



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

STANDARD BIDDING DOCUMENT (SBD1) - REQUEST FOR QUOTATIONS

PART A REQUEST FOR QUOTATIONS (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER:	DM391/23	CLOSING DATE:	28-08-2023	CLOSING TIME:	11H00AM
DESCRIPTION	REQUEST FOR PROPOSALS TO IMPLEMENT THE RECOGNITION OF PRIOR LEARNING (ARPL) FOR 25 CHEFS IN WESTERN CAPE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS					
PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: QUOTATIONSSCM@TOURISM.GOV.ZA NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT EMAL OR PHYSICAL ADDRESS ON BEFORE THE CLOSING DATE AND TIME.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON	Mmapule Maluleke	
TELEPHONE NUMBER			TELEPHONE NUMBER	012 444 6559	
E-MAIL ADDRESS			E-MAIL ADDRESS	mmaluleke@tourism.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. ALL COMPLETED DOCUMENTS SHOULD BE SEND TO quotationsscm@tourism.gov.za OR HAND DELIVERED AT **TOURISM HOUSE, 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002**. PHYSICAL SUBMISSION OR HAND DELIVERED RFQ DOCUMENTS MUST BE COMPLETED IN THE REGISTER FOR QUOTATIONS. BIDDERS FAILURE TO COMPLETE THE REGISTER WILL INVALIDATE THE RFQ. LATE BIDS/RFQ WILL NOT BE CONSIDERED WHEN MAKING A DECISION TO AWARD.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. THE **STANDARDS BIDDING DOCUMENTS (SBD) FORMS MUST BE COMPLETED, SIGNED AND RETURNED** WITH THE RFQ / BID DOCUMENTS.
- 1.3. BIDDER'S ARE NOT ALLOWED TO ALTER THE CONTENT AND SEQUENCE OF INFORMATION IN THE SBD4 FORM.
- 1.4. THE UNDERSIGNED BIDDER DECLARES AND FURTHER AGREES TO HAVE READ 2010 VERSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) IS AVAILABLE ON THE NATIONAL TREASURY WEBSITE. TO ACCESS THE GCC THE BIDDER SHOULD CLICK THE FOLLOWING LINK <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/> OR DOWNLOAD THE DOCUMENT FROM THE NATIONAL TREASURY.
- 1.5. THE **80 / 20** PREFERENTIAL POINT SYSTEM WILL BE APPLIED WHEREIN **80** POINTS IS FOR PRICE AND **20** POINTS IS FOR SPECIFIC GOALS. TENDERS WITH A RAND VALUE OF BETWEEN R 30 000 BUT NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). FIRSTLY, THE BID SUBMISSION / RFQ WILL EVALUATED IN LINE WITH THE SET CRITERIA OR FUNTIONALITY (IF APPLICABLE) AND THEREAFTER PROPOSAL WILL BE EVALUATED ON POINTS FOR PRICE AND SPECIFIC GOALS.
- 1.6. THE DEPARTMENT MAY APPLY THE 80/20 POINT SYSTEM IN RESPECT TO TENDERS BETWEEN R 2 000 AND R 30 000 (INCLUSIVE OF APPLICABLE TAXES). THAT WILL BE STIPULATED IN THE INVITATION TO BID/RFQ.
- 1.7. POINTS SCORED FOR **SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE** AND THE TOTAL WILL BE ROUNDED OFF TO THE **NEAREST TWO (2) DECIMAL PLACES**.
- 1.8. A **TENDER OR RFQ MUST BE AWARDED TO THE TENDERER WHO SCORE THE HIGHEST TOTAL NUMBER OF POINTS** IN TERMS OF THE PREFERENCE POINT SYSTEM (PRICE AND SPECIFIC GOALS) UNLESS OBJECTIVE CRITERIA IN TERMS OF SECTION 2 (1)(F) OF THE PPPFA ACT NO 5 OF 2000 JUSTIFY THE AWARD OF THE TENDER TO ANOTHER TENDERER
- 1.9. BIDDERS ARE REQUIRED TO **SUBMIT RESPONSIVE BIDS BY COMPLETING ALL PRICING AND ITEM INFORMATION** IN LINE WITH THE ENITIRE SCOPE OF WORK/GOODS/SERVICES. SHOULD THE SUPPLIER FAIL TO QUOTE ON THE ENTIRE SCOPE OF WORK AS PER THE RFQ THE DEPARTMENT MAY NOT AWARD THE CONTRACT TO THE SUPPLIER.
- 1.10. THE DEPARTMENT RESERVES THE RIGHT TO **NEGOTIATE WITH THE BIDDERS PRIOR OR POST AWARD**.
- 1.11. THE DEPARTMENT MAY **ALLOCATE ZERO/NIL POINTS FOR SPECIFIC GOALS WHERE PROOF IS NOT SUBMITTED** WITH THE RFQ.
- 1.12. BIDDERS SHOULD INDICATE THE VALIDITY PERIOD (IN DAYS) OF PRICE QUOTATION AFTER THE CLOSING DATE

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE **WWW.SARS.GOV.ZA**
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

3. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

- a) TICK APPLICABLE BOX
- b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE
- c) USE THE PRESCRIBED SEQUENCE IN ATTACHING THE **ANNEXURES** THAT COMPLETE THE BID OR RFQ DOCUMENT

ANNEXURES	DOCUMENT DECIPTION	YES	NO
PART A & B	IS BID INVITATION FORM AND TERMS AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS PROOF OF OWNERSHIP BY WOMAN SUBMITTED.		

	<p>i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY PROOF OF REGISTRATION OF THE COMPANY WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGISTRATION FOR BOTH ENTERPRISES;</p> <p>ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF THE WOMAN OR WOMEN; AND</p> <p>iii. A CSD FULL REPORT AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.</p>		
ANNEXURE C	<p>IS PROOF OF OWNERSHIP BY BLACK PERSON (S) SUBMITTED.</p> <p>i. SHAREHOLDING (CERTIFICATE) PORTFOLIO BY PROOF OF REGISTRATION OF THE COMPANY WITH COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO) / COMPANIES INTELLECTUAL PROPERTY COMMISSION (CIPC). IN CASE OF JOINT VENTURE, A BIDDER MUST SUBMIT PROOF OF REGISTRATION FOR BOTH ENTERPRISES;</p> <p>ii. CERTIFIED COPY (COPIES) OF ID-DOCUMENT(S) OF BLACK PERSON(S); AND</p> <p>iii. A CSD FULL REPORT AND NOT SUMMARIZED PREFERABLY DRAWN PRIOR TO THE CLOSING DATE MUST BE SUBMITTED BY BIDDERS.</p>		
ANNEXURE D	<p>QUALIFYING EXEMPTED MICRO ENTERPRISE (EME) – AND OR QUALIFYING SMALL ENTERPRISE (QSE) – MUST SUBMIT A VALID B-BBEE SWORN AFFIDAVIT (VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER) ACCOMPANIED BY CIPS BUSINESS REGISTRATION AND SHARE CERTIFICATE. IN CASE OF JOINT VENTURE TO CLAIM POINTS, A CONSOLIDATED B-BBEE CERTIFICATE ISSUED BY AN ACCREDITED VERIFICATION AGENCY, IRRESPECTIVE OF THE SIZE OF THE COMPANIES INVOLVED IN A JOINT VENTURE MUST BE SUBMITTED. THE DEPARTMENT CANNOT ACCEPT JOINT VENTURE AFFIDAVIT.</p>		
ANNEXURE E	<p>IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?</p>		

4. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 DEFINITIONS

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN –

- a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (**"THE INTERIM CONSTITUTION"**) AND OR
- b) WHO IS A WOMAN, AND / OR
- c) WHO HAS DISABILITY

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER".

4.4 **"A WOMAN"** REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 **"DISABILITY"** REFERS TO A PERSON WITH A PERMANENT PHYSICAL DISABILITY, MENTAL DISABILITY, AWARENESS DISABILITY, WHICH LEADS TO CONFINEMENT OR DISABILITY, OR THE INABILITY TO PERFORM BODILY FUNCTIONS IN THE MANNER OR WITHIN THE CAPACITY OF A NORMAL PERSON.

4.6 **"HDI EQUITY OWNERSHIP"** REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.7 **"BLACK PEOPLE"** IS A GENERIC TERM WHICH MEANS AFRICANS, COLOURED AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.8 **"SMALL ENTERPRISE"** MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.9 **"YOUTH"** IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE.

4.10 **"EXEMPTED MICRO ENTERPRISE (EME)"** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE

WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.11 "QUALIFYING SMALL ENTERPRISE (QSE)" IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.12 "SPECIFIC GOALS" REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

4.13 80 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

a)	TENDER PRICE	:	80 POINTS	} SPECIFIC GOALS - MAXIMUM OF 20 POINTS
b)	WOMEN OWNERSHIP	:	06 POINTS	
c)	BLACK OWNERSHIP	:	12 POINTS	
d)	SMME'S (EME OR QSE)	:	02 POINTS	

TOTAL **100 POINTS**

4.14 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

4.15 TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

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

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.16 SPECIFIC GOALS

4.16.1 % OWNED BY PEOPLE WHO ARE WOMEN

A MAXIMUM OF SIX (06) POINTS WILL BE AWARDED TO A TENDERER WHO IS A WOMAN. EQUITY OWNERSHIP FOR WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE B ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

% OF ENTERPRISE OWNED BY WOMEN-----%

THUS, POINTS AWARDED: $6 \times \frac{\% WO}{100} =$

4.16.2 % OWNED BY BLACK PEOPLE

A MAXIMUM OF TWELVE (12) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE. **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE C ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED: $12 \times \frac{\% BO}{100} =$

4.17 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE? **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE D ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

YES = 2 POINTS

NO = 0 POINT

4.18 THE DEPARTMENT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.19 INFORMATION ON THE DETAILED **CSD FULL REPORT (DIRECTORS / SHAREHOLDERS)** SHOULD BE THE SAME AND SUPPORTED BY **COPIES OF IDENTITY DOCUMENTS AND COMPANY REGISTRATION DOCUMENTS / SHAREHOLDER CERTIFICATES.**

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- IF TWO OR MORE TENDERES SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

6. DELIVERIES

- ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (**IN DAYS**) FROM THE DATE AN ORDER IS ISSUED

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE DEPARTMENT OF TOURISM (DEPARTMENT) SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

THE DEPARTMENT MAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE DEPARTMENT MAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE DEPARTMENT MAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

YOU FURTHER GRANT THE DEPARTMENT EXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

7.4 DUTY OF CARE

THE DEPARTMENT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

7.5 EXEMPTION FROM LIABILITY

THE DEPARTMENT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL) AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

NO	SCOPE OF WORK: IMPLEMENTATION OF ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) FOR 25 CHEFS IN KWAZULU NATAL	QUANTITY	AMOUNT
1.	<ul style="list-style-type: none"> Artisan Recognition of Prior Learning (ARPL) for 25 Chefs The Service Provider should meet all the requirements listed in the Terms of Reference attached. <p>NB: THE SERVICE PROVIDER SHOULD READ AND UNDERSTAND THE TERMS OF REFERENCE AS IT IS THE GUIDING DOCUMENT</p>	1	
	TOTAL PRICE EXCLUDING VAT		
	VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)		
	GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)		

NB: FAILURE TO SUBMIT DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.



MS MMADITONKI SETWABA

DESIGNATION: DDG: TSSS

DATE: 18/08/2023

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....



TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS IN WESTERN CAPE PROVINCE.

1. BACKGROUND & CONTEXT

- 1.1. The skills audit conducted in the development of the Tourism Sector Human Resource Development Strategy revealed that career progression in the tourism sector is very slow. On average, an employee remains in one position for 7 to 10 years.
- 1.2. The contributing factor to the slow career progression in the tourism sector is attributed to the lack of formal education for many tourism employees.
- 1.3. The Recognition of Prior Learning (RPL) project seeks to address the challenge of slow career progression in the tourism sector, targeting the Chefs profession.
- 1.4. The main objective of the RPL project is to assist Chefs with extensive experience, but limited formal education, to obtain relevant and applicable qualifications.
- 1.5. This project supports the Tourism Sector Recovery Plan (TSRP) by focusing on the reskilling and upskilling required to support the implementation of recovery interventions and priorities.

2. AIM

- 2.1. This assignment aims to recognize the prior learning of Chefs in order for them to obtain formal qualification (Chef occupational qualification (SAQA ID 101697) through the appointment of the accredited assessment centre / trade centre.

3. SCOPE OF WORK & APPROACH

This depicts the envisaged process to complete the assignment. The project will have two phases i.e. RPL process and Trade Test

3.1. Project Management (on-going)

CONTEXT:

This project requires proactive project management to ensure that tasks are initiated on time, executed with professionalism and that outputs are of a superior

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TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

technical quality and delivered within budget. It is envisioned that three-project management team (PMT) meetings will be held. These include the inception meeting, an interim meeting and a closeout meeting. The inception meeting will be used to discuss the scope of the assignment in more detail and to finalize the project plan.

The inception meeting will include conducting a brainstorming session with the PMT to identify key participants for the project. The interim meeting will be used to report on progress and the close out meeting will be used to present final deliverables and reflect on learnings.

The project management team will consist of project managers from Department of Tourism and the lead consultant. There should be consistent communication between the service provider and the Project Manager at Department of Tourism. The responsibilities and functions of the Service Provider will include providing technical input on the project and project progress. The experts ought to provide overall quality assurance of the work and to report any changes made regarding personnel, approach and activities to complete assignment.

3.2. Recruit and select the participants.

CONTEXT:

This work entails the recruitment and selection of the project beneficiaries within the profession in Western Cape Province.

TASKS:

- Identify, recruit and select candidates.
- Conduct induction workshop/meeting.
- Assess the prior learning of the candidates.
- Explain the RPL process to the candidates and assist for preparation for assessment (induction)
- Submit necessary documents to Culture, Arts, Tourism, Hospitality Sports, Sector Education and Training Authority (CATHSSETA) and Quality Council for Trades and Occupations (QCTO) in preparation for the trade test.
- Submit necessary documents of results to National Artisan Moderation Body (NAMB) for approval and certification.

OUTCOMES AND QUALITY INDICATORS:

- It is evident that the outputs are of a superior technical quality and have been quality reviewed to ensure editing, formatting and referencing of a high standard.

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TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

3.3. Assess the candidates Recognition of Prior Learning (RPL) for the Occupational Qualification Chef.

CONTEXT:

- The aim is for the assessment /Trade Test Centre to assess the candidates for awarding of the Occupation Certificate: Chef NQF Level5.

PROJECT DELIVERABLES:

- Inception report (inclusive of inception minutes) with project plan.
- List of selected candidates
- Attendance registers for the induction
- Report on first assessment
- Report on trade test and final assessment
- Graduation ceremony for awarding certificates.

OUTCOMES AND QUALITY INDICATORS:

- The work done is highly detailed and fair recognition of prior learning is given.
- It is evident that the outputs are of a superior technical quality and have been quality reviewed.

4. DURATION OF CONTRACT AND TIMEFRAMES FOR DELIVERY

The expected project deliverables and timelines are as follows:

Timeline for Delivery

September 2023 – March 2024

5. The Assessment Centre (trade test centre) requirements for conducting the ARPL for the Occupational Qualification Chef

- 5.1.** The Trade Test centre is accredited by the QCTO to conduct trade tests for the Occupational Qualification Chef, and the accreditation is valid for the duration of the project time.
- 5.2.** The Trade test centre needs to adhere to the criteria set out by NAMB in their application to become an accredited assessment centre, those include but are not limited to:

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TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

- The trade test area must be separated from the training area, only candidates and assessment practitioners attending trade tests must be allowed into the testing area
- Dedicated equipment for trade testing is available for the candidates
- Trade tests and moderations must not be conducted by the trainers who have conducted the artisan training to the same candidate or candidates
- The Centre is financially sustainable to manage ARPL for this project
- Suitably qualified staff is employed by the trade test Centre to conduct the trade tests, conduct internal moderations, and fulfil the administrative and recordkeeping functions.
- All required materials and consumables are available to conduct the trade test
- The trade test Centre complies with the Occupational Health and Safety regulations to ensure a safe and healthy environment for the candidates
- An efficient system for the safe keeping and destroying of all assessment documentation, including all evidence such as photographs
- All other requirements as set by NAMB and the QCTO must be adhered to and be up to date.

6. PROJECT TEAM

It is envisioned that the assignment will require an estimated period of six months. The project team requirements are as follows:

6.1. PROJECT MANAGER

RESPONSIBILITIES:

- Responsible for the overall project management including liaising with the department to report project progress, project monitoring etc.
- Provides overall quality assurance and oversight for the project team.
- Report all progress and challenges to the department for intervention or resolution
- Ensure all processes as set out by the QCTO, NAMB and CATHSSETA are adhered to
- Ensure that all assessment and moderation practices are adhered to as per the regulations

QUALIFICATIONS:

- Relevant qualification degree / diploma in Culinary, Hospitality or related field; and
- Experience in Project Management and Leadership.

SKILLS AND EXPERIENCE:

- Minimum five years years of experience in culinary or hospitality studies.

SN

TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

- Very good communication and report writing skills.
- Very good project management, analysis and coordination skills.
- Very good understanding and knowledge of South Africa's culinary environment.
- Very good client relation understanding, stakeholder coordination, consultation and management for both non-governmental and governmental stakeholders.
- Knowledge and understanding of South Africa's ARPL regime.

6.2. ASSESSOR/S

RESPONSIBILITIES:

- To administer and conduct all assessments as they are prescribed by the NAMB for the Chef Occupational Qualification.

QUALIFICATIONS:

- Must have the Occupational Certificate: Chef
- Trained as an assessor and recognised as competent to conduct assessment.

SKILLS AND EXPERIENCE:

- Must have two years industry experience
- Preferably employed by an accredited Trade Test Centre

6.3. MODERATORS

RESPONSIBILITIES:

- To conduct moderations of trade tests in the form and manner required by NAMB

QUALIFICATIONS:

- Occupational Qualification certificate
- Trained as a moderator and recognised by NAMB as competent to conduct moderation of trade test.

SKILLS AND EXPERIENCE:

- Two years' experience as a moderator for the Chef trade
- Preferably employed by an accredited Trade Test Centre

7. GAP CLOSURE

- 7.1. The Trade Test Centre will recommend gap closure to the candidates and take responsibility for gap closure of not more than 15%.

8. DISBURSEMENTS

TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

- 8.1. The service provider will make provisions for all necessary travel and logistic requirements in their proposal.
- 8.2. Service provider is required to make provision for costs relating to stakeholder engagement such as venues and catering. Note that all stakeholders will attend at their own costs.
- 8.3. Service provider is required to make provision for costs relating induction, gap closure sessions both theory and practical, also for trade test both theory and practical such as venues, catering, overnight accommodation, travel cost and graduation ceremony within their proposed budget. Accredited assessment / trade test centre will be appointed based on proof of accreditation with the QCTO and relevant assessment quality partners (AQP), proof of programme approval, technical ability and BBBEE requirements. Assessment centres who are not accredited with the QCTO and relevant assessment quality partner (AQP) will be disqualified.
- 8.4. The Service Provider should be located in the Western Cape Province.

9. CONTRACT

- 9.1. The intended duration of this project is six months from September 2023 to March 2024, with specific dates to be announced during project inception. The key elements outlined under the scope of work (preparation, information gathering and reporting), shall be delivered within this timeframe.

10. CONDITIONS OF BIDS

- 10.1 The Department of Tourism invites eligible and professional companies with local presence in South Africa to respond to the request for proposals for this work. Bidders must have very strong knowledge of South African Culinary and Hospitality related legislation and training policies.

The proposal should include, amongst others, the following:

- Project plan with achievable timeframes for each deliverable;
- Skills and relevant experience of project team made up of experts
- Ability to ensure continuity of staff on the project.

11. EVALUATION CRITERIA AND WEIGHTING

- 11.1 The Department will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act No 5 of 2000 (PPPFA) and (Preferential Procurement Regulation, 04 November 2022, Gazette Number 47452). The bid will be evaluated in the following phases:

Phase 1: Administrative Compliance

Phase 2: Functional / Technical Evaluation

TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

Phase 3: Price and Preferential goals

Phase 1: Administrative Compliance

- Signed Standard Bidding documents
- Valid Tax Clearance Certificate

Phase 2: Functional / Technical Evaluation

The Service Provider will be evaluated on functionality. The Bid documents will be evaluated individually on score sheet, by a representative evaluation panel according to the evaluation criteria indicated in the Terms of Reference. All bidders who scored at least 60 out of 100 for functionality will be considered for further evaluation. A bid proposal will be disqualified if it fails to meet the minimum qualifying score for functionality as per the bid invitation.

The following criteria will be used in particular as the criteria for appointment.

1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent

CRITERIA	DOCUMENTS TO BE SUBMITTED	WEIGHT
BIDDERS RELEVANT EXPERIENCE AND TRACK RECORD		
<p>The following scoring matrix will be used to evaluate this criterion:</p> <ul style="list-style-type: none"> • 0 - 1 years of experience = 1 • 2 -3 years relevant experience = 2 • 3 – 4 years relevant experience = 3 • 5 – 6 years of relevant experience = 4 • 7 and above years of relevant experience = 5 	<ul style="list-style-type: none"> - Company profile outlining relevant experience and track record. Please clearly index your profile. - Letter of accreditation from QCTO as a Skills Development Provider (SDB). - Letter of accreditation from QCTO as an Assessment Trade Centre. - Two reference letters on a letterhead of where similar services were rendered. The letters should not be older than five years. 	40

**TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO
IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.**

SKILLS AND RELEVANT EXPERIENCE OF PROJECT TEAM		
Project Manager capacity to deliver		
<p>Years of experience for the Project Manager</p> <p>0 – 1 =1</p> <p>1 – 2 =2</p> <p>3 – 4 = 3</p> <p>4 – 5 = 4</p> <p>5 and above =5</p> <ul style="list-style-type: none"> • Relevant qualification degree / diploma in Culinary, Hospitality or related field; and • Experience in Project Management and Leadership. • Minimum five years of experience in culinary or hospitality field. • Very good communication and report writing skills. • Very good project management, analysis and coordination skills. • Very good understanding and knowledge of South Africa's culinary environment. • Very good client relation understanding, stakeholder coordination, consultation and management for both non-governmental and governmental stakeholders. • Knowledge and understanding of South Africa's RPL regime. • Very good client relation understanding, stakeholder coordination, consultation and management for both non-governmental and governmental stakeholders. • Knowledge and understanding of South Africa's RPL regime. 	<p>Attach a CV and certified copies of relevant qualifications of the project manager.</p>	<p>10</p>
Assessor/s must be subject matter expert/s and attach an assessor certificate		

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**TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO
IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.**

(1 Assessor: 5 learners)		
<p>1 Assessor = 1 2 Assessors = 2 3 Assessors = 3 4 Assessors = 4 5 Assessors = 5</p> <ul style="list-style-type: none"> • Must have the Occupational Qualification Chef certificate • Trained as an assessor and deemed competent to conduct assessment and trade test by NAMB • Attach a CV showing two years industry experience 	<p>Attach a CV, Occupational Qualification Chef certificate and Accreditation letter by NAMB.</p>	10
Moderator/s must be registered as moderator		
<p>The following scoring matrix will be used to evaluate this criterion:</p> <p>0 – 1 Moderator = 1 2 – 3 Moderators = 3 4 – 5 Moderators = 5</p> <ul style="list-style-type: none"> • Must have the Occupational Qualification certificate • Trained as a moderator and recognised by NAMB as competent to conduct moderation of trade test. • Must have two years industry experience 	<p>Attach a CV, Occupational Qualification Chef certificate and Accreditation letter by NAMB.</p>	10
METHODOLOGY AND APPROACH FOR THE PROJECT TO BE UNDERTAKEN		
<p>Proposed methodology and project implementation plan:</p> <ul style="list-style-type: none"> • Proposal not likely to meet any of the requirements of the programme = 1 	<p>Bidder must attach a comprehensive project plan outlining how the project will be delivered including both</p>	30

TERMS OF REFERENCE TO APPOINT THE SERVICE PROVIDER TO IMPLEMENT RECOGNITION OF PRIOR LEARNING FOR CHEFS.

<ul style="list-style-type: none"> • Proposal that likely to meet some of the requirements of the programme =3 • Proposal that provides a comprehensive programme, detailed implementation plan with time frames = 5 	<p>theoretical and practical phases of the project.</p> <p>The proposal must include the organogram with clear roles of the project team.</p> <p>The proposal should further include the timelines and payment milestone linked to deliverables.</p>	
Total Weight		100 points
Minimum threshold on technical evaluation is 60 points (<i>bidders not meeting this threshold will be disqualified</i>).		

Phase 3: Price & Preferential goals

Contract will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (Preferential Procurement Regulation, 04 November 2022, Gazette Number 47452).

Area	Points
Price	80
Preferential goals	20 Women ownership – 06 points Black ownership - 12 points SMME's (EME or QSE) - 02 points <div style="float: right; margin-top: -40px;"> } MAX 20 POINTS </div>

12. REPORTING

The appointed Service Provider will report to the Director: Tourism Sector Human Resource Development and Governance. The report will and not be limited to Adhoc activities, monthly and close-out or annual report and expenditure report. The Service Provide shall compile the report that will be approved by the Director

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before it can be sent to the Deputy Director General. The report shall outline among other matters and the status on the implementation of the project.

13. RULES OF BIDDING

The Department of Tourism reserves the right not to award the bid/project/contract.

- The Department of Tourism reserves the right to call for interviews with short-listed bidders before final selection.
- Presentation may be required by the Evaluation Committee for this project, and in that case, the Bidders doing presentation will be evaluated individually on the score sheet by the evaluation panel on the same evaluation criteria.
- The Department of Tourism reserves the right to negotiate price with the preferred bidder.
- Late submissions will not be considered.
- A presentation to the bidders outlining certain aspects of the project shall be made by the designated Department of Tourism officials.

14. DOCUMENTS TO BE SUBMITTED

- Company profile and proposals
- Original Tax Clearance Certificate
- Copies of any Shareholders agreement
- ID copies of Shareholder/Directors
- A copy of the current memorandum and articles of association of the company or constitutional documents of the company
- Letter of registration as an assessment centre
- BBBEE Credentials
- Declaration of interest
- Declaration statement

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