



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION PRICE QUOTATIONS: **RFQ488/2025**

INSTRUCTIONS:

- All Request for Quotations (RFQ) responses **MUST** be accompanied by the attached **SBD 1, SBD 3.1, SBD 4, SBD 6.1 & POPIA** consent form fully completed and signed. (Only the attached SBD Forms must be returned).
- Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (where applicable), and thereafter 80/20-points scoring basis. 80 points price and 20 points for specific goals.
- Bidders who wish to claim points for specific goals applicable for this **RFQ**, must ensure that the SBD 6.1 claim form is completed. Proof or evidence for claiming points for specific goals as **stipulated on the SBD 6.1**.
- For local production and content as determined by DTI, suppliers should submit completed and signed SBD 6.2 as well as **annexure C**.
- **Quotation should be dated and signed on the company's letterhead.**
- Quotations should be valid for a minimum period of 90 days from the date of the quotation.
- All prices quoted must be VAT inclusive, service providers who are not registered for VAT must indicate this clearly on their quotation.
- For construction/maintenance/alterations related services submit proof of **CIDB registration**.
- Late responses will not be considered.
- **All Quotation responses MUST be submitted via email below**

DETAILS OF SUPPLIER

SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:			

SUBMIT QUOTATION TO:

NAME & SURNAME:			
TEL NO:		EMAIL:	quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):	15 December 2025		
CLOSING TIME FOR QUOTATION(S):	11h00		
DELIVERY ADDRESS FOR GOODS /SERVICES	123 Francis Baard Street – DHET Offices Pretoria		
COMPULSORY BRIEFING SESSION	10 December 2025	TIME: 10h00	
BRIEFING SESSION VENUE	Room 935 – Department of Higher Education and Training – 117 -123 Francis Baard Street Pretoria		
QUOTATION VALIDITY PERIOD	90 DAYS		

PLEASE QUOTE ON THE FOLLOWING ITEM(S)

NO.	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO:		

<ul style="list-style-type: none"> • PROVIDE A COMPREHENSIVE NEEDS ANALYSIS FOR A DATA MANAGEMENT SYSTEM (COMMUNITY EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM - CETMIS) <ul style="list-style-type: none"> • DEVELOP SPECIFICATIONS FOR THE DATA MANAGEMENT SYSTEM AND • DEVELOP A STANDARD OPERATING PROCEDURE FOR THE OPERATIONALISATION OF THE DATA MANAGEMENT SYSTEM 		
01	SEE ATTACHED TERMS OF REFERENCE	

- Please put the RFQ number on the subject line when sending the quotation and required documents.
- Please make sure you attach your signature, date and validity period on the quotation.
- The Department reserves the right to verify the information provided by the bidders and also confirming the financial capacity and the ability of the shortlisted bidders.
- Bidders MUST quote all items on the request form, failure to do so may lead to disqualification.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR TENDER

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO:

- PROVIDE A COMPREHENSIVE NEEDS ANALYSIS FOR A DATA MANAGEMENT SYSTEM (COMMUNITY EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM - CETMIS)
- DEVELOP SPECIFICATIONS FOR THE DATA MANAGEMENT SYSTEM AND
- DEVELOP A STANDARD OPERATING PROCEDURE FOR THE OPERATIONALISATION OF THE DATA MANAGEMENT SYSTEM

RFQ NUMBER: **RFQ488/2025**

Date Issued: **05 DECEMBER 2025**

Closing date and time: **15 DECEMBER 2025 at 11:00**

Bid Validity Period: **90 days.**

quotation@dhet.gov.za

Department of Higher Education and Training

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REQUEST FOR TENDER

Terms of Reference for the appointment of a suitable service provider to :

- Provide a comprehensive needs analysis for a data management system (Community Education and Training Management Information System - CETMIS)
- Develop specifications for the data management system and
- Develop a standard operating procedure for the operationalisation of the data management system
- **Bidders must be made aware that this tender is not about the development of the data management system, but the development of the needs, specifications and overall design of the architecture for the system.**

PART A – INFORMATION ON THE TENDER

1. BACKGROUND

- 1.1 The current institutional landscape was inherited as a result of the shifting of the Adult Education and Training (AET) functions in 2015 from The Department of Basic Education to The Department of Higher Education and Training. As a result of this shifting, Community Learning Centres (CLCs) and Satellite Centres (SCs) were established as learning sites across the width and breadth of the country.
- 1.2 As a consequence of the inheritance of the CLCs and SCs from the Department of Basic Education (DBE), most of those learning sites do not have physical infrastructure of their own. From the information made available, the number of CLCs and SCs that are wholly owned by community colleges is currently at around 5%. The overwhelming majority of the learning sites are hosted at DBE schools or faith-based organisations' facilities. The paucity of physical infrastructure across the landscape is a major consideration in any future deployment of Information Communications Infrastructure (ICT).
- 1.3 Related to the lack of physical infrastructure is the poor deployment of ICTs at the learning sites, which has hindered the marketability of the Community Education and College sector. In addition, South Africa has fully embraced the idea of the Fourth Industrial Revolution as the torchbearer for the future. This implies that ICT skills will become the norm in any kind of career in the future.

- 1.4 The investment in ICTs by all educational institutions has thus become paramount. Educational institutions that do not embed ICT offerings are fast becoming a misnomer in the stride being made towards automation and robotising economies. Currently, the deployment of ICT infrastructure in CET colleges stands at 16%, meaning that the majority of learning sites do not have ICT infrastructure for administration and teaching purposes. This renders our learning sites unattractive to students as they prepare them for the world of work.
- 1.5 Related to the poor deployment of ICTs is the non-availability of internet connectivity at the centres. Internet connectivity is the bloodstream of ICT as it provides access to search engines and valuable instructional material without which the movement towards the Fourth Industrial Revolution (4IR) becomes futile. Currently, the deployment of internet connectivity at the learning sites is at 6% across the landscape, with the majority of beneficiaries located at three colleges, viz, Mpumalanga, Gauteng and the Western Cape Community Education and Training Colleges.
- 1.6 The observations made above foreground the indigent nature of Community Education and Training (CET) Colleges whilst simultaneously highlighting the unequal distribution of resources in relation to indicators of success in the performance of the sector, as enjoined by the National Development Plan. The unequal distribution of resources positively correlates with the urban-rural divide.

2. PROBLEM STATEMENT

- 2.1 *The White Paper for Post School Education and Training, 2013*, proposes a post-school distance education system predicated on the creation of an open-learning education system. The assumption about this system of learning is the deployment of connectivity for students made available through open education resources.
- 2.2 The White Paper further posits that ICT is increasingly becoming a critical ingredient for meaningful participation in a globalised world and further that it is an indispensable component for effective education provisioning through the creation of open learning opportunities. As such, ICT infrastructure should be extended equitably to all post-school students through the implementation of bandwidth, cloud services and affordability of end-user mobile devices such as laptops, tablets and smartphones.
- 2.3 In accord with the *National Plan for the Implementation of the White Paper for Post-School Education and Training System (CET sector plan)*, the path towards

the realisation of the CET system's vision, is through the deployment of ICT. This entails increasing the usage of broadband and other ICTs by addressing infrastructure development, cost, and other issues related to accessing ICT.

- 2.4 The *CET Sector Plan* further proposes that all 9 CET colleges should be equipped with ICT infrastructure and that the 54 pilot centres should be provided with modern ICT infrastructure, systems and connectivity. The latter should ultimately lead to the installation of Local Area Network (LAN) and Wide Area Network (WAN) in order to enable students, lecturers and management to have access to e-mail and the internet by 2021.
- 2.5 **Despite all the exhortations by the policies cited above, the deployment of ICTs at the CET colleges remains meagre. This calls for a recalibration of ICT needs analysis at the colleges as well as well as a Strategy for Digitalisation of CET Colleges as relates to a comprehensive data management system to cater for all modules necessary.**
- 2.6 The end product of the process for digitalisation is the creation of a seamless data system referred to the Community Education and Training Management Information System (CETMIS) that will feed into the departmental Higher Education and Training Management Information System (HETMIS), in line with the digitalisation strategy of the Department of Higher Education and Training (DHET).

3. PURPOSE OF THE QUOTATION

- 3.1 The purpose of the tender is to provide:
 - 3.1.1 A comprehensive needs analysis for a data management system (Community Education and Training Management Information System - CETMIS)
 - 3.1.2 Specifications for the data management system and
 - 3.1.3 Standard Operating Procedure for the management and operationalisation of the data management system.
 - 3.1.4 Bidders must be made aware that this is not about the development of the data management system, but the development of the needs, specifications and overall design of the architecture for the system.

4. SCOPE AND DEFINITION OF WORK

The successful service provider will be expected to:

- 4.1 Study the current data management system, its strengths and flaws and determine the scoping for a comprehensive system. The scoping should include the modules as discussed with the Branch officials.
- 4.2 Develop specifications for the envisaged data management system (Community Education and Training Management Information System - CETMIS). The specifications should embed all the data elements including the modules identified.
- 4.3 Develop a Standard Operating Procedure that will guide on the roles and responsibilities of all the users in the learning sites, colleges, regions and the Branch at National Office.
- 4.4 Develop related user documentation and comprehensive system documentation for the system.

5. DELIVERABLES

- 5.1 A needs analysis for a data management system (Community Education and Training Management Information System - CETMIS).
- 5.2 Specifications for the data management system.
- 5.3 Standard Operating Procedure for the management operationalisation of the data management system.
- 5.4 Develop related user documentation for the system as discussed with officials of the Branch.

6. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS, AND KNOWLEDGE

- 6.1 Minimum qualifications requirement.
 - 6.1.1 Training and qualifications that indicate the staff members' collective skills needed in executing the tasks in the project. Qualifications and training includes but are not limited to:
 - a) Accredited (including RPL) Project Management qualification; and
 - b) Accredited (including RPL) Software development qualification.
- 6.2 Knowledge, skill, and experience
 - 6.2.1 Service Provider must have staff that has in-depth knowledge and experience in:
 - 6.2.1.1 Project management;
 - 6.2.1.2 Programming in .Net language;

- 6.2.1.3 Relational Database Management System;
- 6.2.1.4 System testing and documentation;
- 6.2.1.5 Helpdesk support and management;
- 6.2.1.6 Understanding and experience in statistical data;
- 6.2.1.7 Business analysis;
- 6.2.1.8 Systems development

7. APPROPRIATE METHODOLOGIES

- 7.1 Provide a comprehensive needs analysis for a data management system (Community Education and Training Management Information System - CETMIS).
- 7.2 Outline the methodology and/or standard operating procedures that will be used to implement project requirements.
- 7.3 Provide specifications for the data management system.
- 7.4 Outline the Standard Operating Procedure for the management and operationalisation of the data management system.
- 7.5 Develop related user documentation and system documentation for the system as discussed with officials of the Branch.

8. DURATION OF THE CONTRACT

- 8.1 The successful bidder will be appointed to render the requisite service portfolio for a period of four months.
- 8.2 Work will start on signing the service provider contract and the processing of an order.

PART B – LEGISLATIVE FRAMEWORK

1. TAX LEGISLATION

- 1.1. Bidders must be vigilant of compliance measures and requirements when submitting a proposal to the Department and remain compliant in terms of all applicable tax legislation for the entire contract period, including but not limited to the application parameters of the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 1.2. It is a pre-condition of this bid document that the tax affairs of the successful bidder will be subservient to applicable Tax legislation, or that satisfactory

arrangements have been made with the South African Revenue Service (SARS) in meeting the bidder's pending tax obligations.

- 1.3. The relevant tax compliance status requirements are also applicable to any foreign bidders / individuals who wish to participate during the bidding process.
- 1.4. It is a requirement that bidders when submitting a bid, provide written confirmation that SARS may on an ongoing basis and for the duration of the tenure of the contract, disclose the bidder's tax compliance status. By the very act of submitting a bid, such a confirmation is thus also deemed to have been granted by the potential bidder.
- 1.5. Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to the submission of bidding documentation and National Treasury will accordingly verify the bidder's tax compliance status through screening of the requisite information provided on the Central Supplier Database.
- 1.6. Where consortia /joint ventures and/or sub-contractors are involved in the bidding process, each party must be registered individually on the Central Supplier Database and their tax compliance status will accordingly be verified by National Treasury through the Central Supplier Database.

2. PROCUREMENT LEGISLATION

The Department utilises an evaluation methodology premised on Treasury Regulation 16A3 promulgated phased under Section 76 of the *Public Finance Management Act, 1999 (Act, No. 1 of 1999)*, the *Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000)*; the *Preferential Procurement Regulations, 2022* and the *Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003)*.

3. TECHNICAL LEGISLATION AND/OR STANDARDS

Bidder(s) should at all times be cognisant of the relevant legislation and/or standards specifically applicable to the service portfolio to be rendered in terms of this tender.

PART C – THE BIDDING PROCESS

1. TIMELINE OF THE BID PROCESS

- 1.1. The validity period and possible withdrawal of offers, subsequent to the closing date and time of this tender is 240 days. The relevant project timeframes in terms of this bid are indicated as follows:

Activity	Due Date
Advertisement of the bid via the Department e-tender portal / Department's website	05 December 2025
Compulsory briefing session	10 December 2025 Time: 10:00am Venue: Room 935 Department of Higher Education and Training :117 -123 Francis Baard Street Pretoria.
The bid closing date	15 December 2025 at 11:00

- 1.2. All dates and times in this bid are determined in accordance with South African standard time.
- 1.3. Any time or date reflected in this bid is subject to change at the Department's discretion. The determination of a time or date in this bid does not presuppose an obligation on the part of the Department in taking action or creating by any manner rights in terms of which bidders may demand that specific action(s) be undertaken on the date(s) accordingly reflected in this bid. The bidder therefore accepts that, in the event of the Department extending the deadline for bid submissions (the closing date) based on and influenced by whichever circumstance, the conditions and requirements attached to this bid remain unaltered and apply equally with regard to the revised deadline.

2. COMPULSORY BRIEFING SESSION

- 2.1 A compulsory virtual briefing session for all prospective bidders will be held physically at the Department of Higher Education and Training Offices.
- 2.1. No reimbursement of expenses incurred by prospective bidders to attend the session will be possible.
- 2.2. Failure to attend the compulsory briefing session will result in disqualification of a proposal.

3. CONTACT AND COMMUNICATION

- 3.1 All the Technical and Administrative communications must be made in writing to Supply Chain Management, via email at quotation@dhet.gov.za. The delegated office of the Department is entitled to communicate with Bidders whenever further clarity is sought regarding information provided in bid proposals. No Communication will be accepted after the Briefing Session date.
- 3.2 Any communication by Bidders addressed to or with an official or person acting in an advisory capacity on behalf of the Department, in so far as it has relevance to bid proposal, during the period commencing from the bid closing date and that of awarding of the tender is strongly discouraged.
- 3.3 While due care has been taken regarding the finalisation of this bid, the Department duly makes no representations or provides any warranty that the contents thereof, or any part of the information accordingly communicated or provided to Bidders during the bidding process is accurate, current and/or complete. The Department and its employees/advisors therefore will not be liable in relation to any information communicated and proves to be inaccurate, outdated and/or incomplete.
- 3.4 In the event of bidders reasonably believing there to be substantive discrepancy, ambiguity, error or inconsistency contained in this bid or any part of other information provided by the Department (excluding any minor clerical matters), bidders must promptly bring such a discrepancy, ambiguity, error or inconsistency, in writing, to the attention of the Department before the closing date with the aim of affording the Department an opportunity to consider the issue(s) and where required, take the requisite corrective action.
- 3.5 All bidders (including any other relevant persons) obtaining or receiving the bid and/or any other information in relation to the bid or the tender process are obliged to keep the entire contents of the bid and all related information confidential and may not disclose or use the information in any other manner than for the express purpose of developing a proposal in response to this bid.
- 3.6 Any actual discrepancy, ambiguity, error or inconsistency in relation to the bid or part of any other information provided by the Department will, where possible, be corrected and the revised documentation be published.

4. LATE BIDS

- 4.1. Bids received at the address indicated in the bid documents after the specified closing date and time, will not be accepted for consideration and where practical, will be returned unopened to the bidder(s).

5. COUNTER CONDITIONS

- 5.1. Bidders are advised that subsequent **amendments to any of the Bid Conditions, the proposals of any counter conditions by bidders or qualifications made in respect of the Bid Conditions shall result in the immediate disqualification of such bids.** Bidders should therefore adapt their standard conditions in line with those that are issued by the Department.

6. FRONTING

- 6.1. The Department supports the spirit of broad - based black economic empowerment and recognises that true empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and garnering opportunities in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department strongly condemns any form of fronting.
- 6.2. The Department, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations in determining the accuracy of the representations made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be determined during such an enquiry/investigation, the onus rests on the bidder/contractor to prove that the allegation of fronting does in fact not exist. Failure to do so within a period of 14 days and determined from the date of notification may invalidate the bid/contract and also result in the restriction of the Bidder/contractor to conduct business with the public sector for a subsequent period of up to ten

years and in addition to any other actions the Department may have at its disposal and accordingly wish to institute against such bidders/contractors.

7. SUPPLIER DUE DILIGENCE

- 7.1. The Department reserves the right to conduct due diligence on suppliers prior to final awarding of the contract, or on an occasional basis during the implementation of the mandated contract period. These actions may also include site visits and requests for the provision of additional information.

8. SUBMISSION OF PROPOSALS

- 8.1. Bid documents must be submitted electronically to the below e-mail address on or before the **closing date** and **time**.

Closing Date: 15 December 2025

Closing Time: 11:00

Submission e-mail: quotation@dhet.gov.za

- 8.2. Bid documents will only be considered if received by the Department before or on the closing date and time.
- 8.3. Bidders are requested to initial the bottom right-hand corner of each page of the tender document. On pages where bidders are required to provide full signatures, initialling at the bottom of these pages is not required.

9. PHASES OF EVALUATION

- 9.1. The Department has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.
- 9.2. The minimum standards consist of the following criteria:

Pre-qualification Criteria (Phase 0)	Technical Evaluation Criteria (Phase 1)	Price and specific goals Evaluation (Phase 2)
Bidders must submit all documents as outlined in paragraph 9.3 below. Only bidders that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 70 points out of 100 points to proceed to Phase 2 (Price and specific goals considerations).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the threshold of 70 points .

9.3. Phase 0: Pre-Qualification Criteria:

9.3.1. Required Documents (*in case*)

- 9.3.1.1.** Proof of company registration on Central Supplier Database Registration (CSD).
- 9.3.1.2.** In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted. The agreement must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium.
- 9.3.1.3.** Duly completed and signed pricing schedule: SBD 3.1
- 9.3.1.4.** For unincorporated consortia / joint ventures and/or sub-contractors, each party must be registered individually on the Central Supplier Database and their tax compliance status will accordingly be verified.
- 9.3.1.5.** For incorporated consortia / joint ventures and/or sub-contractors, the bidder must be submitting proof of Central Supplier Database registration and tax compliance status will accordingly be verified.

9.3.2. Documents required for Administrative Compliance

- 9.3.2.1. Duly completed and signed invitation to bid – SBD 1
- 9.3.2.2. Duly completed and signed declaration of interest–SBD 4
- 9.3.2.3. Duly completed and signed preference Point Claim Form – SBD 6.1
- 9.3.2.4. Duly completed and signed POPI Act form to utilise information contained in documents for procurement purpose.
- 9.3.2.5. CSD report to verify tax compliance status.

9.4. **Phase 1: Technical Evaluation Criteria = 100 points:**

- 9.4.1. All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.
- 9.4.2. Only Bidding companies that have fully met the Pre-Qualification Criteria in Phase 0 will accordingly be evaluated in Phase 1 for determination of functionality.
- 9.4.3. Bidding companies will be evaluated on an overall score of 100 points.
- 9.4.4. The Department as part of on-site reference checks for allocating points, will at its own discretion choose a site at one of the bidding company's clients for validation of the services rendered. The choice of site will remain Department's sole discretion.
- 9.4.5. Bidders are required to score a minimum of **70 points** to proceed to **Phase 2: Price and specific goals Evaluation**
- 9.4.6. **Phase 1: Technical Evaluation Criteria:** The bidders' information will be scored according to the points determination system.
- 9.5. **Phase 2: Price and specific goals Evaluation (80 + 20) = 100 points:**

- 9.5.1. Only prospective bidders that have attained the **70-points allocation** threshold in phase 1 will subsequently progress for evaluation in phase 2 in relation to pricing options and **specific goals** qualification criteria.
- 9.5.2. The following formula must be used to calculate the points out of 80 for price in respect of a tender with a rand-value equal to or below R50 million, inclusive of all applicable taxes:

9.5.3. **Stage 1 - Price Evaluation (80/90 Points):**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where-

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmin

= Price of lowest acceptable tender

9.5.4. Stage 2 – Specific goals (20 Points):

9.5.4.1. A maximum of 20 points may be awarded to a bidder for specific goals specified in the tender.

9.5.4.2. The points scored for specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

9.5.4.3. The table below provides the specific goals, its criteria of measurement and the proof to be offered by tenderers for a tenderer to qualify for 20 points:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT									
NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54			specify	
			60%-74% black owned	40.00	4.43				
			51%-59% black owned	30.00	3.32				
			0-50% black owned	10.00	1.11				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32			specify	
			60%-74% women owned	20.00	2.22				
			51%-59% women owned	10.00	1.11				
			0-50% women owned	5.00	0.55				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03			specify	
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		Copy of CIPC (Companies and Intellectual Property Commission) shareholder	Y	N
			75%-99% youth owned	15.00	1.66			specify	
			60%-74% youth owned	10.00	1.11				
			51%-59% youth owned	5.00	0.55				

			0-50% youth owned	2.50	0.28		registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	
			None	0.00	0.00			
5	Develop ment of SMMes	RDP 3.10; 3.1.4	EME	50.00	5.54		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y N specify
			QSE	20.00	2.22			
			GEN	0.00	0.00			
			None	0.00	0.00			
TOTAL				180.50	20.00			

9.5.4.4. A tenderer must submit proof or evidence for claiming points for specific goals as indicated above. A bidder must also complete a preference form (SBD 6.1) in detail to claim points for specific goals.

9.5.4.5. A tenderer failing to submit proof or evidence may not be disqualified but-

9.5.4.5.1. May only score 0 point out of 80 for price; and

9.5.4.5.2. Score 0 points out of 20 for specific goals.

9.5.4.6. The points scored by a tenderer for specific goals must be added to the points scored for price for total points.

9.5.4.7. The points scored must be rounded off to the nearest TWO decimal places.

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none"> Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none"> Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none"> Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none"> Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMes	<ul style="list-style-type: none"> BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

10. MANDATORY BID DOCUMENTS

TABLE 1: DOCUMENTS TO BE SUBMITTED FOR PRE-QUALIFICATION:

Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission of completed and signed documents may result in disqualification
Popi Act Form		Complete and sign the attached <i>pro-forma</i> document
Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission of completed and signed documents may result in disqualification
Tax Compliance Status Confirmation	YES/NO	<ul style="list-style-type: none"> i. Written confirmation that SARS may on an ongoing basis during the period of the contract disclose the bidders tax compliance status. ii. Proof of Registration on the Central Supplier Database iii. Vendor number iv. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest – SBD 4;	YES/NO	Complete and sign the attached pro-forma documents.
Pricing Schedule – SBD 3.1	YES/NO	Complete and sign the attached pro-forma documents
SBD 1	YES/NO	Complete and sign the attached pro-forma documents
General Conditions form – SBD 6.1	YES/NO	Complete and sign the attached pro-forma documents
Registration on the Central Supplier Database (CSD Report)	YES/NO	<ul style="list-style-type: none"> i. The bidder must be registered as a service provider on the Central Supplier Database (CSD). If not registered proceed with completing the company registration prior to submission of the proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. ii. Submit proof of registration.
Pricing Schedule (Bidder only)	YES/NO	Submit full details of the pricing proposal.

- 1.1.1 Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.
- 1.1.2 During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.

- 1.1.3 Bidders' proposal may be disqualified as a result of non-submission and non- completion of the above mentioned documents.

11. JOINT VENTURES, CONSORTIUMS AND TRUST

- 11.1. A trust, consortium, or joint venture will qualify for points on evaluation of their Specific Goals status level as a legal entity, provided that the entity submits the requisite information as stated.
- 11.2. A trust, consortium or joint venture will qualify for points on evaluation of their Specific Goals status level as an unincorporated entity, provided that the entity submits their requisite, consolidated Specific Goals documents as if they were a group structure and on condition that such a consolidated is prepared for every separate bid application.
- 11.3. Bidding agencies must submit substantive proof of the existence of joint ventures and/or consortium arrangements. The Department will accept signed agreements as satisfactory proof for the existence of a joint venture and/or consortia arrangement.
- 11.4. Joint venture and/or consortia agreements must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium. The agreement must also clearly identify the lead partner that is accordingly provided with a power of attorney to bind the other co-parties in all matters pertaining to the joint venture and/or consortia arrangement.

1. CONTENT OF THE TECHNICAL SUBMISSION

The technical submission should include the following:

1.1. Cover Page

1.2. Mandatory documents

1.3. Introduction and Executive Summary

1.4. Company and contact information of the bidder, including all parties/team members to the consortium where applicable.

1.5. Exhibit 1: Appropriate Qualifications, Experience, Skills, And Knowledge

2.5.1 Bidding document must be accompanied by the curriculum vitae (CV) of each staff members who will be responsible for the fulfilment of the contract. Each CV must:

- a) Include certified copies of qualifications.
- b) clearly state the skills, knowledge and experiences in field of specialisation and post school education and training sector. The project manager will be responsible for managing the project and ensure the deliverables are accomplished in timeframe as per Service Level Agreement (SLA). The programmer and helpdesk support agent will be tasked with system enhancement, maintenance, and support.

1.6. Exhibit 2: Bidder's experience on Reference/testimonial letters

1.6.1. Provide credible referral/testimonial letter from organisations that the service provider has previously rendered services related to the development of a needs analysis for a data management system, development of specifications for a data management system as well as standard operating procedures for such a system. The service provider should also show evidence of the capacity for software development and support, database support and maintenance and project management (referral/testimonial letter must clearly indicate the type of service provided, timeframe, amount and whether the work was successfully completed) the contactable reference letters must be on the letterhead of the bidder's clients.

1.7. Exhibit 3: Methodology and design

- 1.7.1. Description of methodology, process and procedures that the service provider will deploy to achieve requirement.
- 1.7.2. Provide a project implementation plan with final outputs linked to the timeframes.

2. FINANCIAL SUBMISSION

2.1. The financial submission should include the proposed fee for the project over the duration period.

2.2. The proposed fee should include any costs that will be incurred by the bidder. The total price or amount provided will be regarded as the cost of the project, including VAT and applicable taxes.

3. EVALUATION CRITERIA

3.1. The following table reflects the evaluation criteria that will be used in evaluating the technical submission.

No	Element	Weight
1	<p>Appropriate Qualifications, Experience, Skills, And Knowledge</p> <p>Exhibit 1</p> <p>The extent to which the staff who would be deployed on the project have experience in developing applications using MS SQL or any Relational Database Management System and .Net. The team should consist of at least a project manager with a minimum of NQF level 7 project management qualification; a programmer with a minimum of NQF level 7 software development qualification and a help desk support agent with programming experience.</p> <p>The specific expertise, qualifications and years of experience must be indicated on the curriculum vitae of each team member who will be responsible for the fulfilment of the contract.</p> <p>Programmer with a minimum of NQF level 7 Software development qualification plus experience in Visual Basic .Net, the Jet database engine, related OCX's and DLL's, MS SQL or any relational database; Calculated using the highest number of years of experience:</p> <ul style="list-style-type: none"> - 0-1 years =0 points - 2-3 years = 8 points, - 4-5 years = 10 points, - 6 -7 years = 12 points, - 8 or more= 15 points 	40

No	Element	Weight
	<p>Helpdesk support agent with Software development qualification plus experience in Visual Basic .Net, the Jet database engine, related OCX's and DLL's, MS SQL or any relational database; Calculated using the highest number of years of experience:</p> <ul style="list-style-type: none"> - 0-1 year = 0 point - 2-3 years = 8 points, - 4-5 years = 10 points, - 6- 7 years = 12 points, - 8 or more = 15 points <p>Project manager with a minimum of NQF level 7 Project management qualification plus experience (The project manager will be responsible for overseeing the delivery of the project deliverables. It is acceptable that the project manager may have the same NQF level qualification and years of experience as their team members), Calculated using the highest number of years of experience</p> <ul style="list-style-type: none"> - 0-1 year = 0 point - 2-3 years = 8 points, - 4 or more years = 10 points 	
2	<p>Bidder's experience on Reference/testimonial letters</p> <p>Exhibit 2</p> <p>Referral/testimonial letters from organisations that the service provider has previously rendered service related to software development and support, database support and maintenance and project management. (The contact details of referees must be provided. The letters must be on the bidder's client letterhead and must be duly signed). The Referral/testimonial letters must indicate the amount, types of service provided and the duration of the contract</p> <p>Testimonial letter indicating the duration of Helpdesk support, project management, software development/enhancement and maintenance that was provided, calculated as;</p> <ul style="list-style-type: none"> - 1 project = 0 point 	30

No	Element	Weight
	<ul style="list-style-type: none"> - 2-3 projects = 15 points, - 4-5 projects = 24 points, - 6 or more projects = 30 points 	
3	<p>Methodology and design</p> <p>Exhibit 3</p> <p>The feasibility and appropriateness of what is proposed in the proposal, in terms of likelihood of achieving the Department's requirements in terms of communications, servicing of its needs and assurance of quality.</p> <p><i>Software development methodology describing system development life cycle with relational database management system. The comprehensive implementation plan should include all the below aspects.</i></p> <ol style="list-style-type: none"> 1. Overall support (including helpdesk support plan) 2. Overall maintenance plan 3. Enhancement plan <p><i>Calculated as follows:</i></p> <ul style="list-style-type: none"> - Implementation plan covering no aspect = 0 point - Implementation plan covering only 1 aspect = 10 points - Implementation plan covering 2 aspects = 20 points - Implementation plan covering all 3 aspects = 30 points 	30
	Total	100

PART E – CONDITIONS

1. GENERAL CONDITIONS OF CONTRACT

- 1.1. Any subsequent award/concession made to a prospective bidder in terms of this TOR is conditional on, (among others):

1.1.1. The bidding party accepting the terms and conditions as contained in the General Conditions of Contract as the minimum terms and conditions on which the Department is prepared to enter into a contract with the successful Bidder.

1.1.2. The bidder submitting the General Conditions of Contract to the Department together with its bid, has ensured that the document has duly been signed by an authorised representative on its behalf.

2. SPECIAL CONDITIONS OF CONTRACT

The Department reserves the right to:

- 2.1. Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 2.2. Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder;
- 2.3. Accept any part of a tender in lieu of the whole tender;
- 2.4. Carry out at its discretion, site inspections, product evaluations or facilitate explanatory meetings in order to verify the nature and quality of the services offered by the potential bidders, either before, during or subsequent to adjudication of the Bid;
- 2.5. Correct mistakes during any stage of the tender evaluation process which may already have been apparent in the bid documents or subsequently occurred during any stage of the tender evaluation process;
- 2.6. At any stage during the evaluation of bids, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidders have been made, and/or after tenders have been evaluated and/or after the preferred bidders have as such been notified of their status; and
- 2.7. Award the tender to multiple bidders based either on organisational capacity, specialisation and size, as well as geographic considerations.

- 2.8. To cancel the contract concluded with a Bidder should it be established, that the bidder is unable to deliver as per the contract requirements.

3. GOVERNING LAW

- 3.1. South African law will in its full extent govern the Application parameters of this bid and the bid response process.
- 3.2. The bidder agrees to submit to the exclusive jurisdiction of the South African court system in any dispute of any kind that may arise out of- or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

4. DECLARATION

- 4.1. Bidders as part of their respective technical responses, are required to declare the following and confirm that they will:
- 4.2. At all times for the duration of the tender, act honestly, fairly and with due skill, care and diligence in the best interest of the Department;
- 4.3. Manage, effectively utilise and apply the resources, procedures and appropriate technological systems to ensure the proper performance of the services for the duration of the tender;
- 4.4. Act with circumspection and treat the Department fairly in all situations where conflicting interests may become apparent;
- 4.5. Comply with all applicable statutory or common law requirements related to the conduct of its business;
- 4.6. Make adequate disclosures regarding relevant and material information, including the disclosure of actual or potential interests the company may acquire, in relation to its dealings with the Department;
- 4.7. Avoid any form or instance of fraudulent and misleading advertising, canvassing and marketing for the duration of the tender;
- 4.8. Conduct business activities transparently and consistently uphold the interests and needs of the Department as a client, before any other consideration; and

- 4.9. Ensure that for the duration of the tender no information acquired from the Department will be utilised and/or disclosed to any third party/ies unless written consent from the Department has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 5.1. The Department reserves the right to disqualify any potential bidder who either itself, or through any of its members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Department or any other Department organ or entity and whether from the Republic of South Africa or otherwise ("Department "):

- 5.1.1. Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- 5.1.2. Seeks any assistance, other than assistance officially provided by a Department, from any employee, advisor or other representative of a Department in order to obtain any unlawful advantage in relation to the procurement or services provided or to be provided to the Department;
- 5.1.3. Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the Department's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Department;
- 5.1.4. Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Department;
- 5.1.5. Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the awarding of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to the Department;

- 5.1.6. Has in the past engaged in any matter referred to above; or
- 5.1.7. Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such a bidder, member or director's name(s) not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 6.1. The bidder should note that the terms of its tender will be incorporated in the proposed contract by reference and that the Department relies upon the bidder's tender as a material representation in making an award to a successful bidder and in concluding an agreement with said bidder.
- 6.2. It follows therefore that misrepresentations in a tender may give rise to service termination and a claim by the Department against the bidder notwithstanding the conclusion of the Service Level Agreement between the Department and the bidder for the provision of the service(s) in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the contents of the Service Level Agreement will prevail.

7. PREPARATION COSTS

- 7.1. The Bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by it throughout the bidding process.
- 7.2. Furthermore, no statement in this bid will be construed as placing the Department, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their responses to this bid.

8. INDEMNITY

- 8.1. If a bidder breaches the conditions of this bid and as a result of that breach, the Department incurs costs or damages (including, without limitation, the cost(s) of any investigations, procedural impairment, repetition of all- or any part of the bid process and/or enforcement of intellectual property rights or confidentiality

obligations), the bidder then indemnifies and holds the Department harmless from any and all such costs which the Department may incur and for any damages or losses the Department may suffer.

9. PRECEDENCE

9.1. This document will prevail over any information provided during any stage whether oral, electronically or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

10.1. A bidder participates in this bid process entirely at its own risk and cost. The Department shall not be liable to compensate a bidder on any grounds whatsoever, for any costs incurred or any damages suffered as a result of the Bidder's participation in this bidding process.

11. TAX COMPLIANCE

11.1. No tender shall be awarded to any bidder which is not tax compliant. The Department reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Department, or whose verification against the Central Supplier Database (CSD) proves non-compliant.

11.2. The Department further reserves the right to cancel a contract with a successful bidder in the event that such a bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

12.1. No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters maintained by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.

12.2. The Department reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another organ of state.

13. CONFIDENTIALITY

- 13.1. Except as may be required by the operation of law, by a court or by any regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Department's examination and evaluation of a tender.
- 13.2. No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronically, or by way of photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a tender. This bid and any other documents supplied by the Department remain proprietary to the Department and must be promptly returned to the Department upon request, together with all copies, electronic versions, excerpts or summaries thereof or work as a consequence derived there from.
- 13.3. Throughout this bid process and thereafter, bidders must secure the Department's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

14. PROPRIETARY INFORMATION OF THE DEPARTMENT

- 14.1. Bidders will declare in their respective bid cover letters that they did not have access to any departmental proprietary information, or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

15. COPYRIGHT AND ALL OTHER INTELLECTUAL PROPERTY RIGHTS

- 15.1. **All copyright and all other intellectual property rights in respect of any documents and materials (works) developed by the service provider during this project, shall vest in the Department.**
- 15.2. The Department will have the right to release the works under an appropriate copyright license, including an open license, that will allow any individual, official, company, agency or organisation to use or modify the works for any purpose as stated in the open licence.

16. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

16.1. A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid.

16.2. In the event that the Department allows a bidder to make use of sub-contractors, the actions and activities of such sub-contractors will at all times remain the responsibility of the bidder and the Department will not under any circumstances, be liable for any losses or damages incurred by or caused by such sub-contractors.

17. SERVICE LEVEL AGREEMENT

17.1. Subsequent to the Department's decision on awarding the tender the successful bidder **may be required to sign a Service Level Agreement** aimed at regulating the specific terms and conditions applicable to the services required by the Department and as far as possible.

17.2. The Department reserves the right to revise and amend any part of the proposed Service Level Indicators during the course of contract with a bidder.

17.3. The Department reserves the right to accept or reject additional service proposals, proposed by a successful bidder.

18. PRICING

18.1. The price quoted must be a fixed price for the duration of the contract and must include all related costs.

18.2. **Price must be VAT inclusive and quoted in South African Rand.**

18.3. Costing should be aligned with project activities / project phases.

18.4. Details of the **cost/fee breakdown for all the services to be rendered** must be submitted in a sealed envelope with the rest of the documentation.

19. OTHER IMPORTANT MATTERS TO NOTE

- 19.1. The Department reserves the right to conduct background/probity check on key management of the bidder.
- 19.2. The Department reserves the right to conduct due diligence exercises as part of evaluating the implementing capacity of the bidder.
- 19.3. The shortlisted bidders may be called to present to the evaluation committee before a final selection is made.
- 19.4. The Department will not be liable to reimburse any costs incurred by the bidder during this tender process.
- 19.5. Bidders must identify and disclose any conflict or perceived conflict of interest caused by current assignments, relationships or other dealings, and indicate how such conflicts would be addressed.
- 19.6. Only one proposal per bidder can be submitted and must indicate a (period) implementation.

PART F – MONITORING AND REPORTING

20. MONITORING

- 20.1. All monitoring of the project will be conducted by the Directorate: COMMUNITY EDUCATION AND TRAINING: MONITORING AND EVALUATION.
- 20.2. A Project Management Team will be established to facilitate the smooth implementation of the project and to ensure that the objectives of the project are met. The Project Management Team will comprise officials from the Department, Higher Education Management Systems Directorate and the service provider. Meetings will be arranged as per approved project plan.

21. REPORTING

- 21.1. The service provider will report to the Director: HEMIS (or his/her delegate) and submit work-in progress reports by email to the Office of the Director: HEMIS by close of business every last Friday of each month.

21.2. For each deliverable, as identified in Part A – Information on the Tender, paragraph 4, the service provider will submit, monthly, progress reports to the Department in line with approved timeframes in the project plan. The reports should be in MS Word and submitted electronically to the Director: HEMIS.

22. LANGUAGE

22.1. All correspondence including reports must be written in English.

23. SUBMISSIONS/COMMENTS TIMING

23.1. The submission of the project implementation plan, and project charter shall be submitted to the Director: HEMIS within 10 days after the commencement of the project for approval by the Department.

23.2. Other reports shall be submitted as per the agreed project implementation plan.

23.3. The Department, shall within 15 days of receipt of deliverables, notify the service provider of the approval or not of the deliverable.

23.4. The Department shall, within 30 days of receipt of the final service, notify the service provider of its decision concerning the final service. If the Department does not give any comments on the final service within such time limit of 30 days, the final service shall be deemed to have been approved by the Department if they do not expressly inform the service provider of any comments or delays. New timeframes will then be negotiated between the service provider and the Director: HEMIS.

..... **END**

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINNG							
BID NUMBER:	RFQ488/2025	CLOSING DATE:	15 December 2025	CLOSING TIME:	11:00		
DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO: <ul style="list-style-type: none"> PROVIDE A COMPREHENSIVE NEEDS ANALYSIS FOR A DATA MANAGEMENT SYSTEM (COMMUNITY EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM - CETMIS) DEVELOP SPECIFICATIONS FOR THE DATA MANAGEMENT SYSTEM AND DEVELOP A STANDARD OPERATING PROCEDURE FOR THE OPERATIONALISATION OF THE DATA MANAGEMENT SYSTEM 						
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO: quotation@dhet.gov.za							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	David Ntuli			CONTACT PERSON	David Ntuli		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	quotation@dhet.gov.za			E-MAIL ADDRESS	quotation@dhet.gov.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?			<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						<input type="checkbox"/> YES <input type="checkbox"/> NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7.2).
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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

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

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

*Delete if not applicable



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

Select (x) the correct box

- 2.1.1 If yes, 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 Department of Higher Education & Training?

YES	NO
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Select (x) the correct box

--	--

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 related² enterprise whether or not they are bidding for this contract?

Select (x) the correct box

YES	NO

The department will use CSD and CIPC to verify information

2.3.1 If so, furnish particulars (an additional schedule with the heading "Additional Declaration" may be included:

.....

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 consortium³ 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 investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise

² "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. Points awarded for price.

3.1.1 The 80/20 or 90/10 Preference Point Systems

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. Formulae for disposal or leasing Of State Assets and Income Generating

Procurement

3.2.1. Points awarded for Price

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 - (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT

N O	SPECIFIC GOAL	REFER ENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribut ion	Point s Claim ed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvanta ged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID’s as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54			specify	
			60%-74% black owned	40.00	4.43				
			51%-59% black owned	30.00	3.32				
			0-50% black owned	10.00	1.11				
			None	0.00	0.00				
2	Persons historically disadvanta ged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID’s as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32			specify	
			60%-74% women owned	20.00	2.22				
			51%-59% women owned	10.00	1.11				
			0-50% women owned	5.00	0.55				
			None	0.00	0.00				
3	Persons historically disadvanta ged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03			specify	
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Developme nt of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID’s as well as CSD (Central Supplier Database) to be 35 years and younger	Y	N
			75%-99% youth owned	15.00	1.66			specify	
			60%-74% youth owned	10.00	1.11				
			51%-59% youth owned	5.00	0.55				
			0-50% youth owned	2.50	0.28				
			None	0.00	0.00				
5	Developme nt of SMMes	RDP 3.10; 3.1.4	EME	50.00	5.54		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20.00	2.22			specify	
			GEN	0.00	0.00				
			None	0.00	0.00				
			TOTAL	180.50	20.00				

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none">• Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none">• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :.....

7.2. VAT registration number :.....

7.3. Company registration number :.....

7.4. Type of company/ firm

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

7.4.1. Describe principal business activities.

.....

.....

.....

.....

.....

7.4.2. Company classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.4.3. Total number of years the firm has been in business?

.....

7.5. Consortium / Joint Venture

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

- 8.1. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –**
 - (a) disqualify the person from the tendering process;**
 - (b) recover costs, losses or damages it has incurred or suffered**

as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



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COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents