



Invitation to Bid /Request for Quotations

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. All quotations must be submitted on e-Tender Portal with complete SBD 4.

Detailed description of the service required	Quantity
<p>Name of course: Minutes Taking</p> <p>Preferred training dates: to be confirmed</p> <p>Course Duration: 5 Days</p> <p>Venue: to be confirmed</p> <p>Programme Outcomes: This hands-on short session will address: The basics of effective meetings, functions of a meeting secretary, creating good meeting information, including agendas, minutes and other meeting documentation, active listening and note-taking tools and techniques. Preparing for a meeting.</p> <ul style="list-style-type: none"> • Dealing with differing views in a meeting. • Distributing records of a meeting. • Conducting a meeting. <p>NQF Level: 4</p> <p>Credits: 5</p> <p>Certificate: Certificate of competence to be issued after learner is found to be competent.</p> <p>Course material: All course material to be supplied by the provider</p> <p>NB: Venue and catering to be included</p>	<p>20</p>



Evaluation Criteria

- The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.

- **Phase 1: Mandatory requirements and Disqualification in Administration Requirements**

- a) Mandatory Requirements**

- Service provider must be accredited with Quality Council for Trades and Occupations (QCTO) / Education and Training Quality Assurance (ETQA) proof of accreditation must be attached (Attach valid certificate/ letter from the body)

- **Only bidders who met mandatory requirements will be considered for Disqualification in Administration Requirement's**

- b) Disqualification in Administration Requirements**

- **Only bidders who submitted quotes according to the below will be considered for phase 2:**

- ✚ Quotes must be submitted on or before the stipulated closing dates.
- ✚ Supplier must be registered on Central Supplier Database (CSD).
- ✚ Bid/quotations submitted **after** closing date will not be considered.

- **Phase 2:** Adherence to the specifications / Functionality: Evaluation in terms of all items required as per specification is quoted by the bidder.

- **Only bidders who quoted all items required as per specification will be considered for phase 3.**

- Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure to do that may result in the bidder being disqualified.

- **Phase 3: Evaluation of price and Specific goals will be in terms of 80/20**

preference point systems.

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTNS FOR PRICE AND SPECIFIC GOALS	100

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).

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 allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

Validity Period

- The validity period of the Quotation is 90 days from the closing date.
- The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that non-response from the bidder will be regarded as consent to the extension of the validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/ members of the company who submitting quotes have other related companies as registered on CSD, they should disclose on 2.3.



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- Tax matters must be compliant with CSD before final award, if not you will be notified to correct within seven (07) working days failure to do that will result in disqualification.
- Banking details must be verified if not you will be notified to correct within seven (07) working days failure to do that may result in disqualification.
- All items must be priced by bidders. If the bidder fails to assign a price to specific items, it will be considered that those items are offered at no cost (for free).