

PART A
INVITATION TO BID

BID NUMBER:	RFQ330/26/27	CLOSING DATE: 09 SEPTEMBER 2026	CLOSING TIME:	11:00
DESCRIPTION	PROCUREMENT FOR APPOINTMENT OF A SUITABLY ACCREDITED TRAINING PROVIDER TO OFFER TRAINING ON NATIONAL CERTIFICATE: LANDSCAPING NQF LEVEL 3 TO TWENTY (30) EPWP PARTICIPANTS AT MOPANI DISTRICT (GIYANI)			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) 43 CHURCH STREET POLOKWANE WORKS TOWER BUILDING				
Ladanna				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	T.A. MAPHAHA		CONTACT PERSON	
TELEPHONE NUMBER	015 284 7192/067 410 3093		TELEPHONE NUMBER	
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS	maphahat@dpw.limpopo.gov.za		E-MAIL ADDRESS	
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No (IF YES ENCLOSE PROOF)		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 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, 2022 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 / 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:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.3.1 If so, furnish particulars:

.....

- 2.4 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

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.

- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

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.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	80
SPECIFIC GOALS	20

Total points for Price and SPECIFIC GOALS	100
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- 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;
- (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:

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

Where

P_s = Points scored for price of 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:

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

80/20 or 90/10

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:
- 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed by tenderer (80/20 system)
Enterprises owned by People with Disabilities (submit Disability certificate issued by health professionals)	2	
Enterprises owned by Women (submit Central Supplier Database (CSD))	7	
Small, Medium and Micro Enterprises (SMMEs). (submit Central Supplier Database (CSD).)	2	
Enterprises owned by Youth. (Submit Central Supplier Database (CSD))	4	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	5	

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
- ☐ State Owned Company

4.6I, 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:	



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

BID NO: LDPWRI/ EPWP - 2026/27

REQUEST FOR QUOTATIONS

QUOTE DESCRIPTION: APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO FACILITATE LANDSCAPING NQF-3 TRAINING FOR 30 EPWP PARTICIPANTS

QUOTE NO: LDPWRI/EPWP- 2026/27

NAME OF BIDDER: _____

AMOUNT: R _____ VAT incl.

AMOUNT IN WORDS: _____
_____ RAND

TERMS OF REFERENCE FOR THE PROCUREMENT OF TRAINING SERVICE PROVIDERS TO PROVIDE TRAINING TO TWENTY (30) EPWP PARTICIPANTS ON NC: LANDSCAPING NQF-3 TRAINING ON BEHALF OF DEPARTMENT

1. INTRODUCTIONS

The Limpopo Department of Public Works, Roads and Infrastructure (LDPWRI) as the lead coordinator of the Expanded Public Works Programme (EPWP) has committed itself to maximize employment opportunities and improve livelihoods of disadvantaged people in the Province through EPWP. The EPWP provides work opportunities to poor and unemployed men and women in the province as part of poverty alleviation and reduction of unemployment.

2. PURPOSE OF THE PROJECT

LDPWRI is looking for training provider to provide training of National Certificate: Landscaping NQF Level 3 to twenty (30) EPWP participants at LDPWRI Sekhukhune District Office in Lebowakgomo.

3. SCOPE OF WORK

Skills Programme: National Certificate: Landscaping NQF Level 3

SAQA Qualification ID: 66649

Number of EPWP participants to be trained: 30

Unit Standards **to be trained at and MUST** be aligned with SAQA qualification.

Unit ID	Unit Standard Title	NQF Level	Credits
<u>264274</u>	Apply biological and chemical control of alien invader plants	NQF Level 03	5
264236	Identify and control common pests in the horticultural environment	NQF Level 03	6
264255	Mow and de-thatch grassed areas	NQF Level 03	5
264257	Prune shrubs and other ornamental plants	NQF Level 03	6
264254	Arrange and Instil plant Decoration	NQF Level 03	5

NB: Venue and Catering will be provided by the Department of Public Works, Roads and Infrastructure.

4. PROFILE OF THE SERVICE PROVIDER

The service provider must be SAQA accredited organisation for the qualification of National Certificate: Landscaping NQF level 3. Proof of accreditation must be attached to the quotation.

5. PROJECT REQUIREMENTS

LDPWRI is looking for training providers to provide training of National Certificate: Landscaping NQF Level 3 to twenty (20) EPWP participants at LDPWRI Sekhukhune District Office in Lebowakgomo.

5.1 ACCREDITATION:

- The training required is accredited.
- The Provider must be accredited for the qualification of National Certificate: Landscaping NQF Level 3 that they are bidding for.
- Develop rollout plans with time frames for the structured learning programme

5.2 FUNCTIONAL RESOURCES

The Training Provider must be adequately equipped with necessary resources for the implementation of the training. Resource packs to be given to learners, including a toolbox with tools for demonstration and practical, please provide a list of tools. Also, the training material needed at the training.

The training provider must have the required Human Resource Capacity in the following areas:

5.2.1 Qualified Facilitators in terms of the programmes for National Certificate: Landscaping NQF Level 3.

5.2.2 Project Management Skills. No changes will be accepted without the prior written consent of the LDPWRI

5.2.3 Curriculum Vitaes of staff that will be involved on the project/ this training.

5.2.4 Functional Quality Management System

5.3 PROOF OF SIMILAR PROJECTS

5.3.1. Must provide the LDPWRI with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.

5.3.2 A list of minimum three (3) contactable reference letters where similar training was conducted.

5.4 The provider must:

1. Establish and maintain the learner record of the learners attending the programme.
2. Comply with training provider duties as per the signed as per the appointment.
3. Monitor learner progress, resolve problems related to training.
4. Submit reports to LDPWRI.

5.5 PLANNING AND SUPPORT

5.5.1 Develop rollout plans with time frames for the structured learning.

6. COST MODELLING (PRICE SCHEDULE)

COST COMPARISON FOR THIS COSTING MODEL FOR THE PROCUREMENT OF A TRAINING SERVICE PROVIDERS TO PROVIDE TRAINING TO TWENTY (20) EPWP PARTICIPANTS ON NC: LANDSCAPING NQF-3 SKILLS DEVELOPMENT PROGRAMMES AT LDPWRI MOPANI DISTRICT (GIYANI)

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS			
NAME OF BIDDING ORGANISATION:			
NAME OF SKILLS PROGRAMME:			
NUMBER OF TRAINING DAYS:			
ITEM DESCRIPTION	NO: OF LEARNERS	COST PER LEARNER	AMOUNT
Training Costs (including training material, assessment, moderation, certification and any other related training costs)	30		
SUB-TOTAL			
VAT 15%			
TOTAL COSTS			
ALL COSTS MUST BE INCLUSIVE OF 15% VAT (IF REGISTERED FOR VAT)			
NAME OF BIDDER: _____			
POSITION/ ROLE: _____			
SIGNATURE: _____			

All pricing shall be in South African Rand (ZAR).

NB: In addition to the above pricing schedule include similar Quotation that is inclusive of the Units Standards on your company Letter Head.

7. DURATION OF THE PROJECT

It is expected that the LDPWRI will enter into a service level agreement (SLA) with the successful bidders. The duration of the project will be for six (6) months and commence after appointment.

8. EVALUATION CRITERIA

The evaluation of the quotation or bid will be conducted in three (3) stages as follows:

8.1. STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

- (a) Proof of Organization accreditation with *South African Qualifications Authority Sector*
- (b) Invitation to Bid – SBD 1 must be fully completed.
- (c) Declaration of Interest – SBD 4 must be fully completed.
- (d) Full CSD Report
- (e) Preference Point Claim Form – SBD 6.1 must be fully completed. Additionally non-submission of below documents/information for verification will lead to a zero (0) score on a Specific goals.
 - Medical certificate for disability
 - Proof of address not older than three months.
 - Proof of address / Lease agreement

- Proof of registration on Central Supplier Database (CSD) (detailed CSD report) and MAAA.... on SBD1 Bidder must be registered as a service provider on the Central Supplier Database (CSD).
- Bidder must provide copies of South African IDs for Directors/Partners.
- Pricing Schedule /or quotation. Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

Only proposals that complied with all administrative requirements will be considered acceptable for further evaluation on Stage two.

8.2. STAGE 2: FUNCTIONALITY CRITERIA

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Stage 1) will be evaluated in Stage 2 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Stage 3 for Price and Specific goals evaluations; and As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

NO.	CRITERIA	POINTS
1.	Company Work Experience & References: of similar services and references to be provided on the client's letterhead. The minimum of three contactable reference letters on the letterhead of the referee and it must be signed by the referee. 3 and more reference letters = 30 Points 2 Reference Letters = 20 points	30

	1 Reference Letter(s) = 10 points 0 Reference Letter = 0 *[Each reference must clearly indicate]. • the name of the bidder and the project • objectives of the project (nature of the project) • recommendation and contact details of the referee as well as proof of completed project(s) and must be signed	
2.	Project plan for the delivery of Skills programme; Structure of the Skills programme in terms of the outcomes to be achieved = 20 Method and delivery of Skills program = 15 Learning support plan = 10	20
3.	Profile of key Personnel staff and Work Experience (Please attached CVs and proof of qualified Facilitator) 3.1 Relevant experience of Project Manager in managing similar projects = 15 • 5 years plus = 15 • 3 - 4 years = 10 • 1 - 2 years = 5 • No experience = 0 3.2 Facilitators (relevant experience facilitating the selected Skills programme) = 15 • 5 years plus = 20 • 3 - 4 years = 15 • 1 - 2 years = 5 • No experience = 0	50

	3.3 Qualifications of the Facilitators • Degree in Landscaping and or related = 15 • Diploma in Landscaping and or related = 10 • N6 Certificate = 5 • No Qualification = 0	
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Only bidders who obtained 70 Points will be evaluated further on 80/20 Preference Points system, where 80 points will be allocated for price only and 20 points will be allocated based on specific goals points scored. Failure to meet the minimum threshold of 70 points will not be evaluated further on Stage 3 of preference points system.

8.2. STAGE 3: 80/20 PREFERENCE POINTS SYSTEM

PRICE AND SPECIFIC GOALS EVALUATION:

Points will be allocated as follows:

Criteria	Points
Price	80
SPECIFIC GOALS	20
Total	100

Step 1: Calculation of points for Price

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

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

$P_{\min}$ = Rand value of lowest acceptable tender

Step 2: Calculation of points for Specific goals

Points shall be awarded to a bidder for attaining points for specific goals in accordance with the table below

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by People with Disabilities (Attach Disability certificate issued by health professionals)	2	
Enterprises owned by Women (Attach Central Supplier Database (CSD))	7	
Small, Medium and Micro Enterprises (SMMEs). (Attach Central Supplier Database (CSD).)	2	
Enterprises owned by Youth. (Attach Central Supplier Database (CSD))	4	
Enterprises located in Limpopo Province (Attach Municipal Utility Bills or Lease Agreement or Proof of Residence from Tribal Authority/Municipal Council)	5	
Total	20	

The points scored for price shall be added to the points scored for Specific goals to obtain the bidder's total points scored out of 100.

9. BID CONDITIONS

- a. LDPWRI does not bind itself to appoint a bidder with the highest points.
- b. LDPWRI reserves the right to negotiate the bidder's price.
- c. LDPWRI reserves the right to cancel the bid and not award the bid to any of the bidders.
- d. Bids which are late, incomplete, unsigned **will NOT** be accepted.
- e. LDPWRI reserves the right to include a penalty fee should the training programme not be completed as per the appointment.
- f. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
- g. Bids submitted are to be valid for a period of **90 days**.
- h. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
- i. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
- j. Companies that are in the process of de-registration in the CIPC will not be considered.
- k. The LDPWRI remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the LDPWRI may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the LDPWRI. Should a service provider wish to have the LDPWRI as a referral, permission for this must be sought.
- l. The LDPWRI reserve the right to visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

CERTIFICATION

I, the undersigned

(name).....

I/ We, the undersigned:

Quote for an Amount of (15% VAT inclusive) And.

Agree that we will be bound by the specifications, prices, terms and conditions stipulated in this Terms of Reference of this document, regarding delivery and execution.

Certify that the information furnished in respect of the bidder as well as the bid documents and declaration made are true and correct. I accept that the state may act against me should this declaration prove to be false.

Agree that has been duly authorised to sign all documents in connections with this bid.

Signed atthis Day of
..... 20.....

.....
Signature

.....
Designation Name of Bidder

Name of the company

Address

Contact Number.....

Email Address.....