

The South African National Roads Agency SOC Limited (SANRAL) invites quotations for **APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A MENTORING AND COACHING TRAINING TO SANRAL EMPLOYEES.**

Quotations are to be **emailed** to The South African National Roads Agency (SOC) Ltd per email: [ProcurementHO2@sanral.co.za](mailto:ProcurementHO2@sanral.co.za)

Closing date: 26 August 2022

Closing time: 11h00

**Only e-mail quotations will be accepted. No late quotations will be accepted.**

The heading of the e-mail must be clearly marked “**Quotation**” as well as the title “**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A MENTORING AND COACHING TRAINING TO SANRAL EMPLOYEES**”.

Please provide your postal address and contact telephone numbers as part of the body of the e-mail.

Queries relating to issues arising from these documents may be addressed to:

Bidding procedure enquiries:

Procurement Office, E-mail: [ProcurementHO2@sanral.co.za](mailto:ProcurementHO2@sanral.co.za)

This bid is subject to section 6(9)(b)(i) of the PPPFA Regulations 2017 regarding negotiations.

Mandatory Training Requirements:

<b>Accreditation</b>	<ul style="list-style-type: none"><li>• The Service provider must provide a Certificate of Accreditation by a relevant SETA or Council for Higher Education (CHE)</li></ul>
<b>Facilitators' Experience</b>	<ul style="list-style-type: none"><li>• The facilitator must have proven track record of facilitating One (1) Mentoring and Coaching Training (Attach CV).</li></ul>
<b>Training Provider's Experience</b>	<ul style="list-style-type: none"><li>• The service provider must list 2 contactable references from organisations in the public/private sector where they conducted a training in the field of mentoring &amp; coaching and change management in the past 5 years.</li></ul>

**ONLY TENDERERS WHO ARE B-BBEE COMPLIANT EME AND AT LEAST LEVEL 1 or 2 ARE ELIGIBLE TO QUOTE (PLEASE ATTACH A VALID SWORN-AFFIDAVIT OR B-BBEE CERTIFICATE).**

Eligibility for prequalification is subject to the following conditions of B-BBEE scorecard requirement:

- i. A tenderer's verification scorecard shall be issued in accordance with the B-BBEE Generic Codes of Good Practice issued by the Department of Trade and Industry and Competition; and
- ii. The scorecard shall be submitted as a certificate attached to Returnable Schedule Form F; and
- iii. The B-BBEE verification scorecard shall:
  - o Be valid at the tender closing date; and
  - o have been issued by a verification agency accredited by the South African National Accreditation System (SANAS); or
  - o be in the form of a sworn affidavit in the case of an Exempted Micro Enterprise (EME); and
- iv. The date of issue of the certificate must be less than 12 (twelve) months prior to the tender closing date (**August-2022**); and
- v. Failure to submit a valid B-BBEE verification scorecard will result in the disqualification of the bidder; and

vi. In the event of an unincorporated joint venture (JV), a project specific (must contain SANRAL project name or number) consolidated B-BBEE verification certificate in the name of the JV shall be submitted.

vii. **A valid B-BBEE Certificate must contain:**

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Added Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- Have a date of issue and expiry (e.g., 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate;
- Financial period which was used to issue the B-BBEE Verification Certificate.

viii. **A valid Sworn Affidavit must contain the following:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member **must** be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage black ownership, black female ownership and whether they fall within a designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
- Financial year-end (**dd-mm-yyyy**) as per the enterprise's registration documents, which was used to determine the total revenue (e.g., 28 February 2021).
- B-BBEE status level. An enterprise can only have one status level.
- Date deponent signed and date of Commissioner of Oath **must** be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn-affidavit in which they have an interest".