



NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICE AND PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDERS TO DESIGN AND DELIVER SKILLS PROGRAMME FOR NLC BENEFICIARIES IN THE WESTERN CAPE PROVINCE.

BID PROCESS	BID REQUIREMENTS
Bid Number	RFP/2022- 071
Bid Advertisement Date	10 November 2022
Closing Date and Time	21 November 2022 at 11:00 (South African Standard Time)
Tender Validity Period	60 Days
Site Inspection	N/A
Tenders are to be delivered to the following address on the stipulated closing date and time:	<p>The original bid document must be submitted via USB to the following address;</p> <p>Manhattan Place 130 Bree Street, Cape town or</p> <p>Block D, Hatfield Gardens 333 Grosvenor Street Hatfield, Pretoria.</p> <p>No email submission will be excepted</p>

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1. INTRODUCTION

The National Lotteries Commission (The Commission) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.

The Distributing Agencies (DA's) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

2. BACKGROUND

In line with its mandate which includes provision of education and awareness, the Board of the NLC approved a Capacity Building Framework and Implementation Plan. Capacity Building programme entails a structured accredited training programme whereby relevant SAQA Unit Standards are aligned to design a suitable skills programme aimed at funded beneficiaries (NGOs) to equip them with financial, project management, reporting and sustainability skills and knowledge to be able to implement and sustain their projects successfully. Participants of the programme are identified by the NLC based on an internal capacity and needs assessment. Targeted participants include senior non-finance managers, directors, and finance staff of small to medium-sized non-governmental organizations (NGOs).

In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service providers to submit proposals to design and deliver a skills programme for NLC Beneficiaries as outlined below.

3. PURPOSE OF THE TERMS OF REFERENCE

The purpose of the terms of reference (TOR) is to appoint qualified and experienced service providers to design and deliver a skills programme for NLC Beneficiaries for a period of eight (8) months in the Western Cape province.

4. OBJECTIVES

The objectives of the TOR are as follows:

- To design¹ and develop a structured and accredited financial, reporting and project management programme for selected NPOs
- To implement and deliver the Structured Capacity Building (SCB) programme to selected NLC Beneficiaries in the abovementioned province
- To provide on-site mentoring and coaching (site visits) to ensure transfer of skills as part of the portfolio building process; and
- To upload learners with relevant SETA and issue accredited certificates and statement of results (SORs)
- To organise and coordinate a Handover Ceremony for awarding **Framed Certificates of Competency** and Statements of Results to participants found competent

5. SCOPE OF WORK AND DELIVERABLES

5.1. The scope of work entails the following duties:

No	Phase	Description
One	Needs assessment	Assess the selected participants financial literacy (i.e., existing knowledge and expertise within financial management) as well as existing financial systems / policies of their respective organisation(s) to design appropriate programme materials at the relevant level (NQF Level 4 or 5)
Two	Skills programme	Design and deliver a five-day accredited training programme (facilitation) based on the outcomes of Phase One; conduct a formative and summative assessment of the participants based on a Portfolio of Evidence. Award a certificate of attendance to qualifying participants on last day of training phase (day 5).
Three	On-Site Mentoring	Provide post-training support to participants in the organisational setting (site visits) to assist with application of skills and knowledge gained during summative

¹ Existing training courses will be considered provided they are appropriately designed and structured; or can be adapted to meet the NLC's requirements

		assessment, including organisational system and policy development.
Four	Evaluation	Conduct an evaluation of the process based on participant feedback that can be used to modify / inform future iterations of the Programme and for the Final Report.

5.2. Implementation will be in the following province:

- Western Cape province

5.3. Proposed implementation plan and method

- Appointed service provider to reserve and provide a suitable and professional conference venue that will accommodate 30 individuals in a classroom format setting
- Conference venue must be booked for Five (5) days, with breakfast and lunch provided for participants.
- The total number of participants in the programme is **30 individuals**. 15 funded organisations will avail two (2) members each, to participate in the programme
- Conference venue selected must be located in a central area or next to amenities such as shopping complex, taxi ranks etc. to allow easy access as most participants will be using public transportation
- Conference venue selected must have all conferencing tools i.e., projector, big screens, audio etc. (venue requirement checklist to be provided)
- The NLC will provided exact area/location where conference venue must be booked to the appointed service provider guided by the location of the selected beneficiaries
- Facilitation to take place physically at the venue for a duration of five (5) days
- Mentoring and coaching sessions to take place in the form of site visits post training

NB: The NLC will perform an inspection of the conference venue before approval according to the events checklist to ensure suitability and professionalism.

5.4 The formative training component of the programme should be no more than five (5) days in duration and the unit standards aligned should cover the following areas:

- Introduction to NPO finance (including relevant legislation governing same).
- Financial planning and budgeting including cash flow management.

- Tracking and reporting expenditure and cash flow.
- Basic financial record keeping.
- Introduction to VAT,
- How to read and interpret Financial Reports and Statements.
- Procurement, grant and contract management.
- Risk management; and
- Introduction to PFMA.
- Project management
- Record keeping
- Fundraising and resource mobilization
- Train the trainer

5.5. Outcomes:

By the end of the programme, participants should achieve the following outcomes:

- Demonstrate understanding of the NPO financial environment.
- Build activity-based project budgets, cash flow forecasts and funding grids for programme planning and implementation.
- Prepare project accounts and simple financial reports.
- Analyze financial reports to inform and support programme management decisions.
- Review grant and other contracts to ensure systems comply with funder rules.
- Ensure the procurement processes followed is as outline in the PFMA.
- Identify risks, strengths and weaknesses in their financial systems; and
- Interpret accounting officers' notes and the audit report.
- Ability to transfer skills and knowledge to newly registered NPO/NGO's
- Ability to raise funds and apply sustainability initiatives

5.6. All practices and standards should consider Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS); the Independent Code of Governance for Non-Profits in South Africa, and the relevant prescripts of the PFMA

5. DELIVERABLES

- Conduct a pre-assessment to determine the suitable literacy level of participants

before commencement of the programme (list of attendees will be provided).

- Design a suitable accredited programme and/or align the Level 4 or 5 programme based on the pre-assessment outcomes and SAQA Unit Standards.
- Develop and provide learning materials and delivery format (notes, lectures and exercises)
- (NLC LOGO to attach on the manuals with guidelines will be provided).
- Provide qualified facilitators / mentors knowledgeable in the local language to present the programme (NLC Provincial Office will also be there for support).
- Assess the participants, moderate the results (Communication).
- Issue **certificates of attendance** to participants on the last day of training (day 5)
- **Provide on-site mentoring; and train the trainer skills**
- Upload the learners with affiliated SETA body and issue **Framed Certificates of Competency** as per Statement of results issued by relevant SETA. (Update NLC on SETA's correspondence)
- Evaluation of the programme with recommendations by providing report with surveys and/or questionnaires undertaken.
- **Organize and coordinate a Handover Ceremony** for awarding Framed Certificates of Competency and Statements of Results to competent participants

6. REPORTING REQUIREMENTS

- The appointed service provider shall report to the Stakeholder Management, Marketing and Communications Department.
- The Project Coordinator and the appointed service provider will arrange regular (minimum monthly) progress meetings with a detailed report at the end of all the sessions and a final closeout report to be provided.
- Reporting will be in two (2) phases, Training Report and Close out Report. Both written reports must be submitted with POE such as attendance registers, pictures, updated Learner database and learner evaluations forms.
- SCB Training session report to include supporting evidence such as attendance registers, videos and pictures of a session including the awarding of the certificates of attendance.
- SCB Final closeout report to include attendance registers, learner database, Statements of Results, Competency Certificates (Framed) and programme evaluation.

7. DURATION OF THE PROJECT

The expected duration of the project is Eight (8) months after the signing of the service level agreement (SLA) - December 2022 – July 2023

SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of the bid

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 1.7 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 1.8 All questions regarding this bid must be forwarded to lucky@nlcsa.org.za, no later than within five days of the RFP closing date.
- 1.9 Any supplier who has reasons to believe that the bid specification is based on a specific brand must inform the NLC via the email addressed in 1.9.

2. General rules and instructions

- 2.1 News and press releases
 - 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the NLC.
- 2.2 Precedence of documents
 - 2.2.1 This RFP consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this bid shall take precedence.
 - 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appearing the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.
 - 2.2.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this bid. It, however, remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the NLC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

- 2.3 Preferential procurement reform
- 2.4 The NLC supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the NLC insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 2.5 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).
- 2.6 Language
 - 2.6.1 Bids shall be submitted in English.
- 2.7 Gender
 - 2.7.1 Any word implying any gender shall be interpreted to imply all other genders.
- 2.8 Headings
 - 2.8.1 Headings are incorporated into this bid document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.
- 2.9 Occupational Injuries and Diseases Act 13 of 1993
 - 2.9.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. the NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the NLC.
- 2.10 Processing of the Bidder's Personal Information
 - 2.10.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA read with the Preferential Procurement Regulations, 2017. The Bidder is advised that Bidder Personal Information may be passed on to third-parties to whom the NLC is compelled by law to provide such information. For example, where appropriate, the NLC is compelled to submit information to National Treasury's Database of Restricted Suppliers.
 - 2.10.2 All Personal Information collected will be processed in accordance with POPIA and with the NLC Data Privacy Policy.
 - 2.10.3 The following persons will have access to the Personal Information collected:
 - 2.10.3.1 The NLC personnel participating in procurement/award procedures; and
 - 2.10.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:
 - 2.10.3.2.1 Contract description and bid number;
 - 2.10.3.2.2 Names of the successful bidder(s) and preference points claimed;
 - 2.10.3.2.3 Contract price(s) (if possible);
 - 2.10.3.2.4 Contract period;

- 2.10.3.2.5 Names of directors; and
- 2.10.3.2.6 Date of completion/award.

2.10.4 The NLC will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the NLC PAIA manual.

3. Site Inspection

Site inspection may be conducted only to qualified bidders after technical evaluation process.

4. Validity Period

- 4.1 The bid documents submitted will be held and considered valid for a period of 60 days after the closing date.
- 4.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalized within the validity period.

5. National Treasury's Central Supplier Database

- 5.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 5.2 The NLC may not award business to a bidder who has failed to register on the CSD.
- 5.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 5.4 The CSD can be accessed at <https://secure.csd.gov.za/>

6. Confidentiality

- 6.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 6.2 The NLC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 6.3 The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this bid and in accordance with any applicable law.
- 6.4 The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such

7. Prices

- 7.1 All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.
- 8.2 Bidders are required to use the pricing schedule available as "*Annexure 1*" for the prices.

8. Communication

- 8.1 Specific queries relating to this bid should be submitted at, before the closing date.
- 8.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 8.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this bid between the closing date and the date of the award of the business.
- 8.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

SECTION 3: EVALUATION CRITERIA

The NLC will evaluate all proposals in terms of the Preferential Procurement Regulation of 2017 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The six (6) phase evaluation criteria will be considered in evaluating the proposals, being

Stage 1: Tender Closing and Opening

1.1 Bid closing details

The deadline for Tender submission is **21 November 2022** at 11:00 Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted via email at

1.2 Bid Formats

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.

Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email

Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by the NLC.

The NLC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- ☐ Receipt of incomplete bid
- ☐ File size (must not exceed 30mb)
- ☐ Delay in transmission or receipt of the bid
- ☐ Failure of the Bidder to properly identify the bid
- ☐ Illegibility of the bid; or
- ☐ Security of the bid data.

Stage 2: Administrative and Mandatory Compliance

1. Statutory non – technical mandatory requirement

Bidders are required to submit the required documents for administrative compliance.

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. Recent CSD report reflecting Tax compliant	CSD report
2. Signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) (Consent Forms Attached).	Signed POPIA Consent Form
3 Company Registration	CK/ CIPC
4 Tax Pin	Tax Pin
5 Valid BEE	Certificate BEE

6 Proof and Valid business address	Lease agreement/ Municipal bill/ Proof of residence letter from the local leader
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2. Mandatory Compliance requirements

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation

Pre-Qualification Criteria (Mandatory Requirements)

The following mandatory requirements must be met to qualify for this bid:

- Proof of valid full accreditation (current accreditation) with Skills Education & Training Authority (SETA) Level 4 or 5;
- Bidders must be Level 1 in terms of the B-BBEE Codes of Good Practice.
- Fully completed Standard Bidding Documents (SBDs)

Stage 3: Technical evaluation

The evaluation for the Technical and Functional threshold will include the following:

The following rating scale will be used to evaluate bid proposals:

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits . Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the bidder of the	3

	relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	
Minor Reservations	Satisfies the requirement with minor reservations . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Serious Reservations	Satisfies the requirement with major reservations . Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

CRITERIA		
1. Company Experience	Scoring matrix (1-5)	Weight (%)
<p>Written Reference Letters (Maximum of 15 Points)</p> <p>Provide three (3) written reference letters from contactable existing/ recent clients (public / private sector) within the past five (5) years of similar services (skills design, development, implementation and mentoring focusing on financial, project management and sustainability initiatives) successfully completed. Letters must include the company name, contact name, address, phone number, duration of contract, a brief description of the services that you provided, and the reference letter should not be older than two (2) years. The reference letters must be on the client's letterhead and must be dated and signed.</p> <p>No appointment letters and purchase orders from clients will be accepted as reference letters. Maximum of 15 points will be awarded as follows:</p>	<ul style="list-style-type: none"> ▪ No references - 0 ▪ One (1) relevant reference - 1 ▪ Two (2) relevant reference letters - 3 ▪ Three (3) relevant reference letters - 5 	15%
2. Key Personnel Experience/Capabilities		
<p>Considers the technical and professional skills of the project team. Abbreviated Curriculum Vitae (CV's) of personnel involved on the implementation of the project, not longer than one page each, shall be included in an Appendix. Kindly provide CVs of a maximum of three (3) team members containing of a Team Leader, Facilitator & Project Administrator. Brief capability statements must be given for each designated team member, emphasizing recent experience relevant to the task envisaged.</p> <p>2.1 Combined Project Team experience</p>	<p>Combined Team experience:</p> <ul style="list-style-type: none"> ▪ Less than a year – 0 point ▪ Up to 1 year – 1 point ▪ Between 2 – 3 years – 3 points ▪ Between 4 to 5 years – 5 points 	5 %

Stage 4: Pricing and B-BBEE comparatives

The evaluation for Pricing and B-BBEE will include the following

Evaluation Criteria	Final Weighted Scores																				
<p>Price</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <p>Where:</p> <p>P_s = Score for the Bid under consideration</p> <p>P_t = Price of Bid under consideration</p> <p>P_{\min} = Price of lowest acceptable Bid</p>	80																				
<p>B-BBEE - Scorecard</p> <p>The following table will be used to calculate the score out of 20 for B-BBEE level status as evidenced by the certificate or sworn affidavit</p> <table border="1" data-bbox="150 1279 1054 1816"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th><th>Number of Points (80/20 system)</th></tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-Compliant Contributor</td><td>0</td></tr> </tbody> </table>	B-BBEE Status Level of Contributor	Number of Points (80/20 system)	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-Compliant Contributor	0	20
B-BBEE Status Level of Contributor	Number of Points (80/20 system)																				
1	20																				
2	18																				
3	14																				
4	12																				
5	8																				
6	6																				
7	4																				
8	2																				
Non-Compliant Contributor	0																				
TOTAL SCORE:	100																				

Stage 5: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiations.

REQUEST FOR PRICE PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDERS TO DESIGN AND DELIVER SKILLS PROGRAMME FOR NLC BENEFICIARIES IN THE WESTERN CAPE PROVINCE.

Section 4: INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF							
BID NUMBER:	RFP/2022-071	ISSUE DATE:	10/11/2022	CLOSING DATE:	21/11/2022	CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF SERVICE PROVIDERS TO DESIGN AND DELIVER SKILLS PROGRAMME FOR NLC BENEFICIARIES IN THE WESTERN CAPE PROVINCE.						
BID RESPONSE DOCUMENTS							
.....							
.....							
.....							
.....							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Lucky Lesufi			CONTACT PERSON	Menda Manamela		
TELEPHONE NUMBER	012 432 1309			TELEPHONE NUMBER	012 432 1533		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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	UNIQUE REGISTRATION REFERENCE NUMBER:		

					MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes No	B-BBEE STATUS LEVELSWORN AFFIDAVIT			[TICK APPLICABLE BOX] Yes No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED ?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ☐ ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES ☐ NO ☐

DOES ☐ THE ENTITY HAVE A BRANCH IN THE RSA? YES ☐ NO ☐

DOES ☐ THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES ☐ NO ☐

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. TAX COMPLIANCE REQUIREMENTS

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 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.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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 5: PRICING SCHEDULE:

Name of bidder.....

Please provide prices (VAT Inclusive) for the appointment of accredited service provider to design and deliver skills programme for NLC beneficiaries in the Western Cape Province:

TABLE 1: WESTERN CAPE PROVINCE			
Description	Number of learners	Cost (VAT Inclusive) *Please provide	Total Cost (VAT Inclusive)
1. Pre – assessment	30		
2. Learning material	30		
3. Conference Facility for five (5) days	30		
4. Facilitation/Training	30		

5. Mentorship (Inclusive of three (3) site visits to attendees – please also include travel costs)	30		
6. Admin fee	30		
7. Assessment and moderation	30		
8. Awarding of certificates and SORs	30		
Total Cost (VAT Inclusive) for Western Cape Province			

Name of representative

Signature

Date

SECTION 6: BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.1.3 If so, furnish particulars:

.....

.....

2.2 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**

2.2.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and 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.

3.5 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

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.

SECTION 7: SCM CONSENT REQUEST FORM

SCM:

CONSENT REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC's SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013) ("**POPIA**").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B, you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - 3.7 the views or opinions of another individual about the person; and
 - 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Full names of the designated person on behalf of the Responsible Party

Signature of Designation person

PART B

I, _____ (full names), duly authorized, hereby: Consent to the processing of my/our personal information for the application of procurement of goods and services, in line with the NLC supply chain management policy, in terms of section 11(1)(a) of POPIA.

SPECIFY GOODS AND SERVICES (Edit/Click on services not required):

- ☐ Product Information
- ☐ Product Updates
- ☐ Industry Newsletters
- ☐ Price Changes

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consent request Form:

☐

Full Name:

Date:

WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal