable documents as per Schedule 2 as referenced in Section 3 List of Returnable Document above.
- Submission of Recent CSD Report as referenced in Section 3 List of Returnable Document above
- Completion of all Standard Bidding Documents (SBD 1 to SBD 9) and other requirements, as reflected in Schedule 1 as referenced in Section 3 List of Returnable Document above

Phase 1 validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Failure to comply with the requirements assessed in Phase 1 (compliance), will lead to disqualification of bids.

NB: No points will be allocated to this phase; however, bidders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Item Number	Description	Requirement	Circle yes if submitted	
			Yes	No
1	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
2	Technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
3	Proof of Bank Account	Cancelled cheque or signed letter from the bank	Yes	No
4	Bank rating letter	Rating D and above	Yes	No
5	Company registration documents	Company registration documents	Yes	No
6	Tax clearance certification	An original valid tax compliance status pin	Yes	No
7	Annual Financial Statements	A copy of audited or independently reviewed annual financial statement for the recent financial year	Yes	No
8	BBBEE certification	A valid BBBEE certificate/Sworn Affidavit	Yes	No
9	Certificate of Authority of Signatory	Signed Board Resolution	Yes	No
10	Declaration of Interest	Please sign Form SBD 4.1 page 14 of this tender document	Yes	No
11	Recent CSD Report	Provide a copy of your unique supplier number (MAAA....).	Yes	No
12	Professional Membership	Proof of valid SANAS accreditation for Quality Management Systems	Yes	No

NB: No points will be allocated to this phase; however, bidders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

Phase 2:

Technical/ Functionality Evaluation

- Bid responses will be evaluated in accordance with the Functional criteria as follows:

- **Mandatory Functional/ Technical Requirements**
- All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 3 of this bid document.
- Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

The following functionality elements and weightings will be applicable:

NO:	ELEMENT	WEIGHT
1	Bidder's Current and previous experience in rendering similar services	30
2	Proposed technical team and qualifications and experience	40
3	Bidder's Proposed Methodology	30
Total		100 points

Note: The minimum qualifying score for functionality is 70 points. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.

Detailed points scoring for functionality are as follows:

EVALUATION CRITERIA

Competence Achievement functionality schedule:

Table 1.1 Bidder's Experience, Conduct and Contactable References

Company Experience (30 Points) Bidders must demonstrate that they have relevant experience in similar services Provide a maximum of three (3) written and contactable/verifiable references of contracts of similar nature within the past five (5) years. Attach appointment letters/SLAs (as proof of experience) and completed reference letters indicating past conduct. <i>NB: (5 points per reference and proof of appointment)</i>	Max points	Claimed Points	Score
3 Written verifiable references	30		
2 Written verifiable references	20		
1 Written verifiable reference	10		
Total	30 points(Max)		

REFERENCE ONE (1)

COMPLETE TABLE IN FULL BELOW

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
Attach Reference Letter 1 <ul style="list-style-type: none"> The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/2022/10/02 Period of contract Value of Contract Officially signed and dated with contact details (Name, telephone, email address) Recommendation 			

REFERENCE TWO (2)

COMPLETE TABLE IN FULL BELOW

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
Attach Reference Letter 2 <ul style="list-style-type: none"> The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/2022/10/02 Period of contract Value of Contract Officially signed and dated with contact details (Name, telephone, email address) Recommendation 			

REFERENCE THREE (3)**COMPLETE TABLE IN FULL BELOW**

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
Attach Reference Letter 3 <ul style="list-style-type: none"> The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/2022/10/02 Period of contract Value of Contract Officially signed and dated with contact details (Name, telephone, email address) Recommendation 			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION**Table 1.2 Proposed Key Technical Team**

Technical Capacity Attach certified membership certificates, qualifications and CVs	Max points	Claimed Points	Score
Senior Auditor/ Project Leader Qualification in Quality or Industrial Engineering Honours or equivalent (NQF Level 8) (5) Degree or equivalent (NQF Level 7) (2.5) AND IRCA Registration/Lead Auditing Certificate (5) Industry Experience (ISO 9001 audit experience and ISO 9001 certification) 6 years and above (10) 3-6 years (5)	20		
Auditor 1 Qualification in Quality or Industrial Engineering Honours or equivalent (NQF Level 8) (5) Degree or equivalent (NQF Level 7) (2.5) AND ISO 9001 Lead Auditing Certificate (2.5) Industry Experience (ISO 9001 audit experience) 4years and above (2.5) 2-4 years (1.5)	10		
Auditor 2 Qualification in Quality or Industrial	10		

Engineering Honours or equivalent (NQF Level 8) (5) Degree or equivalent (NQF Level 7) (2.5) AND ISO 9001 Lead Auditing Certificate (2.5) Industry Experience (ISO 9001 audit experience) 4years and above (2.5) 2-4 years (1.5)			
Total	40 points (max)		

Table 1.3 Bidder's Proposed Methodology and successful delivery of the project

Proposed Methodology	Max points	Claimed Points	Score
Methodology	30		
Demonstration of a thorough understanding of the objectives and deliverables of this project.	10		
Methodology with time frames on how the bidder will conduct the audit.	10		
Details on the systems, processes and tools the company has in place to execute the deliverables.	10		
Total	30 points (max)		

SUMMARY OF POINTS SCORED

NO:	ELEMENT	WEIGHT	Claimed Points	Score
1	Bidder's Current and previous experience with similar services	30		
2	Proposed team and experience	40		
3	Bidder's Proposed Methodology	30		
Total		100 points		

Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
BBBEE	20
Total	100

Price and BBBEE

Only tenders that achieve the minimum stipulated threshold for functionality of 70% will be evaluated further in accordance with the 80/20 preference point systems. The 80 points will be allocated for price whilst, 20 points will be allocated for BBBEE both totalling 100 points.

The formula below will be used in calculating points scored for the Preference points system

Step 1: Calculation of points for price

The first step under price and BBBEE is to calculate the price points for tenderers who progressed to this stage of evaluation as per formula below.

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

Where

Ps = Points scored for comparative price of tender under consideration.

Pt = Comparative price of tender under consideration.
Pmin = Comparative price of lowest acceptable tender.

Step 2: BBBEE level of contribution

The second step under price and BBBEE is to calculate BBBEE points for tenderers who progressed to this stage of evaluation as per below BBBEE status level of contribution.

The level 1 contributor will obtain 20 points and the last level contributor will obtain the lowest points as per table below.

BBBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	10
5	8
6	6
7	4
8	2
Non – complaint contributor	0

Step 3: Final score

The points scored for price (step 1) will be added together with the points scored for BBBEE (step 2) to obtain the tenders total points.

Capricorn College and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing;

Capricorn College and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide Capricorn College and/ or Member/s with all necessary access, assistance and/or information which Capricorn College and/ or Member/s may reasonably request and to respond within the given time frame set by Capricorn College and/ or Member/s;

Capricorn College and/ or Member/s will evaluate the Tenders with reference to Capricorn College set and approved evaluation criteria as indicated in the tender document.

SECTION 6: PRICE PROPOSAL

1. Estimated pricing for a period of three months is based on the number of team members and estimated hours for the duration of the project.

2. COSTING

Please note that the cost structure should be presented on the following costing schedule as provided (where applicable): You may include a separate detailed schedule where necessary.

No:	Personnel	Estimated project hours	Rate per resource	Total
1	Senior Auditor/ Project Leader			
2	Auditor 1			
3	Auditor 2			
4				
5				
6				
7				
8				
9				
	Sub Total			
	VAT			
	TOTAL (R Inc. Vat)			
	Disbursements			
	Grand Total Inc. VAT			
	Average Rate of team			