



Eastern Cape CET College

c/o Eastern Cape Community Education & Training (CET) • Border Training Centre • 10 Mfana Road • Eastern Cape • East London • 5219 • REPUBLIC OF SOUTH AFRICA

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REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION	THE PROVISION OF HOME-BASED PERSONAL CARE TRAINING FOR 8 LECTURERS FOR A PERIOD OF 12 MONTHS
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REFERENCE: RFQ/ECCETC/HO/NSF/03/08/2025

CLOSING DATE: 12 SEPTEMBER 2025

CLOSING TIME: 11:00

**YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE EASTERN
CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE
(EC CET College)**

**DESCRIPTION: THE PROVISION OF HOME-BASED PERSONAL CARE TRAINING FOR 8 LECTURERS
FOR A PERIOD OF 12 MONTHS**

REQUEST FOR QUOTE CONTACT PERSONS:

Enquiries should be directed to:

Ms. I Maduna Email: zmaduna@ec.cetc.edu.za Tel: 043 753 0060 (Bidding process)

SUBMISSION OF DOCUMENTS

Proposals must be submitted via email to the following email addresses:

i) zmaduna@ec.cetc.edu.za

Between **08h00-16h30**(Monday to Friday).

Closing date for quotation: 12 SEPTEMBER @ 11:00

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER TEL NUMBER

VAT REGISTRATION NUMBER EMAIL

NAME OF SIGNITORY

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



RFQ NOTICE

RFQ DESCRIPTION	RFQ NUMBER	COMPULSORY BRIEFING	CLOSING DATE
THE PROVISION OF HOME-BASED PERSONAL CARE TRAINING FOR 8 LECTURERS FOR A PERIOD OF 12 MONTHS	RFQ/ECCECTC/HO/NSF/03/08/2025	Virtual Briefing Via Teams	12 SEPTEMBER 2025
		Tuesday, 02 July 2025 10H00 – 11H00 Meeting ID: 316 517 675 142 2 Passcode: v74452aN	CLOSING TIME: 11:00am

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotations must be submitted before **11:00am** on your business letterhead or stamped with your business stamp. The quotations must be emailed to **zmaduna@ec.cetc.edu.za**.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE QUOTATION BEING DECLARED NON-RESPONSIVE:

- Valid tax clearance certificate and tax compliance status documents with pin from SARS must be attached.
- A copy of business entity registration certificate e.g., CK Document
- A certified ID copy/s of company directors.
- Municipal Statement of account not older than three (3) months or Lease agreement if renting premises stating that the bidder is not obliged to pay municipal rates or letter from Ward Council confirming proof of address (rural areas bidders only)
- **Proof of registration with Central Supplier Database (CSD) must be attached.**
- **Detailed Pricing schedule.**
- **Completed SBD 4;8 and 9**
- **If the Bid Sum as per the SBD.1 differs from the SBD 3.1, it will automatically invalidate the offer submitted.**
- **Proof of valid Accreditation Certificate with QCTO/HWSETA**

Please note the following:

- This document must be completed with non-erasable ink. Any document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to Quotations being declared nonresponsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. • DO NOT USE CORRECTION FLUID as this may invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

- **Stage 1 – Functionality**
- **Stage 2 - Price and Preferential Points System.**

Price Points	= 80
Specific goals	= 20
TOTAL	=100

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	3	<ul style="list-style-type: none"> • CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	5	<ul style="list-style-type: none"> • CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	5	<ul style="list-style-type: none"> • CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	5	<ul style="list-style-type: none"> • CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points) Medical certificate. • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the Eastern Cape	2	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	<ul style="list-style-type: none"> • No points will be claimed if the bidders failed to submit the required documents

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Eastern Cape CET College Supply Chain Management Policy will apply.
- Eastern Cape CET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Quotations which are late, incomplete, unsigned, will not be accepted.
- Quotations submitted are to hold good for a period of **30 days**.
- No bids will be considered from persons in the service of the state.
- The 80/20 preferential procurement point system will be applied.

Enquiries should be directed to:

Ms. I Maduna

Email: zmaduna@ec.cetc.edu.za

Tel: 043 753 0060

BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.

The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in the Eastern Cape in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management structure of the College consists of the Principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

SCOPE AND DEFINITION OF WORK

Unit standard title: Home-Based Personal Care Worker

SAQA ID: 104792

NQF Level: Level 3

Credits: 135

Duration: 1 year (12 months)

Number of Staff to be trained: 8

Location where course is/will be conducted: Online and Contact learning [East London]
Training Provider to provide training venue

Accreditation body: (QCTO/ HWSETA)

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Home-Based Carer. Home Based Carers provide supervised care and support to patients and their immediate family's/household members in the home and appropriate community-based settings in order to promote, restore and maintain a person's maximum level of comfort, function and health including care towards a dignified death.

A qualified learner will be able to:

- Assess, plan and provide holistic (physical, spiritual, emotional and social) care and support for patients and household members.
- Capacitate patient and household/family members as participants in the patient care team.
- Make appropriate referrals in order to facilitate a continuum of care.
- Maintain records and reports regarding care and support provided.

QUALIFICATION RULES

This qualification is made up of the following compulsory Knowledge, Practical Skills and Work Experience Modules:

Knowledge Modules:

- 532904-001-00-00-KM-01, Fundamentals of Home-Based Care Level 2, 8 Credits.
- 532904-001-00-00-KM-02, Community Health Care and Social Support; Level 3, 14 Credits.
- 532904-001-00-00-KM-03, Rehabilitative Care within a home-based environment; Level 3, 7 Credits.
- 532904-001-00-00-KM-04, Therapeutic Care within the home-based environment; Level 3, 9 Credits.

- 532904-001-00-00-KM-05, Supportive and Palliative Care; Level 3, 7 Credits.
Total number of credits for Knowledge Modules: 45.

Practical Skill Modules:

- 532904-001-00-00-PM-01, Assess and identify the needs of patients and family/household members, and develop/update a standardised care plan in collaboration with a professional supervisor; Level 3, 5 Credits.
- 532904-001-00-00-PM-02, Identify and report on possible needs of patients and family/household members on an ongoing basis; Level 2, 5 Credits.
- 532904-001-00-00-PM-03, Implement delegated components of the care plan (Household and patient); Level 2, 20 Credits.
- 532904-001-00-00-PM-04, Educate patients and family/household members regarding the specific health/social conditions, implications and principles of care (to enable patients to make informed decisions); Level 3, 5 Credits.
- 532904-001-00-00-PM-05, Capacitate patients/family/household members in basic practical care skills; Level 2, 5 Credits.
- 532904-001-00-00-PM-06, Record and submit required information as per the schedule; Level 3 Credits.
Total number of credits for Practical Skill Modules: 45.

Work Experience Modules:

- Work Experience, 532904-001-00-00-WM-01, Exposure to the processes of assessing, planning and providing holistic care in household and community settings; Level 3, 7 Credits.
- Work Experience, 532904-001-00-00-WM-02, Exposure to the processes of monitoring the implementation of the home-based care plans; Level 2, 24 Credits.
- Work Experience, 532904-001-00-00-WM-03, Exposure to the processes of ensuring the active participation of patients and households in the management of care at home; Level 3, 2 Credits.
- Work Experience, 532904-001-00-00-WM-04, Exposure to the processes of capacitating patients/family/household members in basic practical care skills; Level 2, 2 Credits.
- Work Experience, 532904-001-00-00-WM-05, Exposure to the referral processes; 3 Level, 2 Credits.
- Work Experience, 532904-001-00-00-WM-06, Exposure to the processes of conducting follow up on referred patients at household; Level 2, 4 Credits.
- Work Experience, 532904-001-00-00-WM-07, Exposure to the processes of reporting and maintaining records within the home-based care environment; Level 3, 3 Credits.
- Work Experience, 532904-001-00-00-WM-08, Exposure to the processes of participating in care team activities; Level 2, 1 Credits. Total number of credits for Work Experience Modules: 45.

EXIT LEVEL OUTCOMES

1. Provide holistic care and support to patients and household members.
2. Communicate effectively with patients and household members to provide care and support.
3. Operate effectively within a multi-disciplinary team context.
4. Recognise when to refer and who to refer to.
5. Complete a generic report guideline/template on patient care.

FUNCTIONALITY CRITERIA

Only bidders that have met the pre-qualification criteria will be evaluated for functional evaluation. An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated,

Bidders will be required to achieve a minimum score **60% (or 60 points)**, for Functionality in order to qualify to proceed to next phase, which will be presentation. To ensure simplification, the total functionality score will be rated out of a total of 100. Price and Preference Points System evaluation.

The allocation of points for the evaluation of quality is set out in the table below.

FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	MAX VALUE
1. Experience			
(a) Number of clients (contactable references) that the bidder has successfully serviced in the past 5 years.			
5 or more reference letters of relevant experience	Experience in conducting home-based care training or similar training and workshops in the past five (5) years within public sector environment, bidders must attach reference letters on client's letterhead with contactable references.	40	5
3-4 reference letters of relevant experience			4
1-2 reference letters of relevant experience			3
0 reference letters of relevant experience			0
2. Expertise and Capacity of the Trainer or facilitator			
Trainer or facilitator experience			
>10 years' experience	The trainer or facilitator must have at least 3 years' experience in Home-based Personal Care and must have at least three (3) years' experience in facilitating workshops and/or conferences, .CV and certified copy of qualification of the Trainer or facilitator depicting at least three (3) years' experience in leading similar projects. NB: No points will be claimed where the above is not attached.	20	5
5 to 10 years' experience			4
3 to 4 years' experience			3

3.Methodology				
	Methodology and approach address all areas in detail and is comprehensively described. Methodology and approach address some areas in detail and is comprehensively described Inadequate Methodology and Approach	Details of the proposed approach to be adopted in order to deliver the service in accordance with the terms of reference: Approach and Methodology. The bidder must provide a comprehensive detail of the methodology and process to be adopted to fulfil the assignments	20	5
				3
4.Locality				
	Based in Eastern Cape =20 Outside Eastern Cape =10		20	
TOTAL			100	

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES

SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder..... Bid number.....
Closing Time 11:00AM

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

Item	Description	Quantity	Unit Price	Total Amount in Rands Vat Inclusive
Training	Training of 8 Lecturers on Home-based Personal Care for the duration of 12 Months	8		
			TOTAL	
			VAT (15%)	
			TOTAL CARRIED TO SBD 1	

Total must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified.

Pricing Instructions: The proposal must be inclusive of all costs including i.e. delivery fees

and disbursements. 1.1. By signing the Price Schedule, a bidder warrants that:

- 1.1.1. the relevant quotation is correct.
- 1.1.2. the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document.
- 1.1.3. the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements.
- 1.1.4. any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk.
- 1.1.5. The total price quoted must be VAT inclusive.

SIGNED at _____ (place) on the _____ day of _____, 20____.

Signature

Date

Print name: _____

On behalf of the Supplier (duly authorized)

CONDITIONS OF THE REQUEST FOR QUOTATION

General

1. This RFQ is not intended to form the basis of a decision to enter into any transaction involving EC CET COLLEGE and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
2. The RFQ has been compiled by EC CET COLLEGE and is being made available, on the same basis to all Bidders.
3. Bidders submitting a Bid in response to this RFQ will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither EC CET COLLEGE nor any of their respective directors, officers, employees, agents, representatives, or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Bid in response to the RFQ.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document.
5. Kindly note that EC CET COLLEGE is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
6. The EC CET College reserves that right not to accept the lowest bid price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to EC CET COLLEGE.
7. The EC CET COLLEGE reserves the right to accept any Bid in whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Bid.
8. The EC CET COLLEGE also reserves the right to award this bid to a pure empowerment entity.
9. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channelled to: zmaduna@ec.cetc.edu.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, shareholder etc):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- (b) any municipality or municipal entity.
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or (e) Parliament.

2.7 Are you or any person connected with the bidder **YES / NO** presently employed by the state.?

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
shareholders / members or their spouses conduct business with the state
in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....

2.9 Do you, or any person connected with the bidder, have

any relationship (family, friend, other) with a person employed
by the state and who may be involved with the
evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

..... **YES / NO**
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between the bidder
and any person employed by the state who may be involved with the
evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

..... **YES / NO**
.....

2.11 Do you or any of the directors /shareholders/ members of the
company have any interest in any other related companies whether
or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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