

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT REGULATORY BOARD FOR AUDITORS (IRBA)</b>					
<b>BID NUMBER:</b>	45/2022/23	<b>CLOSING DATE:</b>	28 October 2022	<b>CLOSING TIME:</b>	12H00
<b>DESCRIPTION</b>	Provisioning of Excel training				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.</b>					
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: Bhekani.Mncwango@kznlgqa.co.za					
22 Dorothy Nyembe street					
The marine building					
Durban					
4001					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	NAME:				
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
IRBA			CONTACT PERSON		
CONTACT PERSON	Bhekani MNCWANGO		TELEPHONE NUMBER		
TELEPHONE NUMBER	031 302 0661		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS	Bhekani.mncwango@kznlgqa.co.za				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY:</p> <p>1.4. (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.6. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
<b>2. TAX COMPLIANCE REQUIREMENTS</b>								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**KwaZulu-Natal**  
**LIQUOR AUTHORITY**

**OFFICE OF THE KWAZULU-NATAL LIQUOR AUTHORITY**

1<sup>st</sup> Floor, The Marine Building,  
22 Dorothy Nyembe (Former Gardner) Street,  
DURBAN  
4001  
P.O Box 2583  
DURBAN  
4000

**Tel:** 031 302 0668

**Email:** [Siyabonga.masikane@kznla.co.za](mailto:Siyabonga.masikane@kznla.co.za)

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**REQUEST FOR ENTRY LEVEL EXCEL SKILLS TRAINING**

**1. Background information:**

- 1.1 The KwaZulu-Natal Liquor Authority herein after referred to as "KZNLA" is an entity established in terms of the KwaZulu-Natal Liquor Act No. 06 of 2000, with its principal place of business being, 1st Floor Marine Building, 22 Dorothy Nyembe Street, Durban 4000.
- 1.2 It is an entity of the KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs.
- 1.3 KwaZulu-Natal Liquor Authority has the responsibility to develop its officials to enable them to perform up to required standard.
- 1.4 The course is also aimed at enabling nominated officials to be equipped with Advance Excel Skills Training.
- 1.5 The purpose of these terms of reference is to solicit services of an accredited service provider to offer entry level Excel Skills Training to some KZN Liquor Authority Officials.
  - 3 x Human Resources officials
  - 3 x IT Officials
  - 5x Compliance and Enforcement Inspectors
  - 2x Office of the CEO officials

**2. Who should attend**

- 2.1 The course is aimed at KZN Liquor Authority identified Business Units as per 2022/2023 KZNLA training plan.

**3. Scope of the training should cover the following areas as per the table below:**

3.1.

MS EXCEL
<ul style="list-style-type: none"><li>• Getting Started</li></ul>

- Entering and Editing Data
- Formatting Worksheets
- Using Functions
- Absolute vs Relative Cell Referencing
- Modifying a Worksheet
- Working with a Database
- Working with Charts
- Excel shortcuts
- Conditional Formulas and Formatting
- Printing Large Worksheets

**4. Outputs: Upon completing this course, the participants should be able to**

4.1 Implement all above stated computer package with confident namely:

- MS Excel

4.2 Improve on his excel computer skills and knowledge

**5. Time frames:**

5.1 Duration of the training should not exceed 5 days.

**The appointment is subject to availability of a suitably qualified and experienced service provider as detailed hereunder**

**6. Key qualifying requirements of the human resource (s) proposed to handle this project:**

- 6.1 Qualifications in support of which a CV is required:
  - 6.1.1. Computer Science Post Graduate or Industrial Psychology or equivalent;
  - 6.1.2. Accredited training provider;
  - 6.1.3. 5 - 10 years training experience;
- 6.2 Location – the human resource (s) proposed to handle this project, should be based in Durban.
- 6.3 Availability.
- 6.4 Related fee structure.
- 6.5 Related disbursement.

**7. NB: Please refer to Annexure A, attached hereto, for the technical scoring grid.**

**Mandatory compliance requirements:**

- 7.1 Proof of registration with the relevant professional body in respect of the human resource.
- 7.2 Proof of company registration, where applicable i.e. unless you are a sole proprietor;
- 7.3 Shareholder's certificate, where there is more than one director;
- 7.4 Original valid tax clearance certificate;
- 7.5 Valid BBBEE certificate by a SANAS accredited agency or company;
- 7.6 Letter confirming bank account;
- 7.7 Certified ID copies of the directors of the company;
- 7.8 Certified ID copy of the human resource (s) that is proposed to handle this project;
- 7.9 Proof of registration on the Treasury Central Supplier Database;
- 7.10 CV of the human resource (s) proposed to handle this project.

**8. Disclaimer:**

- 8.1 KZNLA reserves its rights not to appoint;
- 8.2 KZNLA reserves its rights to appoint more than one service provider (i.e. one service provider for each case);
- 8.3 KZNLA reserves its rights to negotiate the price with the winning bidder;
- 8.4 KZNLA reserves the right to terminate the mandate should a pre-existing conflict of interest that, on the part the firm and or assigned human resource (s) be found at any stage of the project;
- 8.5 Originals of the documents will be requested from the qualifying bidder.

## Annexure A

**Technical Evaluation Grid**

<b>Appointment of a Service Provide to offer Advance Excel Training</b>	<b>Weight</b>	<b>Initial Score</b>	<b>Total Score</b>
<b>Company Experience</b> <b>1 – 5 years Public Sector Offering Accredited Trainings = 10</b>  <b>6 – 9 years Public Sector Offering Accredited Trainings = 15</b>  <b>10 years Public Sector Offering Accredited Trainings = 20</b>	<b>20</b>		
<b>Registration with relevant SETA's</b>	<b>15</b>		
<b>Approach and Project Plan with time lines.</b>	<b>15</b>		
<b>Professional Experience – Team members</b>  <b>Over 5 years =20</b> <b>5 years = 15</b> <b>Less Than 5 years = 0</b>	<b>20</b>		
<b>Key Expect: Advanced Excel Accredited Training</b>	<b>10</b>		



Total	80		
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1. Scoring Guide: 1=very poor, 2=poor, 3=satisfactory, 4=good, 5=very good/excellent
2. The minimum technical threshold to qualify for further assessment: 70% of 80 or 56 points
3. Bidders who score the minimum required technical points will be further evaluated on the 80/20 preference points system i.e. 80 for price and 20 for BBBEE preference points.

#### Evaluators Comments on Strengths and Weaknesses

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## REQUEST MEMO FOR GOODS/SERVICES

1. The goods/services, as reflected in the attached Annexure A, are required by this office for:

**Description : Virtual / Physical Accredited Excel Training**

**(When) : To be decided**

**(Where) : KZN Liquor Authority**

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

**Motivation / Reason:** The Entity is in a process of coordinating the appointment of a service provider to offer accredited Excel training to some of its employees.

Signed by: Simphiwe Khumalo  
Signed at: 2022-10-12 14:55:21 +02:00  
Reason: Witnessing Simphiwe Khumalo

**Compiler /End user**  
Signed by: Bhekani Richman Mncwango  
Signed at: 2022-10-13 10:58:29 +02:00  
Reason: Witnessing Bhekani Richman Mn

Signature

\_\_\_\_/\_\_\_\_/ 2022  
Date

**SCMP**  
Signed by: Siyabonga Hector Masikane  
Signed at: 2022-10-12 15:02:28 +02:00  
Reason: Witnessing Siyabonga Hector Ma

Signature

\_\_\_\_/\_\_\_\_/ 2022  
Date

**Approved (CCM)**  
Signed by: Bheki Mbanjwa  
Signed at: 2022-10-14 12:32:24 +02:00  
Reason: Witnessing Bheki Mbanjwa

Signature

\_\_\_\_/\_\_\_\_/ 2022  
Date

**Authorized (CEO)**

Signature

\_\_\_\_/\_\_\_\_/ 2022



