

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDER TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNERSHIPS ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER: DPWFS (T) 009/2024

ADVERT DATE:
04 OCTOBER 2024

CLOSING DATE AND TIME:
04 NOVEMBER 2024 at 11:00 am

COMPULSORY CLARIFICATION MEETING DATE, TIME AND VENUE:
THE MEETING WILL BE HELD ON 18 OCTOBER 2024 at 11:00
VENUE: No. 29 Dr. Belcher Drive, Lemo Mall, Bloemfontein

VALIDITY PERIOD OF THE PROPOSAL:
90 DAYS

ENQUIRIES

BIDDING PROCESS: MR. MOSIUOA KOLOBE – kolobem@fsworks.gov.za OR 051 492 1750/3886

TECHNICAL PROCESS: MS. BANGI XABA – xabab@fsworks.gov.za OR 051 505 7426

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BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organization, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.
- Report all suspicious acts and requests to South African Police Service on 08600 10111 **AND**;
- National Ant-Corruption Hotline: 0800 701 701 (toll free number) **OR**
- Email to: integrity@publicservicecorruptionhotline.org.za

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T1.1 - Tender Notice and Invitation to Tender:

Bids will be evaluated according to the 90/10 points system:

Project title:	APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.		
Bid No:	DPWFS (T) 009/2024		
Advertising date:	04 October 2024	Closing date:	04 November 2024
Closing time:	11:00	Bid Validity period	90 Days
Compulsory Clarification Date:	18 October 2024	Compulsory Clarification Venue:	No. 29 Lemo Mall, Dr Belcher Drive, Bloemfontein
Time	11:00		
Tenders are to be delivered to the following address on the stipulated closing date and time:	Department of Public Works and Infrastructure: Ground Floor (Main Entrance Foyer) at OR Tambo House (Old Lebohang Building); St Andrew Street; Bloemfontein		

COLLECTION OF TENDER DOCUMENTS

- Please note that bid documents are obtainable from e-tender portal on www.etenders.gov.za from 04 October 2024 **OR**
- Bid documents will also be available from 04 October 2024 from 09h00 to 14h30 at the Department of Public Works and Infrastructure SCM Offices, Room 101B, First Floor, OR Tambo House Cnr Markgraaf and St Andrews Street, Bloemfontein. However, a non-refundable tender / bid deposit of R1 282.00 is payable in cash (**please bring the exact amount**) on collection of the bid documents. [Payments to be made at Room 102, 01st Floor, OR Tambo House].
- Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents. Bid documents must be properly indexed and neatly bound.

The physical address for collection of tender documents is:

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

Cnr. St Andrews Street and Markgraaff Street
 OR Tambo House
 Room 101B, 1st Floor
 Bloemfontein
 9301

BIDS ARE TO BE COMPLETED IN ACCORDANCE WITH THE CONDITIONS AND BID RULES CONTAINED IN THE BID DOCUMENTS. BID DOCUMENTS MUST BE PROPERLY INDEXED AND NEATLY BOUNDED.

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SECTION 1:

RETURNABLE DOCUMENTS

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1. RETURNABLE DOCUMENTS

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract
The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

- 1.1. Resolution of Board of Directors.
- 1.2. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia).
- 1.3. Special Resolution of Consortia or Joint Ventures.
- 1.4. Provide a tax status compliance pin issued by SARS.
- 1.5. Valid Proof of Registration on the National Treasury's Central Supplier's Database must be accompanying this bid.
- 1.6. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 1.7. Duly completed and signed SBD 1 – Invitation to Tender.
- 1.8. Duly completed SBD 3.3 (Pricing schedule – Professional Services).
- 1.9. Duly completed and signed SBD 4 – Bidders Disclosure.
- 1.10. Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.11. Duly completed and signed SBD 7.2: Contract form – rendering of services.
- 1.12. Duly completed and signed Annexure A - Record of Addenda to tender document.
- 1.13. Duly completed and signed Annexure B - Proposed amendments and qualifications.
- 1.14. Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification.
- 1.15. Schedule of the Tenderer's Experience (Particulars of Tenderers Projects).
- 1.16. Duly completed and signed Annual Financial Statements Declaration form.
- 1.17. A valid letter of good standing issued by the Department of Labour.
- 1.18. All returnable documents indicated under Evaluation criteria.

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LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

Bid Document Name:	Number of Pages:	Returnable document:
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	2 Pages	<input type="checkbox"/>
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 3.3: Pricing Schedule (Professional Services)	2 Pages	<input type="checkbox"/>
SBD 4: Bidder's Disclosure	2 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	4 Pages	<input type="checkbox"/>
SBD 7.2: Contract form – Rendering of services.	2 Pages	<input type="checkbox"/>
Annexure A: Record of Addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Statements Declaration (Attach income statement and the balance sheet as support for the declaration).	1 Page	<input type="checkbox"/>
Schedule of equipment offered	1 Page	<input type="checkbox"/>
Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)	4 Page	<input type="checkbox"/>

Name of Bidder	Signature	Date

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2. EVALUATION CRITERIA

The evaluation of the bid will be done in three (3) stages (Compliance with the mandatory requirements, functionality and price and preference).

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Functionality Evaluation - evaluation of functionality- bidders who fail to obtain a minimum 139 points out of 185 points for functionality as set out below will not be considered for appointment.
Stage 3	Evaluation on price and preference - The 90/10 preference point system applicable to price quotations (all applicable taxes included), will be used for evaluation this bid.

REASONS FOR DISQUALIFICATION

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- a. Bidders who`s tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- b. Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- c. Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Bidders who received information not available to other bidders through fraudulent means.

2.1. STAGE ONE (A) – COMPLIANCE WITH MANDATORY REQUIREMENTS

- 2.1.1. Provide a unique security Personal Identification Number (PIN) issued by the South African Revenue Services and/or Central Supplier Database report showing tax compliance status of the bidding entity (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must supply their tax compliance pins) which will be confirmed at the time of award.
- 2.1.2. A valid proof of registration on the National Treasury`s Central Supplier`s Database must be accompanying this bid (where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must submit a separate or a unique security personal Identification number).
 - (a) However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 2.1.3. Duly completed and signed SBD documents (SBD 1 and SBD 4).
- 2.1.4. Each Complete and sign the Annual Financial Statements Declaration for the preceding financial year within 12 months of the financial year end (Attach the income statement and the balance sheet as support for the declaration).
- 2.1.5. Each bidder must attach a valid letter of good standing issued by the department of Labour.
 - It will be expected of bidders to provide proof of compliance to Compensation for Occupational Injuries and Diseases Act (COIDA).
- 2.1.6. Bidders must have a payroll system – *Proof must be attached (i.e. Valid copy of a license)*
- 2.1.7. Attendance of the mandatory clarification meeting the details of which are listed in the tender notice and invitation.
- 2.1.8. **All documents must be completed in writing with a black pen**

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2.2. STAGE ONE (B) – NON MANDATORY REQUIREMENTS REQUIRED FOR EVALUATION PURPOSES

- 2.2.1. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate with a current bill of account not owing more than (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety (90) days.
- 2.2.2. Duly completed and signed SBD 6.1- Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 2.2.3. Bidder will be expected to complete and sign SBD 7.2: Contract form – rendering of services.
- 2.2.4. Duly completed and signed Annexure A - Record of Addenda to tender documents.
- 2.2.5. Duly completed and signed Annexure B - Proposed amendments and qualifications.
- 2.2.6. Completed and signed schedule of equipment offered. (Refer to the relevant section in the specification).
- 2.2.7. Completed and signed schedule of tenderer`s schedule of experience.
- 2.2.8. Attach Appointment Letters, reference letters and purchase orders where the supplier has completed similar projects.
- 2.2.9. Attach curriculum vitae of relevant staff in the format of the Resource Information Sheet provided.

2.3. STAGE TWO (A) – FUNCTIONALITY CRITERIA

- 2.3.1. This proposal will first be evaluated on the basis of functionality and bidders who fail to obtain a minimum of 139 points out of 185 points for functionality will not be considered for further evaluation on price and preference.
- 2.3.2. The functionality criteria will be as follows:

CRITERIA	GUIDELINE FOR CRITERIA	MAXIMUM SCORE	
EXPERIENCE AND KNOWLEDGE	EXPERIENCE: A minimum of 3 years' experience on implementation of community based programmes.	20	
	○ 3 years		5 Points
	○ 4 years		10 Points
	○ 5 years and more		20 Points
	<ul style="list-style-type: none"> • Supporting documents required to support the claims above are appointment letter/s; valid orders and letters of reference (stamped and signed) confirming that the project was executed satisfactorily. (Each must be on the valid letterhead of the employer, stamped and signed by the authorised representative of the employer). 		
	<ul style="list-style-type: none"> • Each bidder must also complete the schedule of the tenderer`s experience, failure which the bidder will forfeit these points. 		
	<ul style="list-style-type: none"> • This must be for a project which was implemented within the last 5 years using the date of advert as reference (i.e. between 01 August 2019 to 31 July 2024).. 		
	Disbursement of stipends to a minimum of 500 participants over a period of two years. Complete schedule of the tenderer`s experience	20	
	○ 500 participants		5 Points
	○ 600 participants		10 Points
○ 700 participants and more	20 Points		
<ul style="list-style-type: none"> • Supporting documents required to support the claims above are appointment letter/s valid orders and letters of reference (stamped and signed) confirming that the project was executed satisfactorily. (Each must be on the valid letterhead of the employer, stamped and signed by the authorised representative of the employer). 			
<ul style="list-style-type: none"> • Each bidder must also complete the schedule of the tenderer`s experience, failure which the bidder will forfeit these points. 			
<ul style="list-style-type: none"> • This must be for a project which was implemented with the last 5 years using the date of advert as reference (i.e. between 01 August 2019 to 31 July 2024). 			
A minimum of two (2) letters of reference from employers whom the bidder has implemented a similar project on behalf of. This must correspond to the appointment letters, and orders.	15		



	<ul style="list-style-type: none"> ○ 2 referral letters ○ 3 referral letters ○ 4 or more referral letters 	<p>5 Points</p> <p>10 Points</p> <p>15 Points</p>		
	<ul style="list-style-type: none"> • Supporting documents required to support the claims above are appointment letter/s valid orders and letters of reference (stamped and signed) confirming that the project was executed satisfactorily. (Each must be on the valid letterhead of the employer, stamped and signed by the authorised representative of the employer). • Each bidder must also complete the schedule of the tenderer’s experience, failure which the bidder will forfeit these points. • This must be for a project which was implemented with the last 5 years using the date of advert as reference <i>i.e. between 01 August 2019 to 31 July 2024</i>). 			
PAYROLL SYSTEM	INFORMATION MANAGEMENT TOOLS:		60	
	<u>An existing data and information management tool should clearly demonstrate each of the following features.</u>			
	The proposed information management system should at least address the following minimum requirements. (Each of this feature will receive a score of between 0 points to 5 points):			
	a)	Processing of stipends, participant information management and record management.		0 - 5
	b)	Electronic capturing and recording of the EPWP participant’s database with minimum capacity of managing 2 500 participants on monthly basis. Must be auditable at least once every financial year.		0 - 5
	c)	Electronic proof of payments reflecting each participant’s banking details and personal particulars and which can be reconciled to their monthly pay slips. The system should further generate monthly reports to that effect.		0 - 5
	d)	Controls to detect, prevent duplicate payments and ensure there is no duplicable / double payment to any participant at any given stage.		0 - 5
	e)	Security management features that will protect and secure the personal and financial information of participants stored on the system.		0 - 5
	f)	Back-up information system which will manage the recovery of information in cases of disaster and/or any other unforeseen event which may require information to be recovered.		0 - 5
	g)	Records of monthly stipend expenditure per project including variances that might have been realised against processed stipends per month.		0 - 5
	Maximum points			35 Points
	NB: The department reserves the right to require each bidder/(s) to make arrangements for demonstration of this system at the expense of the bidding entity.			
	Prompt for judgment			Score
	Failed to address the question / issue			0
	Poor - A detrimental response / answer / solution / poor evidence of skill / experience sought or high risk that relevant skills will not be available			1
Average - The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project / response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.		2		
Good - The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.		3		
Very Good - The approach is specifically tailored to address the specific training objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.		4		



	<p>Excellent – Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the training outcomes and the quality of the outputs.</p>	5					
	<p>Demonstration and Presentation of the Payroll System: The presentation must at least have a clear demonstration of system features as per 7 pointers under Information Management Tool. The Bidders Demonstration:</p>						
	<table border="1"> <tr> <td>• Excellent Presentation</td> <td>7 IMT</td> <td>25 Points</td> <td>25 Points</td> </tr> </table>	• Excellent Presentation	7 IMT	25 Points	25 Points	25 Points	
• Excellent Presentation	7 IMT	25 Points	25 Points				
	<table border="1"> <tr> <td>• Very Good Presentation</td> <td>6 IMT</td> <td>20 Points</td> <td></td> </tr> </table>	• Very Good Presentation	6 IMT	20 Points		20 Points	
• Very Good Presentation	6 IMT	20 Points					
	<table border="1"> <tr> <td>• Good Presentation</td> <td>5 IMT</td> <td>15 Points</td> <td></td> </tr> </table>	• Good Presentation	5 IMT	15 Points		15 Points	
• Good Presentation	5 IMT	15 Points					
	<table border="1"> <tr> <td>• Average Presentation</td> <td>4 IMT</td> <td>10 Points</td> <td></td> </tr> </table>	• Average Presentation	4 IMT	10 Points		10 Points	
• Average Presentation	4 IMT	10 Points					
	<table border="1"> <tr> <td>• Poor Presentation</td> <td>3-1 IMT</td> <td>5 Points</td> <td></td> </tr> </table>	• Poor Presentation	3-1 IMT	5 Points		5 Points	
• Poor Presentation	3-1 IMT	5 Points					
<p>FINANCIAL CAPACITY</p>	<p>Proof of access to financial facility from an accredited financial institution (FICA and FIAS) of up to R3m to be maintained for each month and over the duration of the contract, failure which the department reserves the right to terminate such a contract:</p>						
	<table border="1"> <tr> <td>a)</td> <td>Less than R1 million</td> <td>0 points</td> </tr> </table>	a)	Less than R1 million	0 points	0 points	50	
a)	Less than R1 million	0 points					
	<table border="1"> <tr> <td>b)</td> <td>R1 million</td> <td>10 points</td> </tr> </table>	b)	R1 million	10 points	10 points		
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	<table border="1"> <tr> <td>c)</td> <td>R1.5 million</td> <td>20 Points</td> </tr> </table>	c)	R1.5 million	20 Points	20 Points		
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	<table border="1"> <tr> <td>f)</td> <td>R3 million</td> <td>50 Points</td> </tr> </table>	f)	R3 million	50 Points	50 Points		
f)	R3 million	50 Points					
	<p>NB: The department reserves the right to this requirement with the relevant financial institution and thus expects bidders to ensure necessary requirements to this effect is complied. Failure to validate this requirement with the relevant document will result in the bidder forfeiting a claims for the points.</p>						
<p>RISK MANAGEMENT</p>	<p>The bidder must demonstrate a risk management strategy which should include risk indicators and proposed mitigating interventions in relation to payment of stipends. The comprehensive risk strategy must clearly address the following minimum requirements (Each of this feature will receive a score of between 0 points to 5 points):</p>						
	<table border="1"> <tr> <td>a)</td> <td>Under / over payment of participants at any given stage.</td> <td>0 – 5</td> </tr> </table>	a)	Under / over payment of participants at any given stage.	0 – 5	0 – 5	20	
a)	Under / over payment of participants at any given stage.	0 – 5					
	<table border="1"> <tr> <td>b)</td> <td>Validation of every participant’s bank account before any payment can be processed.</td> <td>0 – 5</td> </tr> </table>	b)	Validation of every participant’s bank account before any payment can be processed.	0 – 5	0 – 5		
b)	Validation of every participant’s bank account before any payment can be processed.	0 – 5					
	<table border="1"> <tr> <td>c)</td> <td>Stipend recovery process in instances where a wrong / double payment took place.</td> <td>0 – 5</td> </tr> </table>	c)	Stipend recovery process in instances where a wrong / double payment took place.	0 – 5	0 – 5		
c)	Stipend recovery process in instances where a wrong / double payment took place.	0 – 5					
	<table border="1"> <tr> <td>d)</td> <td>Payment turnaround times for any unprocessed payments for participants during a payment run. The maximum allowed turnaround is 24 hours.</td> <td>0 – 5</td> </tr> </table>	d)	Payment turnaround times for any unprocessed payments for participants during a payment run. The maximum allowed turnaround is 24 hours.	0 – 5	0 – 5		
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	<table border="1"> <tr> <td colspan="2">Maximum points</td> <td>20 Points</td> </tr> </table>	Maximum points		20 Points	20 Points		
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Prompt for judgment		Score					
	<table border="1"> <tr> <td colspan="2">Failed to address the question / issue</td> <td>0</td> </tr> </table>	Failed to address the question / issue		0	0		
Failed to address the question / issue		0					
	<table border="1"> <tr> <td colspan="2">Poor - A detrimental response / answer / solution / poor evidence of skill / experience sought or high risk that relevant skills will not be available</td> <td>1</td> </tr> </table>	Poor - A detrimental response / answer / solution / poor evidence of skill / experience sought or high risk that relevant skills will not be available		1	1		
Poor - A detrimental response / answer / solution / poor evidence of skill / experience sought or high risk that relevant skills will not be available		1					
	<table border="1"> <tr> <td colspan="2">Average - The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project / response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.</td> <td>2</td> </tr> </table>	Average - The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project / response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.		2	2		
Average - The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project / response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.		2					
	<table border="1"> <tr> <td colspan="2">Good - The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.</td> <td>3</td> </tr> </table>	Good - The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.		3	3		
Good - The approach is generic and not tailored to address the specific training objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc., is too generic.		3					



	Very Good - The approach is specifically tailored to address the specific training objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc., is specifically tailored to the critical characteristics of the project.	4	
	Excellent – Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the training outcomes and the quality of the outputs.	5	
TOTAL POINTS FOR FUNCTIONALITY (minimum score 75%)			185

2.4. STAGE 3: EVALUATION ON PRICE AND PREFERENCE

- 2.4.1. The Department is committed to achieving the government’s objectives of the transformation of the economy economic transformation as set out in the Departmental SCM Policy, Preferential Procurement Policy Framework Act, the B-BBEE Act and the Preferential Procurement Regulations of 2022.
- 2.4.2. The 80/20 preference point system applicable to price quotations and tenders with a rand value of above R50 million (all applicable taxes included), will be used for evaluation of this bid.
- 2.4.3. The scoring of points for price and preference system in terms of the 90/10 preference point system where the lowest price score 90 points for price.
- 2.4.4. The points for preference will be allocated to bidders in accordance with the following specific goals.

Table 1:

The maximum points for this tender are allocated as follows:

	POINTS
Price	90
Specific goals	10
Total points for Price and SPECIFIC GOALS	100

- a. A maximum of 90 points is allocated for price on the following basis:

$$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

- b. Allocation of points in terms of the 90/10 preference point system.

Where

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

- c. 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 2 below as may be supported by proof/ documentation stated in the conditions of this tender.

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Table 2:

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Free State-Based Companies 100%	3	
Gender: 51% or more owned by Women	2.5	
Race: 100% Black ownership	2	
Youth ownership: 51% or more owned by Youth	1.5	
People living with a Disability: 51% or more owned by people with disabilities	1	
Total Points Claimed out -	10	

d. Claiming of preference points for Specific goals:

- i) Bidders will be required to submit CIPC, CSD and FICA-approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goals on Free State Based Companies 100%.
- ii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy/(ies) in order to claim points for specific goals on Gender: 51% or more owned by Women.
- iii) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goals on Race: 100% Black ownership.
- iv) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy/(ies) in order to claim points for specific goal on Youth: 51% or more owned by Youth.
- v) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goals on People living with a disability. 51% or more owned by people with disabilities.

Note: 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.

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.

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RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

- * Delete which is not applicable.
- NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.

ENTERPRISE STAMP

CONTRACT NO: DPWFS (T) 009/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ (place)

on _____ (date)

RESOLVED that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows:

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

_____ (code) _____

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public works & infrastructure

Department of
Public Works & Infrastructure
Free State Province

Postal Address:

_____ (code) _____

Telephone number: _____ (code) _____

Fax number: _____ (code) _____

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public works & infrastructure

Department of Public Works & Infrastructure
Free State Province

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

CONTRACT NO: DPWFS (T) 009/2024

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public works & infrastructure

Department of Public Works & Infrastructure
Free State Province

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

- 1 _____

- 2 _____

- 3 _____

- 4 _____

- 5 _____

- 6 _____

- 7 _____

- 8 _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

B. Mr/Mrs/Ms: _____

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DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number: _____ (code) _____

Fax number: _____ (code) _____

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (T) 009/2024	CLOSING DATE:	04 November 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M. Kolobe		CONTACT PERSON	Ms. B. Xaba	
TELEPHONE NUMBER	051 492 3886/ 1750		TELEPHONE NUMBER	051 505 7426	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	xabab@fsworks.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]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

CONTRACT NO: DPWFS (T) 009/2024

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



public works
infrastructure

Department of
Public Works & Infrastructu
Free State Province

SBD 1

**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 WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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 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:

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SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME	CLOSING DATE:

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN PERCENTAGE FORM **(ALL COSTS AND APPLICABLE TAXES INCLUDED)
---------	-------------	---

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a payroll administration fee in a percentage form based on the estimate of 500 EPWP participants of which one participant earns R1 560.00 per month.

3. The following are some of the cost items (but not limited to) that bidders may include on the percentage price;

3.1 BANK CHARGES PER 500 PARTICIPANTS

MONTHLY RATE

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

3.2 PAYROLL FEES INCLUDING LICENSING

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

3.3 ADMINISTRATION FEES INCLUDING PERSONNEL

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

SUB-TOTAL : R.....

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

3.4 SUPERVISION FEES

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
SUB-TOTAL: R.....			

3.5 OVERHEADS FEES

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
SUB-TOTAL: R.....			

TOTAL COST (inclusive of VAT): R.....

4. PAYROLL PERCENTAGE

DESCRIPTION OF EXPENSE TO BE INCURRED

(TOTAL COST DIVIDED BY R 780 000 MULTIPLY BY 100)

TOTAL.....%

Any enquiries regarding bidding procedures may be directed to the –

(MR. MOSIUOA KOLOBE)

Tel: 051 492 1750 / 3886

Or for technical information –

(MS. BANGI XABA)

Tel: 051 505 7426

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SBD 4

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. BIDDERS'S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

2.3.1 If so, furnish particulars:

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

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DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



.....
.....
3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6

OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE
SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

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

CONTRACT NO: DPWFS (T) 009/2024
DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	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) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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- 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,
- 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: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Free State-Based Companies 100%	3	
Gender: 51% or more owned by Women	2.5	
Race: 100% Black ownership	2	
Youth ownership: 51% or more owned by Youth	1.5	
People living with a Disability: 51% or more owned by people with disabilities	1	
Total Points Claimed out	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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

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State Owned Company
 [TICK APPLICABLE BOX]

4.6. 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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SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

CONTRACT NO: DPWFS (T) 009/2024

DESCRIPTION:

APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



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CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- An official order indicating service delivery instructions is forthcoming.
- I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

CONTRACT NO: DPWFS (T) 009/2024

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



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Annexure A - Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature

Date

Name

Position

Tenderer

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DESCRIPTION:

Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature

Date

Name

Position

Tenderer

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Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
 internally independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
 enterprise has had its financial statements audited;
name of auditor
- enterprise is required by law to have an independent review of its financial statements
name of independent reviewer
- enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.
[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature

Date

Name

Position

Tenderer

CONTRACT NO: DPWFS (T) 009/2024

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APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.



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Schedule of Equipment (Includes ICT equipment and software)

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

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Schedule of the Tenderer's Experience (Particulars of Tenderers Projects)

FORM: PARTICULARS OF TENDERERS PROJECTS			
Project title:	APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDERS TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNSHIPS WITHIN THE FREE STATE PROVINCE ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.		
Contract no:	DPWFS (T) 009/2024	Closing date:	04 November 2024
Advertising date:	04 October 2024	Validity period:	90 days

Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required. Failure to furnish the particulars will result in the tender offer being disqualified from further consideration.

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects: Appointment letter(s) must be provided to buttress the information supplied below.

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
1						
2						
3						
4						
5						

CONTRACT NO: DPWFS (T) 009/2024
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Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Present progress
6						
7						
8						
9						
10						
11						
12						

Name of Tenderer	Signature	Date

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1.2. **Completed projects: Both appointment letter(s) and completion certificates linked to the project(s) listed below must be provided to buttress the information provided.**

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

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Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
10						
11						
12						

Name of Tenderer	Signature	Date

CONTRACT NO: DPWFS (T) 009/2024
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Acceptance of Bid Conditions and Bidder’s Details

Bid no: _____

Name of Bidder: _____

Authorised signatory:

Name of Authorised Signatory

Position of Authorised Signatory

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this bid.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

(a) CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

<p>Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</p>	
Supplier Number	
Unique registration reference number	

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(b) BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Leading Contractor with Sub Contractors	
Other	

(c) REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner: *insert separate page if necessary	
Partner 1	
Name of Company	

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Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

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If bidder is a Leading Contractor using Sub-contractors, indicate the following:	
Leading Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub-contractors *insert separate page if necessary	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

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SECTION 2:

TERMS OF REFERENCE

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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BID NUMBER: DPWFS (T) 009/2024

BID DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED PROFESSIONAL SERVICE PROVIDER TO ADMINISTER THE MONTHLY PAYMENT OF STIPENDS TO PARTICIPANTS IN EPWP PROGRAMMES AND LEARNERSHIPS ON BEHALF OF THE FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE FOR A PERIOD OF THREE (3) YEARS.

PROJECT BACKGROUND

The Department of Public Works & Infrastructure is expecting the qualified professional service provider to pay participants stipends working under EPWP programmes and learnerships for a period of three years. We desperately need this service as the Department due to what we encountered the previous years when we paid through Persal system. It must also be considered that the service provider will fulfil and ensure that monthly stipends of participants are paid on time, accurately, directly, via electronic transfer on the last day of each month based on the payment registers submitted by the Department.

Objectives of the Bid / Tender

- ❖ **The Objectives of this bid is to invite tenders for a payment system of stipends to participants working on EPWP programmes and learnerships implemented by the Department of Public Works & Infrastructure.**
 1. The Objectives of this bid is to invite tenders of a qualified professional service provider for a payment system of stipends to participants working on EPWP programmes and learnerships implemented by the Department of Public Works & Infrastructure.
 2. The services should be rendered for a period of three (3) years depending on the availability of the budget for programmes/projects implemented.
 3. The qualified professional service provider will cater for the following in-house implemented programmes:
 - a) Cleaning and Greening programmes.
 - b) Cash for Waste programme.
 - c) Community Work Programme
 - d) National Youth Service

1. SPECIAL CONDITIONS OF TENDER / CONTRACT REGULATION

1.1 Service Level Agreements

- 1.1.1 The appointed Service Provider will be required to sign Service Level Agreements.
- 1.1.2 This is a compulsory document to legitimise the contract between the Department and the Service Provider.

1.2 Contract Duration

- 1.2.1 The payment of stipends services will be rendered for a period of 36 months and will be subject the following matters:
 - a) The service will be rendered on an ad hoc basis and thus be project based.
 - b) Availability of budget and continued need of the service by the Department.

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- c) Performance of the Service Provider of the appointed service provider in line with the bid requirements and service level agreement.

1.3 Compliance with all the relevant legislation

1.3.1 The preferred service provider will be expected to uphold and comply with all the applicable laws of the Republic in rendering these service, including the following:

- a) The Basic Conditions of Employment Act (no. 75 of 1990).
- b) Unemployment Insurance Fund Act (no. 63 of 2001)
- c) Compensation for Occupational Injuries and Diseases Act of 1997
- d) EPWP Ministerial Determination 4 of 2012.
- e) EPWP implementation guidelines.
- f) Labour relations act.
- g) Occupational Health and Safety act.
- h) Public Finance Management Act.

1.4 Non-responsiveness:

- 1.4.1 A bid will be declared to be non-responsive if it does not comply with the mandatory requirements listed below, including any bid conditions which stipulated in this bid document.
- 1.4.2 Does not attend a briefing Session as stipulated in the special conditions.
- 1.4.3 If the bidder did not initial and sign each page of the tender documents.

1.5 Qualifications of bidder's conditions:

- 1.5.1 The preferred bidder/s will be expected to have NQF level 6 or equivalent qualification in Human Resource Management, Finance, Accounting or related fields. At-least two key personnel who will be working on the project should have this minimum qualifications.
- 1.5.2 Where the bidder qualifies his/her bid and the department finds the bidder's condition to be materially unacceptable.
- 1.5.3 This does not preclude the department from requesting the bidder to withdraw unacceptable conditions.

1.6 Penalties

Penalties will be applied as follows:

- 1.6.1 A deduction of 5% of the total administration fees that are earned or would have been earned during a payment run where non-delivery or poor performance occurred (Non delivery or poor performance will be on the basis of stipulated duties of the entity appointed).
- 1.6.2 Where more than 5% of the participants were not paid on time or were paid contrary to the monthly payment registers.

1.7 Over payments

- 1.7.1 The responsibility to recover amounts that were overpaid to participants will rest with the service provider at own expense.

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1.7.2 Where the Department has paid invoices that include the amount overpaid, such amount will be repaid to the Department.

1.8 Confidentiality

1.8.1 The service provider undertake to respect the privacy of the EPWP participants, labourers and/or learners and undertake to ensure the security and confidentiality of their personal information as per Protection of Personal Information Act 2013.

1.8.2 All personal details relating to the EPWP participants, labourers and/or learners remain the property of the Department and will **NOT** be used or disseminated for any purpose or in whatever form other than for which it was originally intended without the prior consent of the Department.

1.9 Compliance with Specifications

1.9.1 Failure to comply with the specifications will result in the bid being declared non-responsive.

2. DUTIES OF THE SERVICE PROVIDER

2.1 Fulfil the following requirements with regards to payment:

2.1.1 The monthly stipends must be paid on the last working day of each month based on the payment registers submitted by the Department.

2.1.2 Submit monthly payment records and evidence for all paid participants

2.1.3 Pay stipends accurately, on time and directly, via electronic transfer, into the Participants bank accounts.

2.1.4 The Department will provide the Banking details and personal details of all the participants

2.1.5 Provide a detailed pay slip to participants at payment date.

2.1.6 In the event of the non-transfer or underpayment of funds, ensure that payment is effected within 24 hours of the date that the worker should have been paid through a direct deposit of funds into the participants' bank account

2.1.7 In case a participant was not paid or underpaid due to a mistake on the part of the service provider, all charges related to the rectification will be for the account of the service provider.

2.1.8 In the case where the participants were not paid or underpayment through the fault of the Department, the charges related to the rectification will be for the account of the Department.

2.2 Keep and maintain a record-keeping system that enables prompt verification of workers and payment related details

2.3 Keep records of all leave taken by workers as well as any leave payments made. The department shall provide information on leave that was taken by learners.

2.4 Effect any changes to participant/learner details (additions and/or terminations) that will have an effect on the payroll.

2.5 Keep, maintain and report on payments to participants.

2.6 Provide an appropriate facility that will enable the department to have access to records. This may take the form of electronic access to participant records or through electronic transfer of information.

2.7 Create a participant profile and a participant data base with name, surname, ID no, wage rate, address, etc. for each project.

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- 2.8 Where a bidder residing outside of Free State is appointed, it will be compulsory for that bidder to establish an office within the Free State Province where operations for this service will be executed.
- 2.9 This bank guarantee status should remain valid for the duration of the contract, Annual financial declaration indicating a strong cash flow during the management of the previous and any existing contract.
- 2.10 In the event that the Department is unable to timeously meet its obligation in terms clause 2 of this agreement the service provider shall access the credit facility outlined in 2.9 of this agreement to ensure that remuneration is effected to participants in accordance with payroll.
- 2.11 Access to the credit facility outlined at 2.9 shall not attract any interest against the Department.
- 2.12 Register all participants with Department of Labour and produce proof of Good Standing with UIF & COIDA
- 2.13 Prepare all UI19 documents for all exited participants during the duration of contract.

3. COMMUNICATION CHANNELS

- 3.1 The Service Provider will communicate with the Departmental official delegated for each project appointed for this service.
- 3.2 All the enquiries the Service Provider has relating to contractual matters will need to liaise with the delegated official.

4. MONITORING OF SERVICE PROVIDER

- 4.1 The Service Provider will be expected to conduct joint monthly meetings with the Departmental officials for reconciliation of payments.
- 4.2 Special meetings will also be conducted on ad hoc basis as and when a need arises. The service provider should always plan for at least one monthly reporting, monitoring and evaluation meeting during the duration of the contract.

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**public works &
infrastructure**

Department of
Public Works & Infrastructure
Free State Province

**SECTION 3:
CONTRACT DATA
SERVICE LEVEL AGREEMENT (SLA)
GENERAL CONDITIONS OF CONTRACT (GCC)**