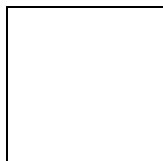




REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER:	BS/2024/RFB520
ADVERT PUBLISH DATE	MONDAY 21 OCTOBER 2024
ADVERT DATE	
CLOSE Date:	TUESDAY 19 NOVEMBER 2024
Time:	11h00
DESCRIPTION:	APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT PROJECTS AND CONTRACTS FOR ALL 9 PROVINCES
ONLINE COMPULSORY BRIEFING	NON- MONDAY 28 OCTOBER 2024 11:00 hours



Email for Briefing link to be sent
jackiek@bankseta.org.za
/scm@bankseta.org.za

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:	
Contact person:	
Company physical address	
Email:	
Telephone:	

APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES BS/2024/RFB520

Mobile number:				
Date:				
Original copy of documents or copy - Mark with X	ORIGINAL		COPY	

1. BANKSETA BACKGROUND

- 1.1 BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is an agent of transformation and will promote employment equity and Broad Based Black Economic Empowerment through skills development.
- 1.2 BANKSETA is a schedule 3A public entity with about 92 staff complement. BANKSETA has a head office in Gauteng at 349 Witch-Hazel Avenue, in Eco Park, Centurion, a satellite office in Free State and two regional offices, one in Limpopo and the other in Eastern Cape. The BANKSETA implements discretionary grants projects throughout South Africa through its sector stakeholders who utilise their workplaces or through training providers.
- 1.3 For further details on the BANKSETA, visit www.bankseta.org.za and refer to the 2022– 2023 annual report under Media Center/publication/annual reports

2. THE PURPOSE AND OBJECTIVES OF THE PROJECT

The purpose of this project is to provide contract management services for the Discretionary Grant Funding Windows. Two providers will be responsible for administering and managing the Discretionary Grant Funding contracts. The appointed service providers will be required to manage the process of tracking progress and submission of deliverables for the BANKSETA Discretionary Grant contracts for a group of employers. This will include but not be limited to the following services:

- Manage all administrative duties with regard to contracts for the Discretionary Grants.
- Manage the approved contracts and ensure the implementation according to the timelines provided in the contract
- Track deliverables according to the contract.
- Check deliverables and quality to ensure evidence packs
- Recommend for payment

3. BACKGROUND TO THE ASSIGNMENT

In line with legislation, BANKSETA offers discretionary grants to fund various training and development project activities to employers within its sector. The BANKSETA advertises a discretionary grant funding window with guidelines and criteria and employers submit applications which are evaluated and awarded. BANKSETA aims to award discretionary grants to as many as possible qualifying employers throughout South Africa. BANKSETA then enters into memorandum of agreements (MoAs) for the awarded grants with the stakeholders.

The BANKSETA implements Discretionary Grant projects to all employers in the Banking and Alternative Banking Sector for training and development each year. This is for employed as well as unemployed beneficiaries.

The BANKSETA is seeking to appoint up to two (2) qualified South African service providers who are located in South Africa to provide contract management and administration services for the Discretionary Grant stakeholder's contracts arising from Discretionary Grant Funding Windows applications. This will cover all nine (9) provinces. The service providers must be prepared and, in a position, to manage employers who have a national footprint and therefore have training activities throughout South Africa. The service providers need to be prepared to manage the project efficiently and effectively.

The BANKSETA currently has over 700 such Discretionary contracts with stakeholders in all nine (9) provinces in South Africa. Further discretionary grant funding windows will be undertaken, and new stakeholder training contracts entered into this year and in future years. The stakeholder training contracts are normally between 12 months to 18 months.

This funding for Discretionary projects will specifically address the ambit of learning programmes such as Registered Learnerships for the Employed and Unemployed, Registered Skills Programmes Employed and Unemployed, Internships for Unemployed, Bursaries (Undergraduates, Post-Graduates, Honours and master's Level, Inclusive of Candidacy Programmes (EISA/Board Exams)) and Recognition of Prior Learning (RPL) Programmes.

4. STRATEGIC OBJECTIVES AND GENERAL INFORMATION

Discretionary programmes are meant to improve the probability of employment (in the case of unemployed beneficiaries) or enhance employment (in the case of existing employees). The BANKSETA wishes to provide and promote relevant, quality education to the Banking and

Alternative Banking Sector through the implementation of the Discretionary Grant as per the regulations as set out by the Department of Higher Education and Training (DHET).

The regulations together with the Discretionary Grant Policy will guide and govern the allocation of the BANKSETA funding for Discretionary Programmes in a transparent, open and fair way, that will allow qualifying employers access to funding and further enable and support skills development.

4.1 Assignment Objectives:

The purpose of this assignment is procured up to two (2) services providers to contract manage and administer the discretionary grant stakeholder contracts. BANKSETA funds this demands driven Employer Skills Development Discretionary training projects.

5. THE ASSIGNMENT SCOPE:

The service providers will be expected to both administer and contract manage the contracts that are funded through the Discretionary Grant Funding Window using recognised Project Management Principles for example PMBOK and the PRINCE II methodology.

The appointed service providers will be required to familiarise themselves and adhere to the:

- Applicable legislation that governs the SETA and its environment such as the Skills Development Act 1998, Skills Development Act, Amended 2008, Learnership Regulations.
- BANKSETA Discretionary Grant Policy.
- BANKSETA Discretionary Grant Funding Window Guidelines.
- BANKSETA reporting requirements such as the DHET National Skills Development Plan (NSDP) reporting template (DHET validation framework)

The appointed service providers will contract manage as well as provide administration and project management services for the Discretionary Grant contracts for the BANKSETA.

This will include (but not limited) to the following:

5.1 Manage the following deliverables:

- 5.1.1 Administer the approved Application Master List for the Discretionary Grants by ensuring the list is kept up to date with actions taken, such as 1st and 2nd Tranche payments, Project Change Control Notes for writing back funds, etc.
- 5.1.2 Draft the contracts using the BANKSETA template for the approved funding as per the abovementioned Master List.
- 5.1.3 Follow up with the employers to ensure that the contracts are signed and the BANKSETA team receives the documentation signed by the employers for BANKSETA's final signatures.
- 5.1.4 Request learner evidence for quality assurance timeously.
- 5.1.5 Request tranche invoices from employers after learner evidence has been quality assured.
- 5.1.6 Draft Project Change Control Notes for writing back funds on contracts where the number of learners contracted for are not achieved.
- 5.1.7 Conduct regular project reviews on progress and highlight issues and risks monthly to the BANKSETA team.
- 5.2 Assist with Internal Audit and Auditor General requests for information (RFIs) in relation to the contacts administered.

5.3 Size of the Discretionary Grant Project:

The project involves stakeholders that are spread across the country. The project load (number of employers) will be divided equitably into clusters with numbers of learners indicated below:

Services Providers (SP =service provider)	Number of Organisations approved (based on Previous Funding Window submissions)	Estimated Number of Learners (this could differ from year to year)
1. SP 1	± 20 - 40 employers	This could be from 500 up to 2,000 learners per group of employers. This is also dependent on the number of contracts approved.
2. SP 2	± 20 - 40 employers	This could be from 500 up to 2,000 learners per group of employers. This is also dependent on the number of contracts approved

Objective Criteria: The BANKSETA reserves the right to allocate the whole project to one service provider in case only one service provider can be appointed.

- 5.3.1 The 2,000 learners are inclusive of enrolled learners and completed learners. The service provider will manage the learner evidence at enrolment and at completion stage.
- 5.3.2 The full project involves an estimated 25,000 learners spread across the country from different employers.

- 5.3.3 The service providers will be expected to administer, and contract manage;
- existing stakeholder training contracts and
 - Additional stakeholder training contracts that the BANKSETA will enter in 2024/25 and future years.

The normal contract length for these contracts is between 12 months and 24 months depending on the length of the occupational qualification.

- 5.3.4 The service providers will also perform the administration of the contracts for the Discretionary Grant Funding Windows.

6. THE ROLE OF THE SERVICE PROVIDER

- 6.1 The Service Provider will assume responsibility and accountability for Contract Management and Administration of the stakeholder Discretionary Grant contracts, including;

- 6.1.1 Implement the work using skilled staff that are knowledgeable and can create and maintain a project management environment for the implementation of the Discretionary Grant Projects for Employed and Unemployed Beneficiaries.

- 6.1.2 Assign a Project Executive/Project Manager or person in charge of the project to be the BANKSETA contact person for all work

- 6.1.3 Ensure overall stakeholder engagement and feedback done for the contracts that the service provider is responsible for.

- 6.1.4 Learner information needs to be kept confidential at all times as BANKSETA enforces the Protection of Personal Information as per POPIA.

- 6.1.5 Provide proof that learner information will be kept in a safe and secure facility.

- 6.2 The Service Providers should ensure that they have an established office, that includes:

- 6.2.1 office infrastructure for example office space, computer equipment, document storage. This will be the programme office in which the overall Discretionary Grant Funding Window contract management pertinent to this assignment can be conducted in a stable and consistent manner allowing the service provider team to actively monitor data progress and to provide reliable and dependable tracking of data and reports.

- 6.3 The service provider will undertake the following activities when implementing the Discretionary Grant Funding Window, i.e.

- 6.3.1 Familiarize themselves and adhere to the BANKSETA Discretionary Grant Policy and adhere to the BANKSETA Discretionary Grant Funding Window Guidelines.

- 6.3.2 Support and adhere to the objectives and expectations of BANKSETA with respect to the abovementioned funding window.

- 6.3.3 BANKSETA will discuss expectations of project deliverables, such as the scope and internal procedures with the Service Providers to organise planning activities for the project for the Number of Employers that they will be responsible for.
- 6.3.4 Assist the BANKSETA by drawing up of the contracts with stakeholders in accordance with the approved Application Master list for Employed and/or Unemployed beneficiaries, obtain signature from Employer/s and the stakeholder to agree to the disbursement schedule in line with the contracts Annexure A.
- 6.3.5 Familiarise themselves and adhere to the BANKSETA's reporting requirements, such as the DHET National Skills Development Plan (NSDP) reporting template and requirements (DHET validation framework).
- 6.3.6 Set-up facilities for the receipt of beneficiary Performance Information relating to the contracts with employers which they will be responsible for.
- 6.3.7 Assist stakeholders to comply with Project Management Methodology that BANKSETA uses, BANKSETA will share the required customised Project Management templates with the appointed service providers.
- 6.3.8 Create a central repository with a systematic filing system for all project related documentation.
- 6.3.9 Utilise a project tracking and reporting instrument.
- 6.3.10 Review and finalise project plans per group of employers assigned to the service provider.
- 6.3.11 Deliverables and due dates will be approved, and checkpoints and milestones will be agreed to with the BANKSETA. These deliverables include, but is not limited to:
- 6.3.12 Conduct regular contract reviews and use the output of these reviews to update project plans, highlight issues and produce management reports for BANKSETA management. These reports should include learner success stories for future BANKSETA use.
- 6.3.12.1 Update BANKSETA with contract/project progress on a monthly basis (or as agreed with the BANKSETA).
- 6.3.12.2 Identify, review, and eliminate contract/project risks where possible. Mitigate project risks where they cannot be eliminated and manage on a continuous basis. Alert BANKSETA to any risks and indicate how those will be managed.
- 6.3.12.3 Set-up of regular Steering committee meetings between BANKSETA, employers and the service provider and agree on the feedback interfaces. The format and content of the feedback to stakeholders will be agreed upon beforehand.
- 6.3.12.4 Be the secretariat for the Steering Committee.
- 6.3.12.5 Provide draft contract/project plan for the contracts they are responsible for.
- 6.3.13 The service providers should have an existing document management system.
- 6.3.14 Escalate issues to the BANKSETA where necessary.
- 6.3.15 Follow up on bottlenecks and project inefficiencies and escalate to BANKSETA.

- 6.4 Undertake the following activities relating to receipt of beneficiary performance information and requesting of tranche invoices from employers, i.e.
 - 6.4.1 Adhere to the steps that needs to be followed when tranche invoices are requested, and tranche payments are executed.
 - 6.4.2 Adhere to the BANKSETA's accounting processes and the necessary financial controls.
 - 6.4.3 Advise the Employer of acceptable invoicing requirements so as to expedite the processing of invoices.
 - 6.4.4 Appropriate audit requirements and other controls must be put in place in respect of the budget and records of the payments to the relevant stakeholders.
 - 6.4.5 Follow up with the employers to ensure the submission of correct performance information, invoice/s.
- 6.5 Undertake the following activities relating to audit requirements and requests, i.e.
 - 6.5.1 Appropriate audit requirements and other controls should be put in place in respect of the invoice, supporting documents of the payments to the relevant stakeholders.
 - 6.5.2 Conduct monitoring and evaluation visits (on behalf of the BANKSETA) of project performance against performance deliverables. The service provider should expect to do at least one visit per contract.
 - 6.5.3 Assist BANKSETA Discretionary Grants teams with any audit request that may be received from Internal Audit and/or the Auditor General for the contracts they are responsible for.
- 6.6 Undertake the following activities relating to Data Management and Tracking of Employer (Beneficiary) Performance Information, i.e.
 - 6.6.1 Capture and save the funding performance information per Employer/per contracts and relevant documentation in an appropriate manner and maintain a systematic filing facility for each Employer.
 - 6.6.2 Quality assure of all performance information and ensure that it is accurate and compliant with audit requirements.
 - 6.6.3 Provide the BANKSETA with softcopies of all learners supporting evidence.
 - 6.6.4 Keep thorough records of learner employment (unemployed learners) on the completion of the programme for at least nine months after the completion of the programme.
 - 6.6.5 Update the BANKSETA database with terminations, completion, and employment details of the learners as per the reporting requirements. The relevant performance information must accompany the data.
- 6.7 Undertake the following activities relating to Monitoring and Evaluation. i.e.
 - 6.7.1 The service provider should be available to travel to the BANKSETA stakeholders to implement the monitoring and evaluation of their portfolio of employers / beneficiaries The service provider should expect to do at least one site visit for each contract.

- 6.7.2 The service provider should be available to attend meetings with BANKSETA on a monthly basis – this can be done in person or virtually through an agreed platform such as MS Teams.
- 6.7.3 The service provider should be available to assist with audit requirements from BANKSETA and adhere to required time deliverables.
- 6.7.4 The service provider should perform all functions related to the successful end to end implementation of the contract not necessarily described here.
- 6.8 Undertake the following activities relating to closing out of contract/s , i.e.
- 6.8.1 The contract close-out must be done before the end date of the contract to assess the project's implementation progress / outcome / lessons learnt and by archiving relevant documentation.
- 6.8.2 Related project documents will be made available.
- 6.8.3 Prepare a final report to provide feedback on the project progress leading up to closure. The types of elements that need to be incorporated in this report include:
- 6.8.3.1 Issue and risk management
 - 6.8.3.2 Deviations from project aims and objectives
 - 6.8.3.3 Change requests
 - 6.8.3.4 Lessons learnt
 - 6.8.3.5 Challenges, achievements, and successes.

7. COMPETENCY AND EXPERTISE REQUIREMENTS

- 7.1 Key Personnel – The service provider should provide a minimum of five team members to fulfil the five roles detailed below. One person may only fulfil one role. The details are as follows.
- 7.1.1 **Project Executive** / Project Manager with
- qualification on NQF Level 6 or higher in any field **and**
 - qualification in project management on NQF 5 or higher level,
 - experience in project management in higher education environment.
- 7.1.2 **Project Administrator** with
- qualification on NQF Level 5 or higher in project management **and**
 - experience in project management administration in higher education environment.
- 7.1.3 **Additional 3 Project team members** with
- Grade 12 / matric certificate or NQF Level 4 certificate) **or**
 - qualification on NQF Level 4 or higher in any field **and**
 - experience in administration.
- 7.1.4 The bidder should also provide an organogram specifying roles/positions of the team. (The service provider to complete the table on clause 16.1 - page by indicating the name of the Project Manager and Project Administrator including the additional 3 team members)

- 7.2 The service provider should provide Monitoring and Evaluation reports from previous / current clients
- 7.3 Track Record of the Bidder (Reference Letters) should be provided - The bidder should provide signed contactable references on the client's letterhead from clients where it has previously provided/or is currently providing Contract / project Management services in the Higher Education and Training environment to show its track record.
- 7.4 Working Capacities: The bidder should have working facilities and resources for administrative duties and data filling.
- 7.5 The bidder should have Data management, Tracking and Reporting tools.
- 7.6 The service provider should;
 - 7.6.1 Have knowledge of applicable legislation governing SETAs
 - 7.6.2 Have knowledge of contract management / administration and handling large volume of contracts.
 - 7.6.3 Have recognizable qualification/s and experience/s in Project Management
 - 7.6.4 Have stakeholder management.

8. GENERAL INFORMATION

The parties involved in this project are the following:

- 8.1 Employers – The term Employers refer to Employers in the Banking and Alternative Banking Sector that have registered with BANKSETA for skills development purposes. The employer is usually represented by a Skills Development Facilitator (SDF).
- 8.2 Training Provider/s – The term Training Provider/s refer to the Training Provider appointed by the Employer to implement training in accordance with the requirements of the programme that the Employer is seeking funding for. The Training Provider must have the required statutory accreditation and recognition for the specific programme delivery that the Employer has contracted the Training Provider for.
- 8.3 The appointed service provider – being the service provider sought in this transaction to provide contract management and administration services for the Discretionary grant funding windows for all 9 provinces
- 8.4 BANKSETA - The SETA that manages the overall program, funds and reports on the training done
- 8.5 Learners – the individuals who the undertake the training offered by this project.

9. DURATION OF THE CONTRACT

The contract will be valid for a period of three (03) years.

10. PRICING STRUCTURE

- ***N.B: The Pricing Schedule must be completed as per the attached annexure A.***
- ***Failure to comply with requirements will lead to disqualification of the bidder.***

- 10.1 The quoted prices will remain fixed for the particular year for the duration of the contract based on the learners assigned for that year. The price evaluation will be done at 2,000 learners as indicated in the pricing sheet.
- 10.2 The attached pricing sheets (Appendix A) should be completed in full. Price evaluation will be conducted at the 2,000 learners a year level.
- 10.3 The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 10.4 The pricing sheet should show VAT separately.
- 10.5 The Bidders are therefore required to indicate a total bidding price by completing the pricing schedule provided in full.
- 10.6 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.
- 10.7 All pricing assumptions excluded costs and estimated costs should be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.

11. SUBMISSION REQUIREMENTS

- 11.1 All submissions should be delivered in individual envelopes as per clause 11.4 and 11.5 below.
- 11.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions presented to the BANKSETA.
- 11.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.
- 11.4 Document should be submitted as follows:
One hardcopy should be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft (electronic) copy (preferably to be memory stick).
- 11.5 An Envelope 1 – Original
- 11.5.1 Envelope 2 – Hard Copy of the original document and 1 Soft copy
- 11.5.2 Envelope 3 – Pricing and SBD1 – (invitation to bid) together with
BANKSETA PREFERENCE POINTS CLAIM DOCUMENT
- 11.5.3 Each individual envelope must be clearly marked with the following information:

Description of the Submission:

THE BANKSETA IS SEEKING TO APPOINT TWO (2) SERVICE PROVIDERS LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT PROJECTS AND CONTRACTS FOR ALL 9 PROVINCES.

Submission Bid Number: BS/2024/RFB520

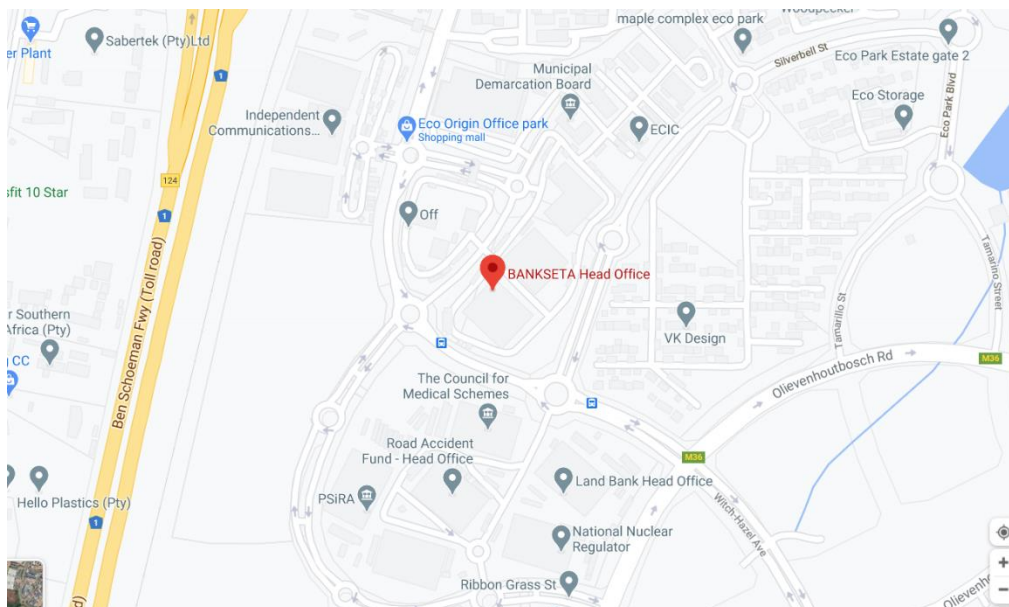
11.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.

All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.

11.7 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -

Eco Origin Office Park, (Please use gate 1 to enter the Eco-origins Office Park)
Block C2,
349 Witch-Hazel Avenue,
Eco Park Estate,
Highveld,
Centurion,
0144

The BANKSETA is situated in a very large office park with security offices at the main gate. Please allow at least 30 minutes to clear security and navigate through the office park.



11.8 NB: The Service provider is required to sign a register on their submission.

APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES BS/2024/RFB520

11.9 Unsuccessful bidders will be informed in writing when the process is concluded.

11.10 A tender will be considered late if received after the specified date and time.

Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

12. ENQUIRIES/COMMUNICATION

12.1 *Contact person for enquiries regarding the tender document:*

Mr Jackie Kwinika

Title: Specialist: Supply Chain Management Unit

Email Address: jackiek@bankseta.org.za copy scm@bankseta.org.za

12.2 Bidders who wish to attend virtual *briefing* session should indicate in writing within 5 Days after advertising date by emailing: Email: jackiek@bankseta.org.za copy scm@bankseta.org.za

12.3 All *clarifications* or enquiries should to be made in writing and received by the BANKSETA at least **14** Days before closing date of the Tender. Telephonic requests for clarification will not be accepted.

12.4 All *questions* received after the briefing session and BANKSETA's answers will be updated on the BANKSETA website under the tender for all service providers' information. Kindly check BANKSETA's website for this information before finalisation of your bid

12.5 Should any questions submitted not be included in the responses on the website at least five days before a tender closes, kindly email this to jackiek@bankseta.org.za copy scm@bankseta.org.za and also escalate to rapulas@bankseta.org.za and info@bankseta.org.za.

RFB TIMELINES

Activity	Time	Date
Tender Advertised	11:00	Monday 21 October 2024
Non-compulsory Virtual Briefing Bidders who wish to attend an online briefing session should indicate in writing 5 Days after advertising date.	11:00	Monday 28 October 2024
Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	Close Of Business(C.O.B)	Tuesday 5 November 2024

Closing date	11h00	Tuesday 19 November 2024
Tender evaluation, Bidder Verification and Due Diligence	C.O.B	Within 3 weeks of bid closing
Clarification presentations by Service Providers if required/ Due Diligence	C.O.B.	Within 3 weeks of bid closing
Provisional Contract Award	C.O.B	By Monday 20 January 2025
Contract Signatures	C.O.B.	27 January 2025

13. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in three phases:

- 13.1 Compliance/eligibility evaluation (Bids that do not pass the compliance eligibility evaluation will be *disqualified* from participating in the next evaluation stage)
- 13.2 Technical/Functionality evaluation (Bids that do not meet the minimum threshold indicated in technical/function evaluation, will not participate in the final evaluation stage)
- 13.3 Price and BANKSETA Preferential Procurement points evaluation (Bidder will be appointed on the highest scores).

14. COMPLIANCE STATUS

- 14.1 The service provider must be registered on the Central Supplier Database (CSD) maintained by the National Treasury and accessible on www.treasury.gov.za
- 14.2 The BANKSETA, before making an award, shall check on the central supplier database (CSD) whether;
 - (a) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and person prohibited
 - (b) the bidder's tax status is compliant.
 - (c) the bidders, its directors or management are not employees of the state, or if a director is an employee of the state, the service provider and or directors have permission to do business with the state, as provided for in the legislation.
- 14.3 The BANKSETA will not award any bids to service providers who do not comply with the above.
- 14.4 The BANKSETA will afford bidders a chance to clarify and provide evidence where there is any adverse information on the CSD reports.

15. COMPLIANCE/ELIGIBILITY EVALUATION

Respondents who do not meet the requirements below **will be** immediately disqualified.

NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed in the table below and the JV agreement).

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

NB: Failure to submit the items listed below will result in the bid being immediately disqualified.

1	Submission of proposal (response document) and pricing schedule – Annexure A The Pricing Schedule must be completed as per the attached annexure A. Failure to comply will lead to disqualification.
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none">- SBD 1 Invitation to submission- SBD 4 Declaration of interest- SBD 6.1 Preference points claim form where applicable (complete the part that is applicable to the BANKSETA Preference Points Claim Document). NB. BANKSETA will not allocate points for BBBEE status Level Contributor
3	Special Conditions that the bidder needs to complete and accept by signing the last page and submit.
4	Submission of Central Supplier Database report (should the bidder have any challenges with the printing or providing CSD report on closing of the tender and the CSD MAAA number be provided)

16. FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA	SUB-CRITERION WEIGHTING/ PERCENTAGE	WEIGHT PERCENTAGE
1. QUALIFICATIONS AND EXPERIENCE OF THE PROJECT TEAM		45
<p>The service provider should provide a minimum of five team members to fulfil the five roles detailed below</p> <p>i) Project Executive / Project Manager with</p> <ul style="list-style-type: none"> - qualification on NQF Level 6 or higher in any field and - qualification in project management on NQF 5 or higher level, - experience in project management in higher education environment. <p>ii) Project Administrator with</p> <ul style="list-style-type: none"> - qualification on NQF Level 5 or higher in project management and - experience in project management administration in higher education environment. <p>iii) Additional 3 Project team members with</p> <ul style="list-style-type: none"> - Grade 12 / matric certificate or NQF Level 4 certificate) <p>or</p> <ul style="list-style-type: none"> - qualification on NQF Level 4 or higher in any field and - experience in administration. <p>The service provider should complete the table on clause 16.1 below on page 22 by indicating the names of all team members against the assigned roles.</p> <p>Failure to indicate a project team of at least 5 persons covering the roles in the table will result in the bidder not scoring any points in this criterion.</p> <p>The criteria for evaluation of each module are indicated per the sub-criteria below</p>		
<p>SUB CRITERION 1.1 EXPERIENCE OF THE PROJECT EXECUTIVE/PROJECT MANAGER</p> <p>The service provider should provide a Project Executive / Project Manager with experience in project management in higher education environment.</p> <p>The bidder should submit the following for the person assigned as Project Executive / Project Manager in the team.</p> <ul style="list-style-type: none"> - The CV or professional profile, or resume, or employee profile indicating employer / client, month and year work was done, description of work done relevant to project management experience in the 	15	

<p>Higher Education and Training environment. On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> a) 5 years or more relevant experience in project management in the Higher Education and Training environment = 5 Points b) 4 to less than 5 years' relevant experience in project management in the Higher Education and Training environment. = 4 Points c) 3 to less than 4 years' relevant experience in project management in the Higher Education and Training environment. = 3 Points d) 2 to less than 3 years' relevant experience in project management in the Higher Education and Training environment. = 2 Points e) 1 to less than 2 years' relevant experience in project management in the Higher Education and Training environment. = 1 Point f) Less than 1 year experience relevant in project management in the Higher Education and Training environment. = 0 points 		
SUB CRITERION 1.2 QUALIFICATION OF PROJECT EXECUTIVE/ PROJECT MANAGER	10	
<p>The bidder should provide a Project Executive / Project Manager with</p> <ul style="list-style-type: none"> - qualification on NQF Level 6 or higher in any field and - qualification in project management on NQF 5 or higher level, <p>The bidder should submit the following for the person assigned as Project Executive / Project Manager in the team.</p> <ul style="list-style-type: none"> - Copies of any qualification at NQF level 6 or higher - Copy of a project management qualification at NQF level 5 or higher <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> a) NQF Level 5 or more in project management as well as any qualification at NQF level 6 or higher = 5 Points b) No NQF Level 5 or less in project management and or No NQF level 6 or higher in any field of study = 0 Points 		
SUB CRITERION 1.3 EXPERIENCE OF PROJECT ADMINISTRATOR	10	
<p>The bidder should provide a team that includes a Project Administrator with experience in project management administration in higher education environment.</p>		

<p>The bidder should submit the following for the person assigned as Project Administrator the team.</p> <ul style="list-style-type: none"> - The CV or professional profile, or resume, or employee profile indicating employer / client, month and year work was done, description of work done relevant to project administration experience in the Higher Education and Training environment. <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> a) 5 years or more relevant experience in project administration in the Higher Education and Training = 5 Points b) 4 to less than 5 years' relevant experience in project administration in the Higher Education and Training = 4 Points c) 3 to less than 4 years' relevant experience in project administration in the Higher Education and Training = 3 Points d) 2 to less than 3 years' relevant experience in project administration in the Higher Education and Training = 2 Points e) 1 to less than 2 years' relevant experience in project administration in the Higher Education and Training = 1 Point f) Less than 1-year relevant experience in project administration in the Higher Education and Training = 0 points <p>Note Bidders submitting foreign qualification(s) have a responsibility to ensure that such qualifications(s) is/are accompanied by an evaluation certificate obtained from South African Qualifications Authority (SAQA) to confirm the appropriate National Qualification Framework (NQF) Level. Failure to do so will result in BANKSETA not considering the qualification(s) for scoring.</p>		
<p>SUB CRITERION 1.4 QUALIFICATION OF PROJECT ADMINISTRATOR</p> <p>The bidder should provide a team including a Project Administrator with</p> <ul style="list-style-type: none"> - qualification on NQF Level 5 or higher in project management <p>The bidder should submit the following for the person assigned as Project Administrator in the team.</p> <ul style="list-style-type: none"> - Copies of qualification at NQF level 5 or higher in project management <p>The BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> a) NQF Level 5 or more in project management = 5 Points b) No NQF Level 5 or less in project management = 	5	

0 Points		
<p>Note Bidders submitting foreign qualification(s) have a responsibility to ensure that such qualifications(s) is/are accompanied by an evaluation certificate obtained from South African Qualifications Authority (SAQA) to confirm the appropriate National Qualification Framework (NQF) Level. Failure to do so will result in BANKSETA not considering the qualification(s) for scoring.</p>		
SUB CRITERION 1.5 EXPERIENCE AND CERTIFICATE OF THE 3 ADDITIONAL MEMBERS	5	
<p>The bidder should provide a team including additional 3 team members besides the Project Executive/Project Manager and Project Administrator</p> <p>The 3 additional team members should hold grade 12 / matric certificate or NQF 4 or higher with a minimum of 1 year experience in administration)</p> <p>The bidder should submit the following for the 3 persons assigned to be the additional 3 team members</p> <ul style="list-style-type: none"> - copies of certificates / qualifications and - CVs or professional profiles, or resumes, or employee profiles showing administration experience. <p>The CVS or professional profiles/resumes should indicate employer / client, month and year work was done, description of work done of each team member demonstrating a minimum of 1 year experience</p> <p>No points will be scored if either one or more of the team members does not have the minimum requirements</p> <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> a) 5 points = all additional team members have a grade 12 / matric certificate or NQF 4 qualification or higher with a minimum of 1 year experience in administration b) 0 points = one or all additional team members doesn't have a grade 12 / matric certificate or NQF 4 or NQF 4 or higher with a minimum of 1 year experience in administration 		
2. MONITORING AND EVALUATION CAPABILITIES		10

<p>The service provider should submit the following to show their Monitoring and Evaluation Capability:</p> <p>a) At least 3 site visit reports from a previously implemented project regarding monitoring and evaluation that show the contract/project implementation that cover at least</p> <ul style="list-style-type: none"> - learner attendance, - learning environment, - learner resources, - project progressing as per training plan and - other any learning hindrances/challenges etc.) <p>b) At least 2 Post implementation review reports from a previously implemented project that cover at least</p> <ul style="list-style-type: none"> - lessons learnt, and - highlight areas of improvement / streamlining, <p>On evaluation, the BANKSETA will award points as follows:</p> <p>a) Three (3) Site visits reports submitted of previous work done regarding monitoring and evaluation that show the contract/project implementation (including at least learner attendance, learning environment, learner resources, project progressing as per training plan and other any learning hindrances/challenges etc.) = 3 points</p> <p>b) Two (2) Post-Implementation Review Reports submitted from previous work done (including lessons learnt, highlighting areas of improvement / streamlining, etc. = 2 points</p>		
<p>3. TRACK RECORD OF THE BIDDER (THROUGH REFERENCE LETTERS)</p>		25
<p>The bidder should submit formal reference letters from clients where it has previously delivered or are currently delivering Contract / Project Management services in the Higher Education and Training environment</p> <p>The reference letters should</p> <ul style="list-style-type: none"> - Be on the client's letterhead, - Be signed and dated - Indicate the type of work done, - Indicate the year and the month the work was done, (please note that the work should have been done not later than five (5) years from the tender closing date and cover contract /project management services rendered in the higher education and training environment) - Show the client contact details (being the contact's name, phone and/or email address). 		

<p>On evaluation, the BANKSETA will award points as follows:</p> <p>a) 1 Reference Letter = 1 point</p> <p>b) 2 Reference Letters = 2 points</p> <p>c) 3 Reference letters = 3 points</p> <p>d) 4 Reference letters = 4 points</p> <p>e) 5 and more References letters = 5 points</p>		
4. WORK FACILITIES AND RESOURCES		10
<p>The service provider should have work facilities and resources to accommodate for administrative duties and data filling.</p> <p>The service provider should submit the following as evidence</p> <p>a) List of ICT equipment asset and showing at least 5 computers/laptops and at least 1 printer scanner. The assets may be leased or owned by the service provider</p> <p>c) An electronic filing system and indicate the full description of the electronic filing system utilised</p> <p>-</p> <p>On evaluation, the BANKSETA will award points as follows:</p> <p>a) Office Equipment Resources: a list of ICT equipment asset register provided showing at least 5 computers/laptops and at least 1 printer/scanner = 2 points</p> <p>b) Data Filling Capabilities – The bidder should provide a full description of the electronic Data filing system used for data filing capabilities = 3 Point</p>		
5. DATA MANAGEMENT, TRACKING AND REPORTING CAPABILITIES		10
<p>The service provider should show that they can manage data, track the data, provide supporting evidence and formulate reports on the progress of the project.</p> <p>The service provider should submit the following as evidence</p> <p>a) 3 samples of contract close out reports from a previously implemented project using the service provider's data management system that cover at least</p> <ul style="list-style-type: none"> - tracking of project progress (including payments) - tracking of learners, - general project data, - data accessibility, - security of learner data etc. <p>and</p> <p>b) 2 samples of project issue/risk registers from previously implemented projects</p> <p>On evaluation, the BANKSETA will award points as follows:</p>		

a) The service provider provided Sample of 3 Close Out Reports from previous implemented projects done from their Data Management System indicating the following; <ul style="list-style-type: none"> - tracking of project progress (including payments) - tracking of learners, - general project data, - data accessibility, - security of learner data etc.) = 3 points b) Sample of 2 previous project Issue / Risk Register that the service provider has provided = 2 points		
TOTAL WEIGHTING		100
MINIMUM WEIGHTING/PERCENTAGE THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION		70

The minimum weighting threshold for technical / functional evaluation is 70%. Any bidder scoring less than 70% or 70 weights will be disqualified from further evaluation.

16.1 PROJECT TEAM MEMBERS

Please indicate the names of your team members as per roles described in the table below and submit in order to be scored in criterion no 1

Team Member	Name and Surname
1. Project Executive / Project Manager	
2. Project Administrator	
Three additional team members 3. Team Member 3 Position at company _____	
4. Team Member 4 Position at the company _____	
5. Team Member 5 Position at the company _____	

a) **Functionality will be evaluated using the following formula for each criterion or sub-criterion.**

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion or sub-criterion under consideration.
- So – is the total score out of 5 evaluated by the BANKSETA for the criterion or sub-criterion under consideration.
- Ap – is the percentage allocated for functionality for the criterion or sub-criterion.
- Ms – is the maximum score possible per criterion or sub-criteria which is 5.

14.1 Each technical /functional evaluation criterion or sub-criterion shows how it will be evaluated by BANKSETA out of a maximum of 5 points. i.e Ms =5 points.

14.2 The score/points evaluated per criterion or sub-criterion by BANKSETA is divided by 5 and then multiplied by the weighting of the criteria to arrive at the percentage for that criterion/sub-criterion.

14.3 The percentages for all criteria/sub-criteria are added together to reach the final percentage or weighting.

14.4 Any proposals not meeting a minimum total weight threshold of **70 percentage or 70 weighting on** functionality/technical evaluation will not participate in the price/preference points evaluation.

b) **PRICE AND PREFERENCE POINTS EVALUATION**

The tender will be evaluated using the following:

80/20 PRICEPREFERENCE POINT SYSTEMS

Points for Price	Preference Points Utilising BANKSETA Goals	Total Points
80	20	100

A maximum of 80 points is allocated for price using the following formula:

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

Where

- Ps** = Points scored for price of bid under consideration.
- Pt** = Price of bid under consideration.
- Pmin** = Price of lowest acceptable bid.

17. PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
2.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	3
4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	3
5.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	20

The Service provider should complete the preference point bidding form attached.

EXPLANATIONS

- 17.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds and Indians and Chinese people:
- (a) who are citizens of the Republic of South Africa by birth or decent; or
 - (b) who became citizens of the Republic of South Africa by naturalisation –
 - (i) before 27 April 1994.
 - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by

naturalisation prior to that date.

- 17.2 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership. The shareholding will determine the ownership.
- Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.
 - Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability **AND/OR** to tenderers who employ 5% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability **OR** by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.

An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability.

- Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).
- An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

17.7 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice

to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

- 17.8 The points scored by a bidder in respect of the PREFERENCE POINTS UTILISING BANKSETA GOALS contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or PREFERENCE POINTS UTILISING BANKSETA GOALS contribution.

18. REVIEW PROCESS

18.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

18.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

18.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality.

18.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).

19. REASONS FOR REJECTION

19.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.

19.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

20. TENDER CONDITIONS

20.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.

20.2 BANKSETA reserves the right not to award this tender or partially award the tender.

20.3 The cost of preparing the applications will not be reimbursed.

20.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment, and financial capability assessment) on short listed tender submitters before contracting.

20.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.

20.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.

20.7 BANKSETA makes no representations, undertakings, or warranties whatsoever to any person in respect of the tender or any information contained in the tender.

20.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.

20.9 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing, and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

20.10 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

20.11 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

20.12 All proposals will go through Evaluation Committee for evaluation on functionality.

- 20.13. The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC) and approved by the delegated official and committee.
- 20.14 The validity period of proposals is 150 days after closing.

4 21. FRAUD ALERT

- 21.1 The BANKSETA does not charge for any documents or information or any matter in regard to any procurement or any BANKSETA work.
- 21.2 The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.
- 21.3 Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.
- 21.4 Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. This will be viewed as participating in corrupt and fraudulent practices.
- 21.5 No one is able to influence any tender or RFQ outcome.
- 21.6 Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661 or tip-offs.
- 21.7 Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

5 22. JOINT VENTURE

- 22.1 In the case of a Joint Venture, the following will be Applicable:
- 22.2 Each JV Member must have a CSD report showing compliant tax status.
- 22.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and
- 22.4 Submission of a Joint added BANKSETA Preference Points Claim Document

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA

BID NUMBER:	BS/2024/RFB520	CLOSING DATE: TUESDAY 19 NOVEMBER 2024	CLOSING TIME: 11:00am
DESCRIPTION	APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE
BID BOX SITUATED AT (STREET ADDRESS)

Eco Origin Office Park, Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion,

NB: Bidders as part on requirement - Submission of soft copy on PDF must be part of bid submissions.

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				
	TCS PIN:		OR	CSD No:
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]

APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES BS/2024/RFB520

SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid, e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	BANKSETA	CONTACT PERSON	
CONTACT PERSON	Mr Jackie Kwinika	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	jackiek@bankseta.org.za		

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

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:

.....

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.

.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for services 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 services 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

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

APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES BS/2024/RFB520

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM

This preference form must form part of all bids invited. It contains general information a
NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference points using BANKSETA's preference point system.

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

	POINTS
PRICE	80
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM	20
Total points for Price and Preference points must not exceed	100

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

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

2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
 - 1)
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (g) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?(***Tick applicable box***)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted%.
- ii) The name of the sub contractor

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

6.2 VAT registration number:.....

6.3 Company registration number:.....

6.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ Pty Limited
- [TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

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

transporter, etc. [TICK
APPLICABLE BOX]

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

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

7. PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
2.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	3
4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	3
5.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	20

The Service provider should complete the preference point bidding form below.

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

- 1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points. It is the service providers responsibility to ensure that the form is accurately and fully completed.
- 1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.

1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
3.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
4	Youth Empowerment Youth Ownership – 33% Threshold as explained below	3
5.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/OR 5% threshold for employment of Persons with Disabilities as explained below	3
6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	20

1.4 Empowerment of black persons- 51% or More Ownership by black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians and Chinese:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994.

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under black ownership where 51% or more ownerships is by black people		7	

IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	TOTAL Black Ownership			

The service provider should include information and evidence to support the e preference points claimed being IDs, CSD report, naturalisation records for owners not South African by birth.

1.5 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 33%

Women ownership points will be awarded to a Tenderer who have 33% or more women ownership, of the company or enterprise. The woman must be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 33% or more ownerships is by women who are South African citizens		4	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.6 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold

1.7.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens, .

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		3	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for

APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES

owners not South African by birth and CSD report.

1.8 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 10% threshold for Ownership and/OR 5% threshold for Employment of Persons with Disabilities of Youth Empowerment

1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability

AND/OR

to tenderers who employ 5% or more South African persons with disability on a permanent basis.

Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.

OR

by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis.		3	

IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities

. The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively,

these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The

APPOINTMENT OF TWO (2) QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES

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ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		3	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.10 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.

BIDDER TO COMPLETE AND SIGN ON THE LAST PAGE

NB: Complete only the part which is applicable for this tender.

SPECIAL CONDITIONS		CONFIRMATION		
		Yes	No	If no, indicate deviation
1	GENERAL			
1.1	Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail by referring to other sections will not be accepted. Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents are not in compliance or agreement with the statement(s) as specified in this request for quotation.			
2	THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			
3	GENERAL CONDITIONS OF CONTRACT			
		Yes	No	If no, indicate deviation
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
4	ADDITIONAL INFORMATION REQUIREMENTS			

		Yes	No	If no, indicate deviation
4.1	During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded.			
5	VENDOR INFORMATION	Yes	No	If no, indicate deviation
5.1	Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.			

6	CONFIDENTIALITY	Yes	No	If no, indicate deviation
6.1	The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.			
6.2	All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.			
7	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)			
7.1	Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.			

7.2	All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.			
7.3	In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.			
7.4	BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment, or transfer.			
7.5	The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.			
7.6	The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright Act, No 98 of 1978, as amended.			
7.7	The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally and separately enforceable from any other provisions of this contract.			

7.8	The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.			
7.9	This contract contains various stipulatio alteri in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.			
7.10	This clause 7 shall survive termination of this contract.			
8	NON-COMPLIANCE WITH DELIVERY TERMS			
		Yes	No	If no, indicate deviation
8.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this effect.			

9	WARRANTS and PAYMENTS			
		Yes	No	If no, indicate deviation
9.1	The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA.			
9.2	The successful respondent IS NOT required to furnish to the purchaser a performance security.			
9.3	Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.			
9.4	The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.			

9.5	The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.			
9.6	Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms: <input type="checkbox"/> Copy of a cancelled cheque; <input type="checkbox"/> Letter from bank; <input type="checkbox"/> Statement.			
9.7	The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.			
9.8	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
10	PARTIES NOT AFFECTED BY WAIVER OR BREACHES			
		Yes	No	If no, indicate deviation
10.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.			
10.2	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
11	RETENTION			

		Yes	No	If no, indicate deviation
11.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.			
11.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing			
12	Dispute Resolution			
		Yes	No	If no, indicate deviation
12.1	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.			
12.2	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. Such notice shall be in English.			
12.3	Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.			
12.4	If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.			
12.5	All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its			

	successor.			
12.6	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			
13	FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
13.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents:			
13.2	Respondents must complete and return Special Conditions of Contract.			

<div style="border-bottom: 1px solid black; margin-bottom: 10px; text-align: center;">NAME OF BIDDER</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px; text-align: center;">SIGNATURE</div>	<div style="border-bottom: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <div style="border-bottom: 1px solid black; height: 30px;"></div>
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