



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

### Invitation to Tender – ZNT 04 EDTEA 2024/2025

*KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs*

Suitable and capable service providers are invited to bid for: **APPOINTMENT OF SERVICE PROVIDER TO CONDUCT THE FINANCIAL LITERACY EDUTAINMENT SERVICES ON CONSUMER EDUCATION AND AWARENESS AT PRIMARY SCHOOLS, SECONDARY SCHOOLS, TERTIARY INSTITUTIONS, SHOPPING MALLS, TAXI RANKS IN ALL 11 DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF 10 MONTHS**

#### Collection of Bid Documents

Bid documents can be downloaded from [www.etenders.gov.za](http://www.etenders.gov.za) / [www.kznedtea.gov.za](http://www.kznedtea.gov.za)

#### **COMPULSORY Briefing Session (APPLICABLE)**

<u>Venue:</u>	<u>Date:</u>	<u>Time:</u>
<b><u>PMB HEAD OFFICE: 270 Jabu Ndlovu street, Pietermaritzburg 3201</u></b>	<b><u>19 August 2024</u></b>	<b><u>10h00 am</u></b>

Queries relating to the issue of these documents may be addressed to SCM Office

Tel. No. (033) 264 2864/ 2633/2862:

E-mail: [bids@kznedtea.gov.za](mailto:bids@kznedtea.gov.za)

**Closing Date: 10 September 2024**

**The closing time for receipt of Tenders is 11h00.**

Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

***NB: Kindly Please also submit copies of proposal in a flash drive.***

**KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS  
TABLE OF CONTENTS**

..... 1

SECTION A - PART A: INVITATION TO BID ..... 3

SECTION A - PART B: TERMS AND CONDITIONS FOR BIDDING ..... 4

SECTION B: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS .....5-6

SECTION C: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE  
COMPLETION OF BIDDING FORMS ..... 7

SECTION D: REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE..... 8

SECTION E: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS  
CORRECT AND UP TO DATE ..... 9

SECTION F: PRICING SCHEDULE – FIRM PRICES ..... 10

SECTION G: PRICING SCHEDULE (Professional Services) ..... 11-12

SECTION H: BID OFFER ..... 13

SECTION I: BIDDER’S DISCLOSURE ..... 14-15

SECTION J: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022 ..... 16-18

OWNERSHIP DEMOGRAPHIC SCHEDULE ..... 19

SECTION K: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE ..... 20

SECTION L: SPECIAL CONDITIONS OF CONTRACT ..... 21-22

SECTION M: GENERAL CONDITIONS OF CONTRACT ..... 23-31

SECTION O: SCHEDULE VARIATIONS FROM GOODS OR SERVICES INFORMATION ..... 32

ANNEXURE A: TERMS OF REFERENCE ..... 33-45

ANNEXURE B: EVALUATION GRID ..... 46-47

ANNEXURE C: CV FORMAT ..... 48

ANNEXURE D: STATEMENT OF EXCLUSIVITY AND AVAILABILITY ..... 49

## SECTION A - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNT 04 EDTEA 2024/2025	CLOSING DATE:	10 September 2024	CLOSING TIME:	11H00 AM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO CONDUCT THE FINANCIAL LITERACY EDUTAINMENT SERVICES ON CONSUMER EDUCATION AND AWARENESS AT PRIMARY SCHOOLS, SECONDARY SCHOOLS, TERTIARY INSTITUTIONS, SHOPPING MALLS, TAXI RANKS IN ALL 11 DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF 10 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 JABU NDLOVU STREET					
PIETERMARITZBURG					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Office		CONTACT PERSON	Mr. Tshepiso Selepe	
TELEPHONE NUMBER	033 264 2864 / 033 264 2862		TELEPHONE NUMBER	079 505 2402	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:bids@kznedtea.gov.za">bids@kznedtea.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:tshepiso.selepe@kznedtea.gov.za">tshepiso.selepe@kznedtea.gov.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**SECTION A - PART B: TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / 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: .....

**SECTION B: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS**

The bidder shall complete and submit the following returnable schedules and documents:

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
<b>Prospective Service Providers MUST complete the following as per the BID document:</b>							
Part A	Invitation to BID	Yes	Yes				
Part B	Terms and Conditions for bidding (SBD 1)	Read Only					
Section C	Special Instructions regarding completion of bid	Read only					
Section D	Registration on Central Suppliers Database	Read Only					
Section E	Declaration that information on Central Suppliers database is correct and up to date	Yes	Yes				
Section F	Pricing Schedule (SBD 3.1)	Yes	Yes				
Section G	Pricing schedule (SBD 3.3) (Professional services)	Yes	Yes				
Section H	Bid Offer	Yes	Yes				
Section I	Bidder's disclosure form (SBD4)	Yes	Yes				
Section J	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2022			Yes			
Section K	Official Briefing session form	Yes	Yes				
Section L	Special Conditions of Contract						
Section M	General Conditions of Contract	Read only					
Section N	Authority to Sign a BID						
		Yes					
Section O	Schedule variations from good			Yes			

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
	and services information			If applicable			
<b>Annexure A</b>	Terms of Reference						
<b>Annexure B</b>	Evaluation Grid						
<b>Annexure C</b>	CV Format						
<b>Annexure D</b>	Statement of exclusivity and availability						

**SECTION C: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Use of erasable pen is prohibited
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. Bidder must initial each and every page of the bid document.

**SECTION D: REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted or less favorable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

**SECTION E: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) ....., WHO  
REPRESENTS (state name of bidder) .....CSD Registration  
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND  
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING  
THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE  
BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

**SECTION F: PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

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

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

Name of bidder.....  Closing Time <b>11:00</b>	Bid number <b>ZNT 04 EDTEA 2024/2025</b>  Closing date: <b>10 September 2024</b>
--	--

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
2				
3				
4				
<b>SUB-TOTAL</b>				
<b>VAT AT 15%</b>				
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>				

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

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

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

\*Delete if not applicable

**SECTION G: PRICING SCHEDULE Professional Services)**

Name of bidder.....	Bid number... <b>ZNT 04 EDTEA 2024/2025</b>
Closing Time <b>11:00</b>	Closing date... <b>10 September 2024</b>

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION	BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)

- The accompanying information must be used for the formulation of proposals
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....	R.....	.....

- PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days

- Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

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

Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

ZNT 04 EDTEA 2024/2025

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R .....
.....	.....	.....	R .....
.....	.....	.....	R .....
.....	.....	.....	R .....
.....	.....	.....	R .....

TOTAL: R.....

- 6. Period required for commencement with project after acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract?
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

\*YES/NO

.....

.....

.....

**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

**SECTION H: BID OFFER**

(To be completed by Bidder)

**BID NUMBER: ZNT 04 EDTEA 2024/2025**

1. BID PRICE INCLUDING VAT: R.....
2. AMOUNT IN WORDS: .....  
.....
3. TIME FOR COMPLETION/ DELIVERY: .....calendar months

<b>NAME OF BIDDER:</b> .....	<b>SIGNATURE</b> .....	<b>DATE:</b> .....
---------------------------------	---------------------------	-----------------------

<b>FOR OFFICE PURPOSES ONLY</b>		
<div style="border: 1px solid black; background-color: #cccccc; padding: 5px; margin: 10px auto; width: 80%;"><p style="text-align: center; margin: 0;"><b>IMPORTANT</b></p><p style="text-align: center; margin: 0;"><b>Mark appropriate block with "X"</b></p></div>		
1. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO
2. HAS AN ALTERNATIVE BID BEEN SUBMITTED?	YES	NO
3. <b>IF APPLICABLE:</b> DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?	YES	NO

**SECTION I: 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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:  
 .....  
 .....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
 .....  
 .....

**3 DECLARATION**

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.

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SECTION J: 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**

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of quotation 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:

80/20 or 90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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:

$$P_s = 80 \left( 1 + \frac{80/20 (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{90/10 (P_t - P_{max})}{P_{max}} \right)$$

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,

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Documents to be submitted to claim points
<b>Preference Goal 1- HDI</b>			
African	10		Completed SBD 6.1, Completed ownership demographic form, and CIPC Certificate
<b>Preference Goal 2- RDP</b>			

Youth	5		Completed SBD 6.1, Completed ownership demographic form, CIPC Certificate, and Copy of Identity document
Geographical Location (KZN based)	5		Completed SBD 6.1, Completed ownership demographic form, Utility bill letter/letter from the ward councillor/ lease agreement/Account statement and CIPC certificate
<b>Total</b>	<b>20</b>		

- 4.3. 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]

4.4. 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:** .....

.....

.....

.....

**OWNERSHIP DEMOGRAPHIC SCHEDULE**

✓ Kindly provide the percentage ownership for each owner according to the following demographic categories; African Male, African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female, Youth, Disabled, Co-operative and Other.

N O.	ID NUMBER	% AFRICAN		% COLOURED		% INDIAN		% WHITE		% YOUTH	% DISABLED	% CO- OPERATIVE	% OTHER (Specify)
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
<b>TO TA L</b>													

**SECTION K: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**COMPULSORY**

**N. B.:** THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 04 EDTEA 2024/2025

**Service** APPOINTMENT OF SERVICE PROVIDER TO CONDUCT THE FINANCIAL LITERACY EDUTAINMENT SERVICES ON CONSUMER EDUCATION AND AWARENESS AT PRIMARY SCHOOLS, SECONDARY SCHOOLS, TERTIARY INSTITUTIONS, SHOPPING MALLS, TAXI RANKS IN ALL 11 DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF 10 MONTHS

<u>Venue:</u>	<u>Date:</u>	<u>Time:</u>
<b>Briefing Site 1: PMB HEAD OFFICE 270 Jabu Ndlovu street, Pietermaritzburg 3201</b>	<b>19 August 2024</b>	<b>10h00 am</b>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

.....  
 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

**SECTION L: SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

**1. CONTRACT PERIOD**

**1.1 10 Months**

**2. EVALUATION CRITERIA**

There are (four (4) evaluation phases) main stages in the selection process, namely, **Administrative Compliance, Functionality, Price and Preference points (Specific goals) and price negotiation.**

**2.1 Step 1 - Administrative Compliance**

Check and verify compliance with the submission and completion of compulsory bid documents viz Sections A to P. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid

The following documentation must be submitted:

CRITERIA		YES	NO	REMARKS
SECTION A PART A	INVITATION TO BID (SBD 1)	X		
SECTION A PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	X		
SECTION B	LIST OF RETURNABLE AND COMPULSORY DOCUMENTS	X		
SECTION C	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID			Read only
SECTION D	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION E	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION F	PRICING SCHEDULE FIRM PRICES (SBD 3.1)	X		
SECTION G:	PRICING SCHEDULE PROFESSIONAL SERVICES			
SECTION H	BID OFFER	X		
SECTION I	BIDDER'S DISCLOSURE (SBD 4)	X		
SECTION J	PREFERENCE POINTS CLAIM FORM (SBD 6.1)	X		
SECTION K	COMPULSORY BRIEFING SESSION	X		
SECTION L	SPECIAL CONDITIONS OF CONTRACT	X		Applicable
SECTION M	GENERAL CONDITIONS OF CONTRACT	X		Read only
SECTION N	AUTHORITY TO SIGN THE BID			Applicable
SECTION O	SCHEDULE VARIATION FROM GOODS OR SERVICES INFORMATION	X		If applicable

**2.2 Step 2 - Functionality**

This bid will be evaluated on functionality. Bidders are to obtain a minimum qualifying score of 60% in order to proceed to the next stage of evaluation.

**2.3 Step 3 - Preferential Point Evaluation**

This bid will be evaluated using the 80/20/ preference point system. (SBD 6.1 to be completed in order to claim preference points as per specific goals stipulated. In order to claim points, required proof for each specific goal should be attached together with this bid. Failure to provide documents will results in non -allocation of preference points.

Specific goals	Documents required to determine specific goals respectively
<b>Preference Goal 1- HDI</b>	
Africans	Completed SBD 6.1, Completed ownership demographic form, and CIPC Certificate
<b>Preference Goal 2- RDP</b>	
Youth	Completed SBD 6.1, Completed ownership demographic form, CIPC Certificate, and Copy of Identity document
Geographical Location (KZN based)	Completed SBD 6.1, Completed ownership demographic form, Utility bill letter/letter from the ward councillor/ lease agreement/Account statement and CIPC certificate

#### 2.4 Step 4 - Price negotiation

Where applicable the department reserves the right to negotiate price with the recommended bidder.

### 3 BID APPEAL TRIBUNAL (BAT)

**BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:**

- 3.1 The bidder must, within five working days of receipt of the **notification** of an award, deliver written notification of an intention to appeal.
- 3.2 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 3.3 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 3.4 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 3.5 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

The address provided for the lodging of appeals is:

Email: [Batsecretariat@kzntreasury.gov.za](mailto:Batsecretariat@kzntreasury.gov.za)

The Chairperson  
Bid Appeals Tribunal  
Private Bag X9082  
Pietermaritzburg  
3200

**SECTION M: GENERAL CONDITIONS OF CONTRACT****1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- ii) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - iii) a cashier's or certified cheque
  - iv) The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## 8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

### 9. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

## 10. Insurance

- a. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## 11. Transportation

- a. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## 12. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## 14 Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## 15 Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## 16 Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17 Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18 Contract amendments**

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19 Assignment**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20 Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21 Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22 Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23 Termination for default**

- 23.1** The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2** In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3** Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4** If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5** Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6** If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- 23.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7** If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24 Anti-dumping and countervailing duties and rights**

- 24.1** When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**25 Force Majeure**

- 25.1** Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

**25.2** If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26 Termination for insolvency**

**26.1** The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27 Settlement of Disputes**

**27.1** If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

**27.2** If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

**27.3** Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

**27.4** Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

**27.5** Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28 Limitation of liability**

**28.1** Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29 Governing language**

**29.1** The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30 Applicable law**

**30.1** The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31 Notices**

**31.1** Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

**31.2** The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32 Taxes and duties**

**32.1** A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

**32.2** A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

**32.3** No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33 National Industrial Participation (NIP) Programme**

**33.1** The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34 Prohibition of Restrictive practices**

**34.1** In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

**34.2** If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 19

**SECTION N**

**AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(If the space provided is not enough, a separate list should be attached)*

**Note:**  
Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Note:** In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.



## ANNEXURE A: TERMS OF REFERENCE

**APPOINTMENT OF SERVICE PROVIDER TO CONDUCT THE FINANCIAL LITERACY EDUTAINMENT SERVICES ON CONSUMER EDUCATION AND AWARENESS AT PRIMARY SCHOOLS, SECONDARY SCHOOLS, TERTIARY INSTITUTIONS, SHOPPING MALLS, TAXI RANKS IN ALL 11 DISTRICTS OF KWAZULU-NATAL FOR A PERIOD OF 10 MONTHS**

## 1. Definitions of Acronyms/Glossary

CA	Chartered Accountant
CV	Curriculum Vitae
EDTEA	Economic Development, Tourism and Environmental Affairs
KZN	KwaZulu - Natal
MEC	Member of the Executive Council
PSC	Project Steering Committee
PPPFA	Preferential Procurement Policy Framework Act No 5 of 2000: Preferential Procurement Regulations 2022
SA	South Africa
SARS	South African Revenue Services
SCM	Supply Chain Management
SLA	Service Level Agreement
TOR	Terms of Reference
B-BBEE	Broad Based Black Economic Empowerment
EME	Exempted Micro Enterprises
QSE	Qualifying Small Enterprises
NRCS	National Regulator for Compulsory Standards
ICASA	Independent Communications Authority of South Africa
CPS	Consumer Protection Services
APP	Annual Procurement Plan
ICASA	Independent Communications Authority of South Africa
NRCS	National Regulator for Compulsory Specifications
CPS	Consumer Protection Services

## 2. 2. Departmental and Programme Overview

The sub-programme Consumer Protection Services unit of the Department of the Economic Development, Tourism and Environmental Affairs is responsible for the protection and promotion of consumer rights in the province of Kwazulu-Natal. Consumer Protection is a schedule 4 competency in terms of the Constitution of South Africa with powers derived from the national Consumer Protection Act 68 of 2008 and the provincial KwaZulu Natal Consumer Protection Act 04 of 2013.

The Programme functions within the prescripts of a regulatory framework and in particular the Constitution. The strategic objective and purpose of this sub programme is to ensure that it contributes to one of the departments overall strategic goals viz vibrant institution of superior performance and regulation of businesses. Furthermore, this sub programme is linked to the following strategic objective:

Display Exponential, innovative and visionary leadership by, pacing with the ever-changing times, not settling for less than the very best of ourselves, regardless of the circumstances; influencing one another to produce creative ideas, products, and services; and being resolute to achieve our collective vision.

### 2.1 Project Specific Background

The Office of Consumer Affairs has a mandate to conduct consumer education and awareness campaigns throughout the Kwazulu-Natal province in every financial year and our APP targets requires us to conduct 1 250 consumer education and awareness programmes in the financial year 2024/2025. We are planning to reach and exceed our APP target thereby conducting MEC outreach events, major workshops, presentations, exhibitions and edutainment programmes in order to achieve our APP targets and as well as educating consumers about their consumer rights.

Most importantly, the planned consumer education and awareness programmes will be focused on Financial Literacy workshops at Primary, Secondary and Tertiary institutions of higher learning thereby focusing on empowering our youth mainly the learners at schools and students at higher institutions on issues relating to savings, spending money wisely, avoiding credit and living a life without any credit. The segment of our programme will be consisting of edutainment for Learners, Students and Consumer by way of Edutainment Theatre Roadshows and Exhibitions conducted by professional actors. Last but not least, the last segment of our campaign will be focusing of social media live streaming campaign which we can utilise in reaching out to young people and as well as the most vulnerable consumers mostly in the townships and rural areas specifically the areas where we are not receiving consumer complaints. Our road show and edutainment programme will be targeting all 11 KZN districts whereby we are planning to use shopping centres, malls, local shopping centres, schools, colleges and universities, community halls, and as well as taxi ranks.

The benefits conducting these financial literacy campaigns, exhibitions, edutainment road shows in malls, local shopping centres, community halls and taxi ranks is that we will be able to reach out to the most vulnerable indigent consumers in large audience and thereby disseminating the consumer education awareness programmes in a practical manner on various consumer themes which are of great significance to consumers. Lately, we have noted that there is a large cohort of consumers who are highly indebted and most consumers who lost jobs due to COVID-19 and July unrest in our province and therefore these campaigns will yield good results in that we will be able to provide good advice to most consumers who are feeling lost and helpless. Specifically, our campaigns and

roadshows will be divided into various segments in that including:

- i. Financial Literacy workshops at schools, colleges and universities.
- ii. Launch of Case Management System
- iii. Launch of the Consumer Tribunal/Court
- iv. Black Friday campaign
- v. Festive Season campaign
- vi. Price gouging by retailers on essential food products,
- vii. Unscrupulous Debt Collecting approaches
- viii. Save Money, Spend Wisely and Money Smart week campaign
- ix. Know your Consumer Rights campaign,
- x. Contracts and buying used/new vehicles
- xi. Credits and Blacklisting campaign,
- xii. "Know Your Consumer Rights" edutainment campaign to educate consumers about their consumer rights and how to access our district offices in order to increase the intake of the consumer complaints in the district offices.
- xiii. "Financial literacy" edutainment campaign which will encourage proper budgetary control of individual consumer finances in various households.
- xiv. "Savings" edutainment campaign which will encourage consumers to draft monthly budgets that will assist in curbing unnecessary spending and contribute directly to saving.
- xv. "Spending Wisely" edutainment campaigns will be rolled out during the festive season as consumers are much known for being impulsive buyers, not being able to distinguish between the needs and the wants.
- xvi. "Black Friday" edutainment campaign to protect consumers against compulsive buying and encourage consumers to save and spend money wisely.
- xvii. "Borrow money wisely" edutainment campaign which will sensitize consumers to borrow money wisely from reputable banks and ensure that they borrow within the budget and what they can afford to pay back to the banks.
- xviii. "Illegal loan shark-Omashonisa" edutainment campaign to education and caution consumers to only borrow from registered banks.
- xix. "Back to school" edutainment campaign on legally registered academic institutions will be dealt with at the beginning of 2018, as most school going learners will be going back to school.
- xx. "Launch of the Consumer Tribunal/Court which will be a campaign to sensitize the KwaZulu-Natal consumers about their free access to the services of the Consumer Tribunal/Court which have been recently launched by the MEC

to ensure that consumers are protected against unscrupulous and unfair business dealings which contravenes the Consumer Protection Act.

The objective of these campaigns is:-

- i. To create an awareness and understanding of the Consumer Protection laws in KZN thereby informing and educating consumers of their consumer rights and responsibilities; and
- ii. To launch the KZN Consumer Tribunal;
- iii. To inform and to empower consumers and society on consumer rights and businesses' obligations to advance a fair, accessible, and sustainable.

National Regulators such as Motor Industry Ombudsman, National Credit Regulator, ICASA, NRCS, Banking Ombudsman, Consumer Goods Services Ombudsman, National Consumer Commission etc. will also be present during the exhibitions and edutainment roadshows to also assist the consumers on matters relating to consumer credits and agreements, as well as other stakeholders which will lead to a large scale of disseminating the consumer education to most consumers per day. We have also engaged with the municipalities, malls, shopping centres and taxi ranks around the KZN province to make the space available free of charge in order for our teams to conduct the consumer education exhibitions and edutainments in all 11 districts and they have shown a great interest in the proposed plan of action. We anticipate that our programmes will start in peak hours to target more consumers specifically in the mornings and afternoon sessions between 9am-4pm.

### 3. Purpose of the TOR

The purpose of the Terms of Reference is to seek the appointment of a suitable service provider to conduct edutainment services on consumer awareness and education in all 11 districts of KwaZulu-Natal.

## 4. Project Objectives

### 4.1 Why the outcome is important

It is important to ensure that mass consumer education and awareness programmes in all eleven districts of KZN until the end of the financial year in order to meet our APP targets by Consumer Educators whereby each district will be afforded an opportunity to host and conduct the exhibitions and edutainment campaigns on consumer education and awareness programmes per month to meet their APP targets including and not limited to the following prominent trends impacting on consumers:

- i. Know Your Consumer Rights
- ii. Financial Literacy
- iii. How to lodge your consumer complaint
- iv. Launch of the Consumer Tribunal/Court
- v. Black Friday campaign
- vi. Festive Season campaign
- vii. Price gouging by retailers on essential food products,
- viii. Unscrupulous Debt Collecting approaches

- ix. Save Money, Spend Wisely and Money Smart week campaign
- x. Know your Consumer Rights campaign,
- xi. Contracts and buying used/new vehicles
- xii. Credits and Blacklisting campaign,

#### 4.2 Overall Objectives

Exhibitions and edutainment plays an important role in the CPS response to global shifts in the fields of consumer rights advocacy as the method and strategy is practical and easily accessible to the most vulnerable consumers who do not have access to means of television and radio and therefore the use of the exhibitions and edutainment helps position the EDTEA CPS in KZN as a champion in upholding consumer rights, expands outreach and broadens engagement around consumer awareness programmes. Effective use of our practical platform on exhibitions and edutainment will provide direct channels for communication of CPS key messages, through relevant content, practical experience and dialogue thereby allowing consumers to connect directly with our staff and as well as Regulators, as well as business and industry sectors and platforms, thus creating valuable relationships with our consumers.

#### 4.3 Key Output

Our Consumer Education Financial Literacy Edutainment roadshow campaign will be translated into the following themes: -

- Financial Literacy edutainment for learners at Primary, Secondary schools and student at colleges, as prescribed by the Department of Education, in order to teach them the practical ways of saving and spending money. The purpose of this campaign is to teach pupils and students at a tender age the value of saving and spending money by being credit wise and also to ensure that they live a simple life without incurring debts. The intention is to ensure that we empower the younger consumer market not to fall prey to living in debts and live within their financial means by being money wise. The main objective of this campaign will be to encourage proper budgetary control of individual consumer finances in various households.
- “Savings” edutainment campaign which will encourage consumers to draft monthly budgets that will assist in curbing unnecessary spending and directly to saving.
- “Spending Wisely” edutainment campaigns will be rolled out during the festive season as consumers are much known for being impulsive buyers, not being able to distinguish between the needs and the wants.
- “Black Friday” edutainment campaign to protect consumers against compulsive buying and encourage consumers to save and spend money wisely.
- “Borrow money wisely” edutainment campaign which will sensitize consumers to borrow money wisely from reputable banks and ensure that they borrow within the budget and what they can afford to pay back to the banks.

- “Illegal loan shark-Omashonisa” edutainment campaign to educate and caution consumers to only borrow from registered banks.
- “Back to school” edutainment campaign on legally registered academic institutions will be dealt with at the beginning of 2023, as most school going learners will be going back to school.

## 5. Scope of Work

- Under the guidance and supervision of the KZN CPS Provincial Consumer Education Managers and District Consumer Education Officers, the service provider will assist the CPS in the development and production of the edutainment content on consumer education and awareness themes which will be played out in public by professional actors with previous practical working experience on consumer education and awareness.
- The financial literacy edutainment consumer awareness programme will cover all 11 eleven KZN districts per month for a period of 10 months.

This will include the following services:

- A 60 minutes financial literacy consumer education and awareness skit and play by professional artists/actors for a period of 10 months from date of appointment.
- Consumer awareness and education programmes to educate consumers of their consumer rights on various themed campaigns;
- Four (4) financial literacy edutainment programmes for primary, secondary and tertiary institutions per district per month.
- Three (3) edutainment campaigns targeting adult consumers at shopping malls, taxi ranks and events per month.
- One (1) financial literacy social media video streaming edutainment programme per month.

### 5.1 Specific Deliverables

- Preliminary meeting with the CPS Management and other identified officials;
- Identify relevant and effective means to ensure the specific activities and outputs are timeously, effectively and efficiently achieved; and
- Provide a detailed Inception Report.
- Provide monthly report on:
  - Four (4) financial literacy consumer education and awareness skit and play for primary, secondary and tertiary institutions per month.

- b. Three (3) edutainment campaigns targeting adult consumers at shopping malls, taxi ranks and events per month.
- c. One (1) financial literacy social media video streaming edutainment programme per month.

## 5.2 Specific Tasks and Activities

The following specific output/outcome is expected during and on the completion of the service rendered-

- I. Maintain a financial literacy edutainment calendar roadshow for all 11 districts on the monthly programmes and content plans of content themes and all upcoming schedules according to the monthly calendar.
- II. Prepare the edutainment skit /plays on consumer education and awareness themes social media packs for flagship events, initiatives, campaigns.
- III. Edutainment skit /plays, stage and sound to be provided by the service provider
- IV. Create active engagement with the audiences in primary, secondary schools, colleges, universities, shopping malls, taxi ranks by ensuring that consumers are able to freely access our services and disseminate our contact details and information of our helpdesks at the exhibition stalls.
- V. Four (4) financial literacy consumer education and awareness skit and play for primary, secondary and tertiary institutions per month.
- VI. Three (3) edutainment campaigns targeting adult consumers at shopping malls, taxi ranks, soccer clubs, major workshops and events per month.
- VII. One (1) financial literacy social media video streaming edutainment programme per month

## 5.3 Duration and Phasing

The duration of the services is for a period of 10 months, from date of appointment, subject to review on a quarterly basis based on overall performance. The services are expected to commence immediately after their appointment.

## 6 Team Composition

### 6.1 The Structure and Composition of the Team:

The service provider appointed to provide financial literacy edutainment consumer education and awareness skits and plays should demonstrate the following key competencies: -

Service Provider Profile (See Annex C – CV Formal)

#### 6.1.1 Key Expert 1: Team Leader/ Project Manager

The Project Manager must have National Diploma qualification with modules in Drama and Arts coupled with 3 – 5 years' experience as a professional actor in the entertainment industry preferably in theatre.

- 1. Qualified and experienced professional actors/artists to respond to the terms of reference;
- 2. At least 3-5 years of professional practical experience in theatre/arts and local dramas in conducting edutainment including skit /plays on consumer education and awareness programmes;
- 3. Professional acting skills in local dramas will be an added advantage
- 4. Demonstrated practical acting experience in conducting the edutainment on consumer education and awareness with Consumer

Protection; knowledge and understanding of local and global digital landscape and trends;

5. Ability to integrate PR/communication initiatives with skit and plays;

6. Experience developing compelling content to generate response from audiences especially on consumer education and awareness programmes;

**6.1.2 Key Expert 2: Professional Actor**

The professional actor must have minimum of 3-5 years’ experience as a professional actor in the entertainment industry including local soapies and drama and as well as practical experience in the managing of consumer education and awareness edutainment programmes.

**6.1.3 Key Expert 3: 6 x Acting Crew/Actors**

The 6 x professional actors must have a minimum of 3-5 years’ experience as professional actors in the entertainment industry including acting in local dramas and theatre.

Refer to the attached Annexure B and Annexure C for CV’s standard format and statement of Exclusivity for key experts.

**6.1.4 CV’s of Key Personnel:**

CV’s of key personnel involved in the project must clearly highlight the areas of experience/competence relevant to activities and objectives of this project as outlined above.

**Note: Skills and Experience (Key Experts and other Consultants)**

- Proof of these similar work should be requested in the form of reference letters from previous clients
- Copies of qualifications must be submitted for verification purposes

**7 ENTERPRISE EXPERIENCE**

The service provider appointed to provide financial literacy edutainment consumer education and awareness skits and plays should demonstrate the following key competencies: -

**Provide a list of projects undertaken by the company in the table below.**

To validate experience indicated hereunder, bidders must provide at least 3 reference letters from previous clients.

The bidders are required to complete the following table:

<b>Name of the Institution</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Project Duration</b>	<b>Contact Person</b>	<b>Value of Project</b>

**8 REPORTING REQUIREMENTS**

The Service Provider will report directly to the Director: CPS at the Department of Economic Development, Tourism and

Environmental Affairs and or her delegate.

- I. The Service Provider is to submit concise feedback reports to the Director CPS;
- II. The Service Provider must advise on progress within the stipulated timeframes;
- III. The Service Provider must be available to present results of the findings to the Department and other forums if and when requested.
- IV. The reports will be required to be documented in a suitable electronic format as prescribed by Director CPS.
- V. All necessary meetings with the KZN EDTEA are to be arranged by the Service Provider who is expected to keep records of such meetings and to deliver the record of a meeting within five (5) working days of it having taken place. These meetings will be held at the offices of the KZN Department of Economic Development, Tourism and Environmental Affairs unless indicated otherwise. Failure to comply with the conditions may result in termination of the contract.
- VI. The Director: CPS will evaluate each step of the progress before any payment is approved.
- VII. The contact person for this project is Director: Consumer Protection Service Business Regulations and Governance – **MR T SELEPE: Tel (079) 505 2402.**

**9 BID REQUIREMENTS**

**9.1. Price Breakdown**

In addition, as part of the Proposal/Bid Document, bidders are requested to submit a financial proposal, eg

Item No.	Description of Service	Price per month
1	The following services will be rendered: <ul style="list-style-type: none"> <li>i. A 60 minutes of financial literacy consumer education and awareness skits and play by professional artists/actors for a period of 10 months.</li> <li>ii. Four (4) financial literacy edutainment programmes for primary, secondary and tertiary institutions per district per month.</li> <li>iii. Three (3) edutainment campaigns targeting adult consumers at shopping malls, taxi ranks and events per month</li> <li>iv. One (1) financial literacy social media video streaming edutainment programme per month.</li> </ul>	
Total amount(excluding Vat		R
Vat ( for Vat Vendor)		R
Grand Total Price		R

- The financial offer must be Vat Inclusive for vat vendor service providers.
- Disbursement will be limited to 10% of project cost.

**10 EVALUATION PROCESS**

**10.1 The Evaluation Process will be conducted in the following phases:**

Phase 1	Phase 2	Phase 3	Phase 4
<b>Administrative Compliance</b>	<b>Functionality Requirement</b>	<b>Price and Preference</b>	<b>Negotiation and, Final Award</b>
Compliance with Mandatory Requirements.	Bidders will be assessed to verify the capacity/capability to execute the contract or the quality aspects of goods or services required.	Bids will be evaluated using the 80/20 preference points system.	Negotiation will take place with the recommended service provider if necessary, then Final award will be made.

**PHASE 1: MANDATORY REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE**

CSD Registration number	The Entity must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal.
Bidder's Disclosure – SBD 4	Completed and signed
Authority to Sign a Bid: COMPANIES	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.
Authority to Sign a Bid: SOLE PROPRIETOR (ONE – PERSON BUSINESS)	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.
Authority to Sign a Bid: CLOSE CORPORATION	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.
Authority to Sign a Bid: CO-OPERATIVE	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.
Authority to Sign a Bid: JOINT VENTURE	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.
Authority to Sign a Bid: CONSORTIUM	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.

Authority to Sign a Bid: PARTNERSHIP	The bidder must indicate the enterprise status by completing the authority to sign section and ticking the appropriate box.
Compulsory briefing	Compulsory briefing will be conducted

**10.2 Phase 2: Functionality requirements**

For bids where functionality is part of the evaluation process, they will be assessed in terms of functionality criteria stipulated hereunder. In order to progress to the next stage of evaluation, service providers must score a minimum of **60%** of the total points outlined in the Evaluation Grid.

**10.2.1 EVALUATION CRITERION FOR FUNCTIONALITY:**

No	Evaluation Criteria	Guidelines	Maximum Points
1	<b>Methodology, Strategy and Approach</b>	<p>The service provider should demonstrate adherence to the Terms of Reference (TOR) by elaborating on the services required, and demonstrating whether their proposed process meets the requirements.</p> <p>How does the bidder envisage undertaking this project?</p> <p>The bidder should set out a concise and clear plan of approach and method to be adopted for the project identifying possible challenges and methods on overcoming same.</p>	30

2	<p><b>Experience of Company in execution &amp; management of projects of a similar nature. Provide reference letters</b></p>	<p>At least three (3) or more detailed references from clients detailing the actual work completed relating to similar projects. The reference letters must be in a company's letterhead and must include the company name, contactable references and contact numbers, duration of the contract and value of the contract.</p>	15
3	<p><b>Key Experts Qualifications, Skills and Experience</b></p>	<p>Expertise, experience / qualifications of Team leader, and support personnel to be assigned to the contract. Key experts required are: <b>Key Expert 1: Team- Leader/ Project Manager</b> <b>Key Expert 2: Professional Actor</b> <b>Key Expert 3: Acting Crew/Actors</b> Refer to the attached Annexure B and Annexure C for CV's standard format and statement of Exclusivity for key experts.</p>	45
<b>Overall Score Total</b>			<b>90</b>

**10.3 Phase 3: Price and Preference**

Bidders who obtained a minimum qualifying score of 60% will progress to the next stage of price and preferential points based on the 80/20 preference points system for acquisition of goods or services with Rand Value equal to or below R50 million preference points system for acquisition of goods/services.

**5. 10.3.1 POINTS AWARDED FOR SPECIFIC GOALS**

10.3.1.1 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 the table below and may be supported by proof/ documentation stated in the same table.

**Specific goals for the tender and points to be claimed are indicated in the table below:**

Specific goals	Direct Preference Points (80/20)	Documents required to determine specific goals respectively
<b>Preference Goal 1- HDI</b>		

Africans	10	Completed ownership demographic form, and CIPC Certificate and completed SBD 6.1
<b>Preference Goal 2- RDP</b>		
Youth	05	Completed SBD 6.1, Completed ownership demographic form, CIPC Certificate, and Copy of Identity document
Geographical Location- (Province: KZN Based)	05	Completed SBD 6.1, Completed ownership demographic form, Utility bill letter/letter from the ward councillor/ lease agreement/Account statement and CIPC certificate
<b>Total Points for development Objectives</b>	<b>20</b>	

Financial proposals will also be assessed in terms of reasonableness of cost in relation to prevailing fee guidelines, consistency with technical bid submitted and value for money.

#### 10.4 Phase 4 Final Award, Negotiation

The Department of Economic Development, Tourism and Environmental Affairs reserves the right to either NOT make an appointment and /or appoint the bidder with the highest score. The Department also reserves its right to negotiate the final price of those bids deemed technically compliant.

**ANNEXURE B: EVALUATION GRID**  
**TO BE COMPLETED FOR TENDER BY EACH EVALUATOR**

<b>Criterion</b>	<b>Maximum Points</b>	<b>Initial assessment</b>
<b>Methodology Strategy/approach</b>	<b>(30)</b>	
Methodology with clear demonstration on how the proposed method and plan will meet the requirements of the project	<b>30 points</b>	
Methodology with some indication on how the proposed method will meet the requirements of the project	<b>20 points</b>	
Methodology- does not show how their proposal will meet the requirements of the project	<b>0</b>	
<b>Experience of company in execution and management of projects of a similar nature and bidders must provide reference letters</b>	<b>(15)</b>	
5+ reference letters	<b>15 points</b>	
3-4 reference letters	<b>9 points</b>	
1-2 reference letters	<b>5 points</b>	
No reference letter	<b>0</b>	
<b>Project Team skills and experience</b>	<b>(45)</b>	
<b>Key Expert 1: Team Leader/ Project Manager</b>	<b>(10)</b>	
<b>Qualification (5)</b>		
National Diploma qualification in Drama and Arts	<b>5 points</b>	
No Qualification	<b>0</b>	
<b>Relevant Experience (5)</b>		
5+ Years' Experience	<b>5 points</b>	
3 - 4 Years' Experience	<b>3 points</b>	
Less than 3 Years' Experience	<b>0</b>	
<b>Expert 2: Professional Actor</b>	<b>(05)</b>	
<b>Qualification and experience</b>		
<b>Relevant Experience (5)</b>		
5+ Years' experience	<b>5 points</b>	
3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
<b>Key Expert 3: 6 x Acting Crew/Actors</b>	<b>(30)</b>	
<b>Qualification and experience</b>		
<b>Relevant Experience (5)</b>		
<b>Acting Crew/Actor 1</b>		
5+ Years' experience	<b>5 points</b>	
3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
<b>Relevant Experience (5)</b>		
<b>Acting Crew/Actor 2</b>		
5+ Years' experience	<b>5 points</b>	

3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
<b>Relevant Experience (5)</b>		
<b>Acting Crew/Actor 3</b>		
5+ Years' experience	<b>5 points</b>	
3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
<b>Relevant Experience (5)</b>		
<b>Acting Crew/Actor 4</b>		
5+ Years' experience	<b>5 points</b>	
3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
<b>Relevant Experience (5)</b>		
<b>Acting Crew/Actor 5</b>		
5+ Years' experience	<b>5 points</b>	
3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
<b>Relevant Experience (5)</b>		
<b>Acting Crew/Actor 6</b>		
5+ Years' experience	<b>5 points</b>	
3 – 4 Years' Experience	<b>3 points</b>	
Less than 3 years' Experience	<b>0</b>	
Total Evaluation Score	90	
Minimum passing score	60%	

**Evaluation performed by:**

Weakness	
Strengths	
Name	
Signature	
Date	

**ANNEXURE C: CV FORMAT**  
**CURRICULUM VITAE max 3 pages**

**Proposed role in the project:**

- 35 Family name:
- 36 First names:
- 37 Date of birth:
- 38 Nationality:
- 39 Civil status:
- 40 Education:

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:

**10. Language skills: Indicate competence on a scale of 1 to 5 (5 - excellent; 1 basic)**

Language	Reading	Speaking	Writing
English			
Portuguese			
French			
Indonesian			
Spanish			

- 11. **Membership of professional bodies: -**
- 12. **Other skills: (e.g. Computer literacy, etc.)**
- 10 **Present position:**
- 11 **Years within the firm:**
- 12 **Key qualifications: (Relevant to the project)**

**13. Professional Experience**

Date from - Date to	Location	Company	Position	Description of projects/responsibilities etc.

**14. Other relevant information (e.g., Publications)**

**ANNEXURE D: STATEMENT OF EXCLUSIVITY AND AVAILABILITY**

Statement of exclusivity and availability

Tender ref: \_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer \_\_\_\_\_ in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders may be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs and that the notification of award of contract to the tenderer may be rendered null and void.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	