



DARD/RFB 04/2025/2026: APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY OF ACCREDITED AND NON-ACCREDITED TRAINING TO THE FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS

FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

TENDER NO.: DARD/RFB 04/2025/2026

**APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR
THE SUPPLY OF ACCREDITED AND NON-ACCREDITED
TRAINING TO THE FREE STATE DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD
OF 36 MONTHS**

TENDER DOCUMENT

ADVERTISEMENT DATE 19 September 2025 TENDER CLOSING DATE 10 October 2025	NON-COMPULSORY BRIEFING SESSION 26 September 2025
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Issued by: Department of Agriculture and Rural Development Glen Agricultural College Chemistry Building 1st Floor Gielie Joubert Street Bloemfontein 9301	Prepared by: Department of Agriculture and Rural Development Glen College of Agriculture
Name of Tenderer:	Tender amount:



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DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

- ❖ Bid Submission Checklist

SECTION 1

Returnable documents

- ❖ Invitation to Bid (SBD 1)
- ❖ Declaration of Interest (SBD 4)
- ❖ Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 (SBD 6.1)
- ❖ Proof of the following documentation will be required:

Mandatory requirements (failure to comply with these requirements shall disqualify the bid)

- Training provider accreditation or secondary accreditation certificate, National Qualifications Framework (NQF) Level 5 or higher issued by Agriculture Sector Education and Training Authority (AgriSETA) or Quality Council for Trades and Occupations (QCTO). (For Joint ventures / Consortia all partners to be accredited or secondary accredited with at least one of the partners accredited at NQF level 5 or higher).
- Pricing schedule (Bidders are required to complete the pricing schedule in full and quote on all items indicated).

- ❖ Other returnable documents

SECTION 2

- ❖ Special Conditions of Contract (SCC)

SECTION 3

- ❖ General Conditions of Contract (GCC)

ANNEXURES

Annexure A: Pricing Schedule Year 1 (To be completed in the Excel file provided, printed and each page signed and attached to the tender document. The electronic copy of the pricing schedule also submitted together with the tender document on a memory stick in the envelope)

Annexure B: Learning materials: Assessment criteria and development guidelines



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Supply Chain Management Enquiries

Mr T. Matshaba

Director: Supply Chain Management

Cell: 081 028 3448

Email: tsoloanematshaba@gmail.com / maliehe@dard.gov.za

Technical Enquiries

Mr. A Radebe

Assistant Director: Agricultural Skills Development

Cell: 066 025 5212

Email: aradebe@dard.gov.za

INVITATION TO BID

1. Bids are hereby invited for mentioned goods/services.
2. Bids must be in sealed envelopes subscribed "Bid No. **DARD/RFB 04/2025/2026 APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY OF ACCREDITED AND NON-ACCREDITED TRAINING TO THE FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS**
3. Bids must be addressed to the under mentioned address:

**Free State Department of Agriculture and Rural Development
Supply Chain Management
Private Bag X 02
Bloemfontein
9300**

4. All bids must be placed in the bid box not later than **11h00 on 10 October 2025** at the street address mentioned below:

**Free State Department of Agriculture and Rural Development
Administration Building
Ground floor
SCM Component
Gielie Joubert Street
GLEN**



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3.1	General Conditions of Contract (GCC)
Annexure A	Pricing Schedule Year 1 (To be completed in the Excel file provided, printed and each page signed and attached to the tender document. The electronic copy of the pricing schedule also submitted together with the tender document on a memory stick in the envelope)
Annexure B	Learning materials: Assessment criteria and development guidelines



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SECTION 1



DARD/RFB 04/2025/2026: APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY OF ACCREDITED AND NON-ACCREDITED TRAINING TO THE FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS

Free State Department of Agriculture and Rural Development

LIST OF RETURNABLE DOCUMENTS

Bidders are required to complete the checklist and to submit with their bids. Please note that all the information listed below must be completed in full, where applicable, and be included in the bid. Failure to complete and attach may result in the bid being non-responsive.

FORM NO	FORM NAME	COMPLETED?
	Company Authority Documents & Resolutions	
A1	Certificate of Authority for Signatory	
A2	Schedule of Addenda to Tender Documents	
A3	Schedule of Deviations or Qualifications by Tenderer	
A4	Tenderer's Bank Statement or Registered Financial Service Provider Credit letter	
A5	Joint venture agreement	
	Standard Bidding Documents (SBD)	
SBD 1	Invitation to bid	
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SBD 6.1	Preference points claim form in terms of the Preferential Procurement Regulations 2022.	
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F3	Human Resource Capacity	
F4	Methodology description	
F5	Municipal rates or lease agreement	
	Returnable Documents pertaining to the Contract	
SBD 7.2	Contract form – Rendering of services (Contract form SBD 7.2 will be signed by successful bidder(s) only. Attaching it to the tender document is for information purposes only and does not commit the FSDARD to signing a contract with any of the bidder(s)).	
PS	Pricing Schedule	



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FORM A1 CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to tenderer:

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners.
2. In the event that the tenderer is a joint venture, a certificate on the company's letterhead, is required from each member of the joint venture clearly setting out:
 - authority for signatory,
 - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
 - name of the designated lead member of the intended joint venture
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory and only serves as an example of the minimum information required in the evidence required as indicated in 1 and 2 above.
4. The authority letter must include the name of this project as per the below example.

By resolution of the board of directors/partners passed at a meeting held on.....

Mr/Ms.....whose
signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no. DARD/RFB 04/2025/2026: APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY OF ACCREDITED AND NON-ACCREDITED TRAINING TO THE FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS and any contract which may arise therefrom on behalf of (enter name of tenderer in block capitals)

.....

SIGNED ON BEHALF OF THE COMPANY:

.....

IN HIS/HER CAPACITY AS:.....

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES:

SIGNATURE

SIGNATURE

NAME (print)

NAME (print)



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FORM A2: SCHEDULE OF ADDENDA TO TENDER DOCUMENTS

Any addenda to the tender will be published on the e-tender portal. Bidders are required to check the e-tender portal prior to finalizing their bid submissions for any changes to the tender. The Department will not be held liable if bidders do not receive the latest information regarding this tender with the possible consequences of either being disadvantaged or disqualified as a result thereof.

Note to tenderer:

If an addendum containing material amendments is not incorporated by the tenderers in his tender offer, the tender will be declared non-responsive.

Record of Addenda to Tender Documents

The undersigned confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			



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FORM A3: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER

PAGE	DESCRIPTION

TENDERER'S REPRESENTATIVE

(Signature)..... Date.....



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FORM A4: TENDERER'S REGISTERED FINANCIAL SERVICE PROVIDER LETTER, BANK DETAILS AND/OR CREDIT LETTER

Notes to tenderer:

1. The tenderer shall attach to this form a letter (dated less than 3 months prior to the tender closing date) from the bank confirming its account. Tenderers that fail to comply may be declared nonresponsive.
2. The tenderer's banking details, as they appear, shall be completed below.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

The tenderer shall provide the following:

- i) Name of account holder:
- ii) Account number:
- iii) Bank name:
- iv) Branch number:
- v) Bank and branch contact details

4. THREE MONTHS BANK STATEMENT OR CREDIT LETTER

A three (3) month bank statement including the most recent full three (3) months before closing date of tender (signed or stamped by the bank with original logo) and/or Credit letter/rating or letter of intent (signed and/or stamped by the institution) issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 (Financial Service Provider (FSP) registration number clearly visible on the document) or evidence of any legal funding instrument which confirms the availability of funds or credit to facilitate the project must be attached to this schedule.

ATTACH RELEVANT DOCUMENTATION AFTER THIS PAGE.

SIGNED BY/ON BEHALF OF BIDDER:

NAME		SIGNATURE	DATE



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FORM A5: JOINT VENTURE AGREEMENT (*if applicable*)

Note: *In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement.*

IN CASE OF A CONSORTIUM/ JOINT VENTURE/ SUB-CONTRACTOR CONCERN:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.

I/we certify that the Joint venture, if appointed, will be registered within 30 days after award and that a joint bank account will be opened in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

NAME		SIGNATURE	DATE



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SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DARD/RFB 04/2025/2026	CLOSING DATE:	10 October 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY OF ACCREDITED AND NON-ACCREDITED TRAINING TO THE FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Location of tender box: Admin Building: Ground Floor SCM Unit Gielie Joubert Str Glen, 9360			Administration Building, Gielie Joubert Street, Glen (Mangaung Metro)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr T. Matshaba		CONTACT PERSON	Mr. A Radebe	
TELEPHONE NUMBER	081 028 3448		TELEPHONE NUMBER	066 025 5212	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tsoloanematshaba@gmail.com		E-MAIL ADDRESS	aradebe@dard.gov.za	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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.					



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SBD 1

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, 2000 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:



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SBD 4**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

¹

the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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.....
.....

2.3 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**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... 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 not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder



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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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender



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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:

80/20 or 90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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.



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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Achievement level	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)	Documentary proof to be attached.
Person/s historically disadvantaged on the basis of race.	100% black ownership	10		BBBEE certificate or Sworn affidavit or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of race.
	75% - 99% black ownership	8		
	60% - 74% black ownership	6		
	51% - 59% black ownership	3		
	0 - 50% black ownership	0		
Person/s historically disadvantaged on the basis of gender.	100% women ownership	5		BBBEE certificate or Sworn affidavit or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of gender.
	75% - 99% women ownership	3		
	60% - 74% women ownership	2		
	51% - 59% women ownership	1		
	0 - 50% women ownership	0		
Person/s historically disadvantaged on the basis of disability.	100% owned by persons living with disabilities	5		BBBEE certificate or Sworn affidavit or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of disability.
	75% - 99% owned by persons living with disabilities	3		
	60% - 74% owned by persons living with disabilities	2		
	51% - 59% owned by persons living with disabilities	1		
	0 - 50% owned by persons living with disabilities	0		
TOTAL		20		



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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Tick	Type
	Partnership/Joint Venture / Consortium
	One-person business/sole propriety
	Close corporation
	Public Company
	Personal Liability Company
	(Pty) Limited
	Non-Profit Company
	State Owned Company

4.6. I, 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.



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.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



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FORM B1: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

The tenderer shall provide a copy of the supplier registration form from the National Treasury Central Supplier Database (www.treasury.gov.za). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture or a Targeted Enterprise, a Supplier registration form must be provided for each member of the Joint Venture or Targeted Enterprise.

Name of Service Provider:

Central Supplier Database Supplier Number: **MAAA**.....

Attach Supplier(s) registration form(s) hereto.

NAME		SIGNATURE	DATE



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FORM B2: TAX COMPLIANCE

The Tenderer shall complete the declaration below.

I,

(name) the undersigned in my capacity as

(position) on behalf of (name of company)

herewith grant consent that SARS may disclose to the Free State Department of Agriculture and Rural Development our tax compliance status pin.

For this purpose, our unique security personal identification number (PIN) is

In the event of a joint venture or a Targeted Enterprise each member shall comply with the above requirements.

ATTACH VALID TAX STATUS PIN IMMEDIATELY AFTER THIS PAGE.

NAME		SIGNATURE	DATE



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FORM B4: SPECIFIC GOALS

In terms of Regulation 3(1)(b) of the Preferential Procurement Regulations (2022), specific goals based on ownership by historically disadvantaged person(s) is applicable to this tender.

Note:

Points will be forfeited if documentary proof as indicated in the last column of the table here below are not attached.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documentary proof to be attached.
Person/s historically disadvantaged on the basis of race.	10	BBBEE certificate or Sworn affidavit or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of race.
Person/s historically disadvantaged on the basis of gender.	5	BBBEE certificate or Sworn affidavit or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of gender.
Person/s historically disadvantaged on the basis of disability.	5	BBBEE certificate or Sworn affidavit or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of disability.

In order to claim specific goal points, tenderers must submit valid (original or certified copy) B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) (Entities other than EME's and QSE's) or a valid sworn affidavit (original or certified copy) completed in the format supplied by Department of Trade, Industry and Competition (DTIC), signed by the EME/QSE representative and attested by a commissioner of oath (EME's and QSE's) or an ownership certificate issued by the Companies and Intellectual property Commission (CIPC).



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Documentary proof must substantiate the claims in terms of ownership of the relevant categories of historically disadvantaged individuals.

In order to claim the relevant points, attach hereto relevant documentary proof as indicated in column 3 of the table directly above.

NAME		SIGNATURE	DATE



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FORM F1: LIST OF CONTRACTUAL AGREEMENTS / APPOINTMENT LETTERS / REFERENCE LETTERS

Note to bidder:

The information supplied will be used to evaluate functionality. Non submission will influence the functionality score negatively.

Lists of Completed training projects over the last ten (10) years preceding the tender closing date to be submitted in Table below.

Bidders to provide proof of capacity and ability to supply and deliver accredited and non-accredited training, catering, transport and accommodation, to the sector.

Bidders must familiarise themselves with the evaluation criteria and submit a list of completed contracts to support the allocation of points.

The list of completed contracts must be supported with contractual agreements or appointment letters or orders with corresponding reference letters to proof project / contract completion (see next form) which must be attached directly after this page (or the next in case of reference letters). Evidence submitted must include the following information:

- contactable reference
- date of appointment
- value of contract

A listed contract which is not substantiated with evidence, including evidence which substantiates the completion of the project, will not be considered in the evaluation of functionality.



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List of Previous and Completed contracts

NAME OF COMPANY: _____

TRAINING PROJECT / EMPLOYER (Name, Tel. No)	NATURE OF TRAINING (What & Where)	VALUE OF CONTRACT / TRAINING	YEAR OF COMPLETION

NAME		SIGNATURE	DATE



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FORM F2: REFERENCE LETTERS FOR PAST PERFORMANCE

Note to tenderer:

Letter to be on Client's (of the project referenced in Form 1) letterhead and completed by the client stating the following:

Free State Department of Agriculture and Rural Development
Administration Building,
Gielie Joubert Street,
Glen

ATTENTION: Procurement Department

REFERENCE LETTER FOR PAST PERFORMANCE RELATED TO (insert project number) **FOR THE** (insert project description)

WHICH INCLUDED THE FOLLOWING KEY ACTIVITIES:

Key Training Activities	Description
e.g. Facilitation, Assessment, Moderation and Certification	

This letter serves to confirm that (insert name of respondent) completed the subject project to the value of R..... (insert value of project) on (insert date).

Rate the performance of the tenderer for the reference project in the table below:

Rating	Poor	Adequate	Good	Excellent
Client score	1	3	4	5
Mark the relevant box with "x"				



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Were the quality /specifications complied with?

YES / NO*

* If no, furnish details:

Will you recommend this supplier to anyone without reservations? YES / NO

Any enquiries relating to this project can be addressed to (insert the name, contact number and e-mail address of reference).

Signed by:

.....
(Print Name of signatory)

.....
Date

Designation of signatory:



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FORM F3: HUMAN RESOURCE CAPACITY

Note to tenderer:

- CV's to be attached with certified copies of qualifications, certificates and registrations.
- Profile of key staff available with CV's to be attached with certified copies of:
 - o Qualifications;
 - o Professional Registrations with South African Council for Natural Scientific Professions (SACNASP);
 - o A valid Assessor Certificate and registration with AgriSETA as an assessor where applicable, and
 - o A valid Moderator Certificate and registration with AgriSETA as a moderator where applicable.
- CV's must be specific on:
 - o relevant experience and
 - o expertise in training and capacity building of farmers in agricultural production and related training.
- Facilitators must be qualified (NQF level 6 or higher) to facilitate the learning programme and
- Assessors must be qualified (NQF level 6 or higher), have an Assessor certificate and registered with AgriSETA for assessing the learning programme. (Proof of registration to be attached.)
- Moderators must be qualified (NQF level 6 or higher), have a Moderator certificate and registered with AgriSETA for moderating the learning programme. (Proof of registration to be attached.)
- Availability of Key Staff can be through internal capacity / sub contract / contract appointment, etc.
- Availability of key staff, other than internal capacity, must be confirmed through suspensive agreements / contracts (on condition of award of contract) as agreed between the tenderer and external key staff. Suspensive agreements / contracts must be attached to the CV's of these key staff members. Key staff members without suspensive agreements / contracts will not be considered and will influence the functionality score negatively.
- Availability of Internal key staff must be confirmed through an appointment contract or any other evidence, which will confirm that the person is an employee of the company, attached to the CV.
- Appointed service providers will be required to stick to the list of key staff as submitted and any changes to the composition of key staff may not be made without prior approval of the department. Only replacements with similar competent, registered, and experienced key staff will be considered for approval.

Relevant experience:

For purposes of this tender, "relevant experience" shall mean the following:

1. Technical experience

Professional or practical experience directly related to agricultural production, including, but not limited to:

- Crop production (field crops, horticulture, orchards, tunnels, hydroponics, vegetables)
- Livestock production (cattle, sheep, goats, pigs, poultry, dairy, aquaculture)

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- Irrigation and water management systems
- Agricultural mechanisation (tractors, implements, irrigation pumps, farm machinery)
- Agro-processing and value-adding enterprises
- Farm management.

CV's will be used as evidence for relevant technical experience. CV's must be specific on relevant experience and the timeframes involved.

2. Facilitator experience

Training / facilitation experience in agricultural production systems, including but not limited to list as provided under technical experience. Facilitation reports and/or signed off attendance registers (Course facilitated indicated on the attendance register) of training provided will be used as evidence of the number of courses facilitated.

3. Assessor experience

Experience in assessing learners in agricultural training programmes, preferably accredited with AgriSETA or another relevant SETA. Assessor certificates, records of assessment and/or assessment reports will be used as evidence of the number of learners assessed.

4. Moderator experience

Experience in moderating learner assessments, portfolios, or scripts in agricultural training programmes, preferably accredited with AgriSETA or another relevant SETA.

Moderation reports will be used as evidence of the number of learner assessments moderated.

The Department reserves the right to verify all claimed experience against submitted CVs, certified qualifications, registration certificates, reference letters, etc..



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Key staff information:

FACILITATORS

Name and Surname	Position / Role	Highest Qualification & relevant Registration(s)	Years relevant technical experience	No. of courses facilitated	Type of agreement ***
Average experience (Average of four Facilitators with the highest experience for technical and courses facilitated respectively) (For years technical experience only full years to be considered in calculating the average)					

*** Permanent / sub contract / contract appointment, other describe (Sub contracting and contract appointments can be through suspensive agreements / contracts on condition of award of contract).



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ASSESSORS

Name and Surname	Position / Role	Highest Qualification, relevant Registration(s) & Certification	Years relevant technical experience	No. of learners assessed	Type of agreement ***
Average experience (Average of four Assessors with the highest experience for technical and learners assessed respectively) (For years technical experience only full years to be considered in calculating the average)					

*** Permanent / sub contract / contract appointment, other describe (Sub contracting and contract appointments can be through suspensive agreements / contracts on condition of award of contract).



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MODERATORS

Name and Surname	Position / Role	Highest Qualification, relevant Registration(s) & Certification	Years relevant technical experience	No. of learner assessments moderated	Type of agreement ***
Average experience (Average of four Moderators with the highest experience for technical and learner assessments moderated respectively) <i>(For years technical experience only full years to be considered in calculating the average)</i>					

*** Permanent / sub contract / contract appointment, other describe (Sub contracting and contract appointments can be through suspensive agreements / contracts on condition of award of contract).



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Staff over and above facilitators, assessors and moderators that will be involved with this project to be listed in the table below:

Name and Surname	Highest qualification	Responsibilities

SIGNED BY/ON BEHALF OF BIDDER:

NAME		SIGNATURE	DATE



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FORM F4: METHODOLOGY DESCRIPTION

Note to Tenderer:

Attach hereto your methodology description on how your company will execute the project.

(This should not be more than 10 pages)

Submit a detailed training strategy for the delivery of the training programme (70% workplace skills, 30% theory) focussing on the following sub-criteria:

- Structure of the programme in terms of the outcome to be achieved (an example of 20 credit short course - attach **customised** learner workbook with facilitator and assessment guide aligned with the guidelines for writing materials (See guidelines attached as Annexure B)).
- Delivery method of learning programme (70% workplace skills, 30% theory)
- Assessment strategy and method (Annexure B)
- Mechanisms available to support learners not coping with training demands or challenges.

If any of the sub criteria is omitted in the proposal it would result in zero points scored for the particular sub criteria.

It is advised that Annexure B is used as a guide in developing the training strategy.

(Attach the training strategy after this page.)

Note:

An evaluation rubric, compiled by the end-user, will be used during evaluation of the programme. At least three officials from the end-user, who are certified Assessors and/or Moderators and therefore familiar with the requirements of a training strategy to deliver a training programme will evaluate the submissions. SCM will remove any evidence of identification of the bidder from the relevant evidence and submit it to the end-user evaluation panel who will score the approach and methodology submissions individually on the evaluation rubric. The individual scores will be averaged over all evaluations for a bidder and the average score will be used as the functionality score for Methodology. The end-user evaluation panel for methodology will conduct their evaluation in the presence of the evaluation committee. If the maximum score of the evaluation rubric deviates from the maximum score of 20 of the functionality assessment, the rubric average score must be converted to a score out of 20.

Example:

Maximum score of rubric is 50

Average score of bidder is 40

Functionality score is:

$$40 \div 50 \times 20 = 16$$

SIGNED BY/ON BEHALF OF BIDDER:

NAME		SIGNATURE	DATE



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FORM F5: MUNICIPAL RATES OR LEASE AGREEMENT

Notes to tenderer:

- a) Attach Municipal rates or municipal clearance certificate, not older than three (3) months made out in the name of the bidding company or;
- b) Valid lease agreement with the landlord's municipal rates or municipal clearance certificate not older than three (3) months.

SIGNED BY/ON BEHALF OF BIDDER:

NAME		SIGNATURE	DATE



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Contract form SBD 7.2 will be signed by successful bidder(s) only. Attaching it to the tender document is for information purposes only and does not commit the FSDARD to signing a contract with any of the bidder(s).

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:.....



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CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

2

DATE:.....



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SECTION 2



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SPECIAL CONDITIONS OF CONTRACT

APPOINTMENT OF ACCREDITED SERVICE PROVIDERS FOR THE SUPPLY OF ACCREDITED AND NON-ACCREDITED TRAINING TO THE FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS



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1 BACKGROUND

The Free State Department of Agriculture and Rural Development (FSDARD) requires accredited Training Service Providers/ Companies with the necessary relevant qualification and experience to deliver training on request for various agricultural and related projects in the province. The training required is both accredited and non-accredited and outcome based and the intended/ targeted beneficiaries are the farmers/farm workers, rural communities including unemployed youth and women, throughout the Free State. The training and capacity building of these beneficiaries is a continuing yearly activity of the Department and is to be continued and strengthened.

It is the intention of the Department to source experienced and reputable accredited training providers who have expertise in the design, development, facilitation, assessment and moderation of training and learning programmes to capacitate these beneficiaries. The delivery mechanism will be through learnerships, skills programmes, short courses and Recognition of Prior Learning (RPL).

This project is administered through the Agricultural Skills Development Unit under the Farmer Support and Development component on behalf of the FSDARD.

2 OBJECTIVES

- a) To appoint suitably qualified Service Providers to supply training services.
- b) To host and facilitate training.
- c) To facilitate the provision of accredited and non-accredited training to identified farmers/farm workers and rural communities including unemployed youth and women throughout the Free State.
- d) To support the creation of sustainable agricultural production enterprises.

3 SCOPE DESCRIPTION

- a) The FSDARD requires Service Providers that will supply training to beneficiaries / farmsteads throughout the Free State Province.
- b) The training procured from service providers will include, but are not limited to the following:
 - Training providers must be accredited and must have expertise in the design, development, facilitation, assessment and moderation of training and learning programmes which will be delivered through learnerships, skills programmes, short courses and Recognition of Prior Learning (RPL).
 - Where internal expertise and capacity don't exist, with specific reference to the particular subject matter, the service provider must sub-contract the



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training to preferably the commodity organisations in the specific field of expertise without compromising accreditation status where applicable.

Sub-contracting is subject to approval by the department.

- Accredited and non-accredited training to identified projects.
- To facilitate and host training courses including all logistical arrangements such as venues, facilities, transport, catering, accommodation, etc. where applicable.
- The indicative scope of training is provided in the table below. The scope of training will change from year to year, but the training schedule is a good example of what can be expected in terms of training from the service providers.

District	No.	Name of Project	Municipality / Town	Name of course	NQF Level	Number of Credits	Number of training days	Km to Training site	Total trainees
MANGAUNG METRO	1	Cluster Villages (Rakhoi, Mariasdal, Longridge & Moroto)	Mangaung Metro/ Thaba Nchu	Pig Production	1	11	5	220	30
	2	Thaba Nchu vision 2033 development support (Middeldeel, Tweefontein, Feloane, Woodbridge, Morago,- including other villages under Thaba Nchu vision 2033)	Mangaung Metro/ Thaba Nchu	Veld Management	1	2	5	220	20
	3	Ratabane Village	Mangaung Metro/ Thaba Nchu	Management of Irrigation System	1-3	8	5	220	20
	4	Paradys Village	Mangaung Metro/ Thaba Nchu	Sheep Production	1	22	10	220	20
	5	Iketsetseng Dihwai	Mangaung Metro/ Dewetsdorp	Farm Product Marketing	1-2	4	3	220	25
	6	Mollelwa Project	Mangaung Metro/ Botshabelo	Management of Irrigation System	1-3	8	5	220	20
	7	Boreng Agricultural Project	Mangaung Metro/ Botshabelo	Basic Poultry production	3	20	10	220	20
	8	Wepener Vegetable Studygroup	Mangaung Metro/ Wepener	Advanced Vegetable Production	1-4	30	20	220	20
	9	Botshabelo Ward 30 Military Veterans	Mangaung Metro/ Botshabelo	Basic Vegetable Production	1-4	16	10	220	20



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				Basic broiler production	3	20	10	220	20
LEJWELEPUTSWA	10	Brandfort Commonage	Masilonyana/Brandfort	Basic Vegetable Production	1-4	16	10	220	30
	11	Nyakallong Cattle Farmers	Matjhabeng/Allanridge	Beef Cattle Production	1	17	10	220	25
	12	Monnane Farm	Masilonyana/Theunissen	Beef Cattle Production	1	17	10	220	20
	13	Individual Household	Matjhabeng/Allanridge	Basic Vegetable Production	1-4	16	10	220	30
	14	Individual Household	Matjhabeng/Odendaalsrus	Basic Vegetable Production	1-4	16	10	220	30
	15	Kutlwanong Cattle Farmers	Matjhabeng/Odendaalsrus	Beef Cattle Production	1	17	10	220	25
	16	Virginia Commonages	Matjhabeng/Virginia	Basic Pig Rearing	1	11	5	220	25
	17	Verkeerdevlei Commonage	Masilonyana/Verkeerdevlei	Basic Pig Rearing	1	11	5	220	25
	18	Balemi Farmers	Masilonyana/Verkeerdevlei	Pasture Establishment	1-3	15	5	220	20
	19	Zoa Farm	Masilonyana/Brandfort	Cash Crops under Irrigation	1-2	10	5	220	15
XHARIEP	20	Fauresmith Commonage	Fauresmith	Beef cattle Production	1	17	10	220	20
	1	Luckhoff Commonage	Luckhoff	Basic Vegetable Production	1-4'	16	10	220	15
				Basic Farm Finance & Administration	1-2'	6	7	220	15
	22	Bokamoso Youth	Edenburg	Basic Vegetable Production	1-4'	16	10	220	26
	23	Reddersburg Youth	Reddersburg	Basic Vegetable Production	1-4'	16	10	220	15
	24	Rephahamiseng	Bethulie	Team Building on a farm	1-3'	8	5	220	20



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	25	Backyard Beneficiaries	Jagersfontein	Basic vegetable production	1-4'	16	10	220	20
	26	Smithfield Commonage	Smithfield	Basic Pig Rearing	1	11	5	220	10
	27	Manosi JRM	Bethulie	Basic Vegetable Production	1-4'	16	10	220	10
	28	Yarona for the blinds Association	Rouxville	Basic vegetable production	1-4'	16	10	220	20
	29	Koffiefontein Commonage	Letsemeng/ Koffiefontein	Beef Cattle Production	1	17	10	220	10
FEZILE DABI	30	Mohokatshane Cooperative	Metsimaholo/ Sasolburg	Farm Product Marketing	1-2'	4	3	220	25
	31	Tirisano Vegetable project	Moqhaka/ Viljoenskroon	Basic Vegetable Production	1-4'	16	10	220	20
	32	Mos M Farm	Moqhaka/ Viljoenskroon	Farm Product Marketing	1-2'	4	3	220	20
	33	Villiers Farmers	Mafube/ Villiers	Basic Pig Rearing	1	11	5	220	25
	34	Egg on Project	Moqhaka/ Kroonstad	Basic Farm Finance and Administration	1-2'	6	7	220	20
	35	Kwakwatsi Commonage	Ngwathe/Koppies	Extensive Farming Veld Management Programme	1	2	5	220	20
	36	Metsimaholo Farming Primary Cooperatives	Metsimaholo/ Orangeville	Farm Product Marketing	1-2'	4	3	220	20
	37	EX Offenders Vegetable Project	Metsimaholo/ Sasolburg	Basic Vegetable Production	1-4'	16	10	220	20
	38	Edenville piggery Organisation	Ngwathe/ Edenville	Basic Pig Rearing	1	11	5	220	40
	39	Mabitsela Broiler	Moqhaka/ Steynsrus	Basic Farm Finance and Administration	1-2'	6	7	220	30
THABO MOFUTSANYANA	40	Petrus Steyn farmers	Dihlabeng / Petrus Steyn	Beef Cattle Production	1	17	10	220	20



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	41	Reitz mix farmers	Nketoana / Reitz	Vegetable Production	1-4	16	10	220	20
	42	Phumelela Agri	Phumelela / Memel	Basic Farm Management	1-3'	7	7	220	15
	43	Warden Food Security: Backyard Gardens	Phumelela / Warden	Basic Vegetable Production	1-4"	16	10	220	40
	44	Reitz Piggery Commonage	Nketoana / Reitz	Basic Pig Rearing	1	11	5	220	20
	45	Mama Chicken project	Phumelela / Warden	Basic Broiler Production	3	20	10	220	25
	46	Kgomo boela hae group	Mantsopa / Ladybrand	Basic Layer Production	3	20	10	220	20
	47	Clocolan farmers	Setsoto / Clocolan	Basic Pig Rearing	1	11	5	220	15
	48	Mangaung ward mixed farmers	MAP / Qwa Qwa	Basic Broiler Production	3	20	10	220	15
	49			Basic Sheep Farming	1	22	10	220	15
Rural Development Beneficiaries	50	Rural Development Project	All Districts	Basic Broiler production	3	20	10	220	64
Total number of trainees									1150

4 SPECIAL CONDITIONS RELEVANT TO ALL CATEGORIES OF SERVICES PROVIDED

- The specifications given are the minimum specifications that should be complied with. Any variations made to the specifications should be clearly indicated and specified.
- Detailed specifications / terms of reference will be provided by the Department at the training project allocation stage and the Department, Training provider and Learners will enter into a Learner / Facilitation contract.
- Sector Education and Training Authority (SETA) accredited training providers appointed for accredited training will have to comply with the following special conditions and will be required to perform the activities as listed as a minimum.
 - The Training Provider must hold accreditation or secondary accreditation, NQF level 5 or higher with AgriSETA and/or QCTO. For Joint ventures / Consortia all partners must have accreditation or secondary accreditation with at least one of the partners accredited to NQF level 5 or higher.
 - If accredited by another SETA Quality Assurance Unit, the Training Provider shall have materials evaluated and approved by AgriSETA for the delivery of the full qualifications or parts thereof. Proof of accreditation and extended scope from another SETA must be submitted where applicable.



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- Courses must be customised according to the needs of the learners. Copy and paste training materials will not be accepted - e.g. training materials done by AgriSETA and placed on-line.
 - For the development of Learning materials, the document Learning Materials: Assessment Criteria and Development Guidelines (Skills Development Unit: Free State Department of Agriculture and Rural Development, n.d.) must be used as a guideline (Annexure B).
 - The Training provider must already be using a workplace (access to a workplace) for practical training and must negotiate for workplaces where participants will be placed for the practical component of training. Negotiated workplaces must be approved by Department before been used.
 - The Training Provider must be adequately equipped with the necessary physical resources to deliver the programme, this include but not limited to:
 - Workshops facilitation rooms.
 - Resource packs (stationery) to be given to learners.
 - Classrooms – Provide capacity for a maximum class size of 25 learners per class.
 - Office Space with filing facilities.
- d) The Training Provider must have the required Human Resources Capacity in the following areas:
- Qualified Facilitators.
 - Registered Assessors and Moderators.
 - Competent Administrative personnel and Financial Officers.
 - Staff with Project Management Skills
 - A list of staff, other than facilitators, assessors and moderators that will be involved with this project must be provided.
 - No changes in the composition of key staff will be accepted without the prior written consent of the Department and will only be considered for replacement with equally or better qualified staff.
 - Excellent functioning management and governance structures should be in place.
- e) Excellent functioning Quality Management System that complies with the requirements of the QCTO and/or relevant SETA and the minimum requirements as set out in the South African Qualifications Authority (SAQA) requirements for providers, comprising the following, but not limited to:
- Latest audited financial statement.
 - Administration Policies and Procedures.
 - Human Resource Development (HRD) Policies.
 - Assessment and moderation Policies.
 - Record keeping.
 - course administration
 - time table
 - student name list
 - attendance register
 - question and answer sheet
 - policy and procedures
 - Reporting, Monitoring and Review Mechanisms



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- f) Training providers appointed or sub-contracted for non-accredited training will have to comply with the following special conditions.
- Proof of content of training
 - Provide required training material in print format.
- g) The following special conditions will apply to logistical arrangements with regards to training events.
- Venues for training and workshops must be provided or facilitated where applicable.
 - Food allowance / Catering for specified workshops and training sessions must be provided or facilitated where applicable.
 - Training Venues and catering must conform to specifications regarding the number of people and requirement for purpose by the FSDARD with the following additional minimum requirements:
 - Table and chairs should be safe
 - Access to electricity
 - Safety signs
 - Adequate ventilation / warmed during winter
 - Blinds should be available to protect from the glare of the sun
 - Availability of a locked cabinet
 - Transport must be provided for the attendees and/or presenters and/or VIP's to the type and quality as requested by the FSDARD.
 - Suitability of vehicles and drivers will have to be substantiated.
 - Suitable accommodation must be provided for events as requested by the FSDARD.
 - All logistical arrangements will be done based on a request from the FSDARD with clear specifications with regards to numbers, timeframes, type and location.
 - Before any appointments of service providers for logistical arrangements quotations with a clear description of the level of service to be provided will be submitted to the FSDARD for a decision on the preferred service provider.

5 DELIVERY CONDITIONS

- a) A timeframe or schedule of events (training, catering, accommodation, venue, payment for accreditation or compliance) will be provided. The adherence to the timeframe as scheduled will be compulsory.
- b) For accredited training the following delivery conditions will be applicable:
- Induct selected learners before commencement of the training, including a clear explanation of the rationale and contents of the learning / facilitation contract to all learners.
 - Facilitate the structured learning component of the programme both theory and practical component. Learning-centred and outcomes - based education and training principles must be applied, where theory and practical activities will be integrated. Non - compliance to the 70% practical and 30% theory will be regarded as non-performance.
 - Provide practical training consumables to enhance teaching and learning.



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- Within the framework of the course architecture, formal assessment on each learner will occur. Assess learner competency and remediate where necessary.
- Provide learner support to ensure learners attain the required number of credits within the expected time frames.
- Identify learners with special education and training needs and develop mechanisms to address those.
- Practical training must be strictly under supervision with the provision of guidance and support especially when working with livestock, plants, materials or machinery to ensure that no damage to property or people is suffered.
- Monitor and evaluate internal moderation processes.
- Ensure the external moderation of the assessment results is concluded and forward reports of such to the relevant Education and Training Quality Assurance bodies (ETQA).
- Issue/Award certificates in line with AgriSETA or relevant ETQA requirements (short course certificates). A retention of 10% of the course professional fees and operational costs (excluding food allowance / catering and training facilities) will be withheld until issuing of the certificates for the relevant course.
- Upload learners for registration and learner achievements on the National Learners' Record Database (NLRD) through or with AgriSETA.
- Establish and maintain the learner database information as per required format.
- Comply with training provider duties as per terms of reference issued by the department at the project allocation stage.
- Monitor learner progress, deal with problems related to provisioning of quality training, and refer all programme related matters to the FSDARD.
- Provide daily/weekly/monthly and quarterly progress reports as might be requested linked to the training.
- Assist the FSDARD to collect more information on learners for future training.
- Develop project implementation plan(s) with time frames for the structured learning (theory and practicals) based on the pre- project meeting resolutions.
- Adhere to timelines, logistical arrangements and contingency plans as agreed (normally in writing) beforehand.
- Present a comprehensive completion report at the end of the project. The format of the completion report will be issued by the department to successful bidders.
- Facilitate feedback meetings with FSDARD.
- Attend stakeholder and task team meetings for the project.
- Comply with health and safety standards as legislated by the Occupational Health and Safety Act (OHS Act) 85 of 1993 and its regulations, at all times during the training. The following is a list of minimum requirements for occupational health and safety:
 - Sufficient ablutions and facilities, cleaned adequately for human use.
 - Appropriate safety signage



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- Evacuation routes
- Fire prevention equipment available and maintenance and service schedule up to date
- Training facility accommodative of disabled people.
- Access to drinking water.
- A facility which is clean, tidy, hygienic and free of distracting noise.
- The Training service provider indemnifies the Free State Department of Agriculture and Rural Development from any liability should there be any damage or injury to livestock, plants, materials or machinery resulting from the training or personal injury suffered enroute training or during training.
- Ensure that required agreements are signed by relevant stakeholders and relevant documentation collected from learners (e.g. learning contracts, AgriSETA or relevant ETQA learner data info-sheets, departmental info-sheets, copies of identification documents, photo evidence of the training sessions, etc.).

6 ACCEPTANCE OF BIDS

- a) The FSDARD reserves the right to appoint a maximum of eight (8) service providers on condition that only service providers who have passed administrative compliance and functionality assessments will be considered for appointment.

7 PAYMENT CONDITIONS AND DOCUMENTATION

- a) The instructions regarding the submission of invoices and supplementary documentation must be strictly adhered to.
- b) The following documentation, which will form the basis for the clearance of payment of the invoice, must be submitted to the Agricultural skills development unit at Head office (Glen) within 72 hours of completion of the course:
 - A copy of a fully compliant attendance register;
 - Copy of Training session completion report; and
 - Pictorial evidence of the training (two training session photos, one classroom and one practical sessions).
- c) All invoices must be delivered to the Agricultural skills development unit at Head office (Glen) as soon as possible to enable payment to be done within 30 days by FSDARD. Bidders are requested to take note of section 16.3 of the General Conditions of Contract regarding payments made within 30 days on deliveries.
- d) Bidders are requested to take note of section 22.1 of the General Conditions of Contract regarding late delivery penalties.
- e) A retention of 10% of the course professional fees and operational costs (excluding food allowance / catering and training facilities) will be withheld until issuing of the certificates for the relevant course.



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8 SERVICE LEVEL AGREEMENT

Contracts and appointment letters will be prepared for service providers that agreed and signed for flat rates on contract items tendered for.

9 CONTRACT MANAGEMENT

- a) It is anticipated that FSDARD will meet with service providers after appointment to discuss and agree upon the finer details of delivery of the contract.
- b) Contract management will be done as per the project allocated to the Training provider.

10 DECLARATION

- 10.1 Where a Shareholder/ Member/ Individual/ Director has an interest in any other company that is participating in this bid, they must disclose taking into consideration the provisions of SBD4 and failure to do so will result in disqualification.
- 10.2 Shareholder/Member/Individual/Director will not be allowed to represent/bid for more than one (1) business, where a Shareholder/Member/Individual/Director has an interest in any other company that is participating in this bid, he/she must disclose. Failure to do so will result in FSDARD considering one offer. The Shareholder/Member/Individual/Director must then indicate which business is represented in this bid.
- 10.3 Failure to comply with the above will disqualify your bid.

11 FEE STRUCTURE / PRICING SCHEDULE

- 11.1 All prices must be furnished in RSA currency, including VAT.
- 11.2 Where any item or part thereof is imported, the rate of exchange issued by the Reserve Bank for the specific currency at 12:00 on the date of advertisement of the bid must be used to convert the imported portion of the price to RSA currency.
- 11.3 In order to evaluate all bids on the same basis, bidders are to complete the fee structure/pricing schedule in the Excel spreadsheet, print and sign every page and attach in Annexure A to this bid document.

12 PERIOD OF CONTRACT

- 12.1 The contract will run from the contract signing date for a period of 36 months.

13 BRIEFING SESSION

A non-compulsory briefing session will be held as follows.

No	DISTRICT	TOWNS/PLACE	DATE	TIME	VENUE
1	Mangaung Metro	Glen	Friday, 26 September 2025	11:00	Glen Inn



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14 SUBMISSION OF BID DOCUMENT/S

Completed bid documents should be sealed, clearly marked **DARD/RFB 04/2025/2026** and deposited in the bid box at the address stated in the invitation on or before 11:00 on Friday, 10 October 2025 which is accessible Monday to Friday at Admin Building on the Ground Floor, Glen. Bidders are to ensure that all mandatory documents as well as all pages of the tender document are attached.

15 OPENING OF THE BID BOX

- 15.1 Bid documents will be opened publicly immediately on closing date and time stipulated. No faxed and e-mailed bids will be accepted. Bids delivered after the above-mentioned stipulated time and date will not be considered.

16 COMPILATION OF DOCUMENTS

All documents should be completed with black ink on the date and time of submission.

Kindly take note of the following attached documentations:

Section 1: Standard Bidding Documents

Section 2: Special Conditions of Contract

Section 3: General Conditions of Contract

Annexures

Annexure A: Pricing Schedule Year 1 (To be completed in the Excel file provided, printed and each page signed and attached to the tender document. The electronic copy of the pricing schedule also submitted together with the tender document on a memory stick in the envelope)

Annexure B: Learning materials: Assessment criteria and development guidelines



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17 EVALUATION PROCESS

17.1 The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV	Phase V	Phase VI
Administrative compliance	Functionality requirements	Price and Specific goals	Recommendation and Awarding	Negotiations	Signing of letters of acceptance and contracts
<p>Compliance With Mandatory Bid Requirements</p> <p>Mandatory</p> <p>1. Training provider accreditation or secondary accreditation certificate, NQF Level 5 or higher issued by AgriSETA or QCTO. (For Joint ventures / Consortia all partners to be accredited or secondary accredited with at least one of the partners accredited at NQF level 5 or higher).</p> <p>2. Pricing schedule (Bidders are required to complete the pricing schedule in full and quote on all items indicated).</p> <p>Verification of returnable documents:</p> <p>1. During this evaluation phase compliance in terms of all applicable returnable documents will also be verified.</p>	<p>Bids will be assessed to verify bidder's capability and ability to execute the contract, based on the functionality assessment.</p>	<p>Bids are evaluated in terms of the 80/20 preference system with 80 the maximum points allocated for price and 20 points the maximum points allocated for specific goals.</p>	<p>Recommendation and appointment of bidders.</p>	<p>Following the evaluation of functionality, price, and specific goals, and the identification of service providers eligible for appointment, the Department reserves the right to engage shortlisted bidders in post-evaluation negotiations to agree on uniform flat rates per item.</p>	<p>Service Providers will be requested to sign contracts and other important documents for the contract.</p>



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17.2 PHASE I: Administrative Compliance

During this phase Bidders' response will be evaluated based on the administrative and mandatory requirements indicated hereunder. This phase is not scored and Bidders who do not submit acceptable tenders by failing to comply with all the administrative and mandatory criteria and conditions will be disqualified.

17.2.1 Bidders must submit a training provider accreditation or secondary accreditation certificate up to NQF level 5 or higher issued by AgriSETA or QCTO. For Joint ventures / Consortia all partners to be accredited with at least one of the partners accredited up to NQF level 5 or higher.

17.2.2 The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database is updated and valid.

- Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)
- Complete your registered CSD vendor number on the checklist.
- Provide a copy of the CSD Registration "Summary Report"

17.2.3 Tax Compliance

Bidder(s) must be compliant when submitting a bid to the Free State Provincial Government and remain compliant for the entire contract terms with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No.58 of 1962) and Value Added Tax Act 1991 (Act No.89 of 1991).

It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations at the point of awarding.

The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

17.2.4 Consortia/Joint Ventures/Sub-contractors

Where Consortia/Joint venture are involved all parties to the Joint venture or Consortia must be an AgriSETA or QCTO accredited or secondary accredited training provider with at least one of the partners being accredited up to NQF level 5 or higher.

A tenderer, whether submitting individually or as part of a joint venture, consortium, or in association with any other entity, shall not participate in more than one tender submission under this bid. This restriction applies equally to key personnel, joint venture partners, and targeted enterprises. Should a tenderer or any of its



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principals be found to have submitted or participated in multiple submissions, whether directly or indirectly, all such submissions shall be disqualified.

Where Consortia/Joint Ventures/Sub-contractors are involved, each party must be registered on the CSD and their tax compliance status will be verified through the CSD in addition to the tax compliance status pin.

In bids where consortia/joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate/pin/csd number.

17.3 PHASE II: Functionality

17.3.1 Functionality Evaluation as per the Special Conditions of Contract

Functionality will be evaluated on the basis of the responses on the Functionality schedule and supporting documentation supplied by the Bidders as per Table 2.

Table 2: Functionality schedule

CRITERIA	GUIDELINE FOR EVALUATION CRITERIA APPLICATION	MEANS OF VERIFICATION	POINTS	
1. PERFORMANCE CAPACITY	Bidders to provide proof of capacity and ability to supply and deliver accredited and non-accredited training, catering, transport and accommodation, to the sector.	Specify when, where, and for which institutions the service was rendered in the last 10 years preceding the tender closing date. Provide proof of contractual agreements or appointment letters or orders with corresponding reference letters to proof project / contract completion. Evidence submitted must include the following information:		
	0 appointment letters	<ul style="list-style-type: none">• contactable reference• date of appointment• value of contract	0	20
	1 - 2 appointment letter		7	
	3 - 5 appointment letters	(The above evidence must be attached to Form F1: List of contractual agreements / appointment letters / reference letters of the returnable documents after completion of the table in Form F1 and Form F2 of the returnable documents must be completed by the Client for each of the submitted projects as proof of completion.)	14	
	>5 appointment letters		20	



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2. HUMAN RESOURCE CAPACITY	Bidders must provide proof of available human resource capacity to provide accredited and non-accredited training within delivery timeframes.	To claim points under Human Resource Capacity Bidders must complete the Tables in Form 3 as well as the functionality assessment rubric for Human Resource Capacity evaluation here below. Based on the percentage outcome of the evaluation of the rubric, points can be claimed under this criterium. Points claimed must be substantiated through evidence as indicated in Form 3 under the returnable documents as well as the Human Resource Capacity Rubric. Failure to complete the Tables in Form 3, or the Human Resource Capacity Rubric and submit corresponding substantiating evidence as indicated, will influence the functionality score negatively and may lead to a failure to achieve the minimum score required for functionality.		30
	0 – 30%		0	
	31 - 50 %		5	
	51 – 60 %		10	
	61 – 70 %		15	
	71 – 80 %		20	
	81 – 90 %		25	
	91 – 100 %		30	
3. FINANCIAL CAPACITY	Proof of credit facility or access to finances to facilitate execution of the project within the time period.	Attach proof of financial capacity: <ul style="list-style-type: none"> A three (3) month bank statement including the most recent full three (3) months before closing date of the tender (signed or stamped by the bank with original logo) and/or An original credit letter/rating or letter of intent (signed or stamped by the institution) issued by a registered financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or credible build environment institution containing the following: <ul style="list-style-type: none"> Maximum credit amount that the institution qualifies the service provider as finance for the contract. Visible Financial Service Provider (FSP) registration number Signed or stamped by the institution. or evidence of any legal funding instrument which confirms the availability of funds or credit to facilitate the project. (Complete Form A4 and attach evidence after Form A4 of the returnable documents)		30
	< R 150 000		0	
	R 150 000 – R 200 000		10	
	R 200 001 – R 250 000		20	
	> R 250 000		30	



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4. METHODOLOGY	Provide a description of the intended training strategy followed to ensure compliance to delivery timeframes, quality accredited and non-accredited training provided and training outcomes to be achieved.	Detailed training strategy for the delivery of the training programme (70% workplace skills, 30% theory) focussing on the following sub-criteria: <ul style="list-style-type: none">Structure of the programme in terms of the outcome to be achieved (an example of 20 credit short course - attach customised learner workbook with facilitator and assessment guide aligned with the guidelines for writing materials (See guidelines attached as Annexure B)).		20
	No training methodology description.	<ul style="list-style-type: none">Delivery method of learning programme (70% workplace skills, 30% theory)Assessment strategy and method (Annexure B)Mechanisms available to support learners not coping with training demands or challenges.	0	
	<i>An evaluation rubric, compiled by the end-user, will be used during evaluation of the programme. At least three officials from the end-user, who are certified Assessors and/or Moderators and therefore familiar with the requirements of a training strategy to deliver a training programme will evaluate the submissions. SCM will remove any evidence of identification of the bidder from the relevant evidence and submit it to the end-user evaluation panel who will score the approach and methodology submissions individually on the evaluation rubric. The individual scores will be averaged over all evaluations for a bidder and the average score will be used as the functionality score for Methodology. The end-user evaluation panel for methodology will conduct their evaluation in the presence of the evaluation committee. If the maximum score of the evaluation rubric deviates from the maximum score of 20 of the functionality assessment, the rubric average score must be converted to a score out of 20. E.g. Maximum score of rubric is 50 Average score of bidder is 40 Functionality score is: $40 \div 50 \times 20 = 16$</i>	<p>If any of the sub criteria is omitted in the proposal it would result in zero points scored for the particular sub criteria.</p> <p>It is advised that Annexure B is used as a guide in developing the training strategy.</p> <p>(Submit training strategy attached to Form F4: Methodology under the returnable documents.)</p>	<p>Average Score from the evaluation rubric converted to a score out of 20 inserted here.</p> <p>_____</p>	
5. LOCALITY	The contractor has an established office situated in the Free State.	Municipal rates or municipal clearance certificate and / or valid lease agreement with landlord's municipal rates or municipal clearance certificate not older than 3 months. (See Form F5)		10
	No attachment		0	
	Yes (Free State based with evidence attached)		10	
TOTAL			100	

HUMAN RESOURCE CAPACITY: FUNCTIONALITY ASSESSMENT RUBRIC



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Key Considerations for claiming points and substantiating evidence required for points claimed

Profile key staff available with the following documentation attached as proof:

- CV's to be attached with certified copies of qualifications, certificates and registrations.
- CV's must be specific on relevant experience (See below for explanation of what can be considered as relevant experience) and expertise in training and capacity building of farmers on agricultural production and related training.

Minimum qualifications of key staff for consideration under different key staff categories:

- Facilitators must be qualified (NQF Level 6 or higher) to facilitate the learning programme.
- Assessors must be qualified (NQF Level 6 or higher) and have an Assessor certificate and registration with AgriSETA as an Assessor for assessing the learning programme.
- Moderators must be qualified (NQF Level 6 or higher) and have a Moderator certificate and registration with AgriSETA as a Moderator for moderating the learning programme.

Evidence required as proof of availability of key staff:

- Availability of Key Staff can be through internal capacity / sub contract / contract appointment, etc.
- Availability of key staff, other than internal capacity, must be confirmed through suspensive agreements / contracts (on condition of award of contract) as agreed between the tenderer and external key staff. Suspensive agreements / contracts must be attached to the CVs of these key staff members. Key staff members without suspensive agreements / contracts will not be considered and will influence the functionality score negatively.
- Availability of Internal key staff must be confirmed through an appointment contract or any other evidence, which will confirm that the person is an employee of the company, attached to the CV.

Relevant experience defined and specific evidence required as proof of relevant experience under the different experience categories:

For purposes of this tender, “**relevant experience**” shall mean the following:

1. Technical experience

Professional or practical experience directly related to agricultural production, including, but not limited to:

- Crop production (field crops, horticulture, orchards, tunnels, hydroponics, vegetables)
- Livestock production (cattle, sheep, goats, pigs, poultry, dairy, aquaculture)
- Irrigation and water management systems
- Agricultural mechanisation (tractors, implements, irrigation pumps, farm machinery)
- Agro-processing and value-adding enterprises
- Farm management.

CV's will be used as evidence for relevant technical experience. CV's must be specific on relevant experience and the timeframes involved.

2. Facilitator experience



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Training / facilitation experience in agricultural production systems, including but not limited to list as provided under technical experience.

Facilitation reports and/or signed off attendance registers (Course facilitated indicated on the attendance register) of training provided will be used as evidence of the number of courses facilitated.

3. Assessor experience

Experience in assessing learners in agricultural training programmes, preferably accredited with AgriSETA or another relevant SETA.

Assessor certificates, records of assessment and/or assessment reports will be used as evidence of the number of learners assessed.

4. Moderator experience

Experience in moderating learner assessments, portfolios, or scripts in agricultural training programmes, preferably accredited with AgriSETA or another relevant SETA.

Moderation reports will be used as evidence of the number of learner assessments moderated.

The Department reserves the right to verify all claimed experience against submitted CVs, certified qualifications, registration certificates, reference letters, etc.

Also refer to Form F3 under the returnable documents and complete the Tables provided in Form F3.



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KEY STAFF AND EVALUATION CRITERIA FOR FUNCTIONALITY		POINTS	
Bidders must provide proof of available human resource capacity to provide accredited and non-accredited training within delivery timeframes.			
1. Facilitators			
Only Facilitators considered with a qualification of NQF level 6 in Agriculture or higher.			
1.1 Number of Facilitators:			
0	Facilitators	0	10
1 – 3	Facilitators	3	
4	Facilitators	8	
>4	Facilitators	10	
1.2 Facilitators Technical Experience			
The average experience of the four Facilitators with the most experience if more than four Facilitators available. For four and less Facilitators the average experience. Only full years of experience per Facilitator to be considered in calculating the average.			
< 1	year	0	15
1 – 3	years	5	
4 – 6	years	10	
>6	years	15	
1.3 Facilitation experience			
The average number of courses facilitated of the four Facilitators with the greatest number of courses facilitated if more than four Facilitators available. For four and less Facilitators the average number of courses facilitated.			
0	Courses facilitated	0	15
1 – 3	Courses facilitated	5	
4 – 8	Courses facilitated	10	
> 8	Courses facilitated	15	
2. Assessors			
Only Assessors considered with a qualification of NQF level 6 in Agriculture or higher and an Assessor certificate and registration with AgriSETA as an Assessor.			
2.1 Number of Assessors			
0	Assessors	0	10
1 – 3	Assessors	3	
4	Assessors	8	
>4	Assessors	10	
2.2 Assessors Technical Experience			
The average experience of the four Assessors with the most experience if more than four Assessors available. For four and less Assessors the average experience. Only full years of experience per Assessor to be considered in calculating the average.			
< 1	year	0	15
1 – 3	years	5	
4 – 6	years	10	
>= 7	years	15	
2.3 Assessment Experience			
The average number of learners assessed of the four Assessors with the greatest number of learners assessed, if more than four Assessors available. For four and less Assessors the average number of learners assessed.			
0	Learners assessed	0	15
1 – 50	Learners assessed	5	
51 – 150	Learners assessed	10	
> 150	Learners assessed	15	



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3. Moderators: Only Moderators considered with a qualification of NQF level 6 in Agriculture or higher and a Moderator certificate and registration with AgriSETA as a Moderator.		
3.1 Number of Moderators		
0 Moderators	0	10
1 Moderator	3	
2 Moderators	8	
>2 Moderators	10	
3.2 Moderators Technical Experience The average experience of the two Moderators with the most experience if more than two Moderators available. For two and less Moderators the average experience. Only full years of experience per Moderator to be considered in calculating the average.		
< 1 year	0	15
1 – 3 years	5	
4 – 6 years	10	
>= 7 years	15	
3.3 Moderation Experience The average number of learner assessments moderated of the two Moderators with the greatest number of learner assessments moderated, if more than two Moderators available. For two and less Moderators the average number of learner assessments moderated.		
0 Learner assessments moderated	0	15
1 – 20 Learner assessments moderated	5	
21 – 50 Learner assessments moderated	10	
> 50 Learner assessments moderated	15	
MAXIMUM SCORE (A)		120
TENDERER'S SCORE (B)		
TENDERER'S PERCENTAGE SCORE FOR HUMAN RESOURCE CAPACITY (B ÷ A X 100)		

- 17.3.2 Bids will be evaluated in terms of the Preferential Procurement Regulation, 2022 and the bid evaluation criteria stipulated in this section.
- 17.3.3 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Functionality Schedule. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 17.3.4 The score for functionality will be determined by the Bid Evaluation Committee (BEC) whereby each member will rate each individual criterion or it may be decided to rate bidders collectively by allocating the specified points indicated.
- 17.3.5 Functionality scores per criterion will be added. Only Bidders that have met or exceeded the minimum threshold of **70 points** for functionality will be evaluated and scored in terms of the pricing and socio-economic goals as indicated in the Special Conditions of Contract.



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17.3.6 Any proposal not meeting the minimum score of **70 points** on the technical/functionality evaluation will be disqualified and not be evaluated beyond functionality.

17.4 PHASE III: Evaluation of Price and Specific goals

17.4.1 Pricing

The pricing schedule and returnable schedules must be completed in full.

17.4.2 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022:

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

17.4.3 A maximum of 20 points may be allocated to a Bidder for attaining the specific goals as claimed in SBD 6.1.

The specific goals for this project are given in Table 1 of SBD 6.1

17.4.4 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a certified copy thereof or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath.

17.4.5 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:

- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
- (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.

17.4.6 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.

Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.



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- 17.4.7 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath or ownership certificate issued by the Companies and Intellectual property Commission (CIPC) indicating the level of ownership by persons historically disadvantaged on the basis of gender, will be considered for preference points under the particular specific goals.
- 17.4.8 Failure on the part of the Bidder to comply with paragraphs 17.4.5 to 17.4.7 above will be deemed that preference points for specific goals are not claimed and will therefore be allocated a zero (0) under the relevant specific goals.
- 17.4.9 The State may, before a bid is adjudicated or at any time, require a Bidder to substantiate claims it has made with regard to specific goals.
- 17.4.10 The points scored will be rounded off to the nearest 2 decimals.
- 17.4.11 In two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 17.4.12 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 17.4.13 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

17.5 Phase IV: Recommendation and Awarding

17.5.1 Adjudication of the Bids

- 17.5.1.1 The number/allocation of service providers will be determined by the Accounting Officer. FSDARD reserves its right at its sole discretion depending on the strength of each bid and the requirements of the tender to appoint more than one service provider.
- 17.5.1.2 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: FSDARD.

17.5.2 Award of Contract

- 17.5.2.1 The outcome of the bid will be published in the Provincial Tender Bulletin, e-



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Tender Portal and other media in which the bid was advertised.

17.5.2.2 FSDARD reserve the right to appoint more than one service provider.

17.5.2.3 Allocation of training projects to successful bidders will be on an equitable distribution based on funding, also taking into consideration the locality of projects in relation to each other as well as in relation to the office of the successful bidder, allocating, where possible, training projects in a specific geographical area to one training provider also trying to allocate those projects which are closer to the office of the training provider to such training provider.

17.5.2.4 Initial allocation will be done on the basis as described above, but performance or non-performance may result in re-allocation of projects.

17.6 Phase V: Negotiations

17.6.1 Following the evaluation of functionality, price, and specific goals, and the identification of service providers eligible for appointment, the Department reserves the right to enter into post-evaluation negotiations with shortlisted bidders for the purpose of agreeing on uniform flat rates per item.

17.6.2 Such negotiations shall be limited to those bidders who have met the minimum functionality threshold and who have been evaluated and scored under the 80/20 preference point system.

17.6.3 Negotiations shall not result in any amendment to, or recalculation of, the original evaluation scores or the ranking of bidders, and shall be conducted strictly in a manner that preserves the fairness and transparency of the evaluation outcome.

17.6.4 Negotiations shall also be guided by the prevailing AgriSETA pricing guidelines, taking into account that such guidelines are all-inclusive, comprising professional fees, operational costs, and logistics.

17.6.5 The objective of such negotiations shall be to standardise pricing across all appointed service providers, thereby ensuring that work allocated to service providers is subject to the same contractual rates and terms.

17.6.6 The pricing agreed upon during these negotiations shall be final and binding and shall apply uniformly to all appointed service providers.

17.7 Phase VI: Signing of letters of acceptance and contracts

17.7.1 Contracts and appointment letters will be prepared for service providers who signed letters of acceptance.

18 NON-COMMITMENT

18.1 The right is reserved not to accept any of the bid responses submitted.

18.2 The right is also reserved to withdraw or amend any of the bid conditions by notice



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in writing to all bidders.

19 VERIFICATION OF BIDDERS

- 19.1 At any time after the award and during the execution of the contract, the Department reserves the right to verify the status and conduct of the supplier. Should evidence of fraud, misrepresentation, non-performance, or any breach of contractual or ethical obligations be detected, the Department shall initiate the procedure for the restriction of suppliers as prescribed in National Treasury SCM Practice Note No. 5 of 2006.

20 JOINT VENTURE AGREEMENTS

- 20.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a JV agreement should be submitted together with the bid.
- 20.2 In terms of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 20.3 Each party to a Joint Venture/ Consortium must submit Tax Compliance Status Pin together with the bid before the closing date and time of bid.
- 20.4 The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.
- 20.5 Where Consortia/Joint venture are involved all parties to the Joint venture or Consortia must be an AgriSETA or QCTO accredited or secondary accredited training provider with at least one of the partners being accredited up to NQF level 5 or higher.
- 20.6 A tenderer, whether submitting individually or as part of a joint venture, consortium, or in association with any other entity, shall not participate in more than one tender submission under this bid. This restriction applies equally to key personnel, joint venture partners, and targeted enterprises. Should a tenderer or any of its principals be found to have submitted or participated in multiple submissions, whether directly or indirectly, all such submissions shall be disqualified.

21 FRONTING

- 21.1 The FSDARD supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and



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businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the FSDARD does not support any form of fronting.

- 21.2 The FSDARD, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiates the necessary enquiries/investigations to determine the accuracy of the representation made in this RFB bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry / investigation, the onus will be on the bidder to prove that fronting does not exist. Failure to do so by the bidder within a period of fourteen (14) days from date of notification by FSDARD may invalidate the bid / contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the FSDARD may have against the bidder concerned.

22 CONFIDENTIALITY

- 22.1 Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to any bidder who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder has been notified of the outcome of the bid.
- 22.2 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Provincial Government, except where authorized in writing to do so.
- 22.3 FSDARD agrees to keep the details of the bidder's proposal strictly confidential, including but not limited to any financial information provided, and will not disclose the content thereof to any third party, except **as required by law**.

23 AGREEMENTS

- 23.1 The Service Provider(s) will be expected to sign a Service Level Agreement with FSDARD. The Service Level Agreement will be subject to the bid documents, including the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).
- 23.2 Should funds no longer be available to pay for the execution of the responsibilities of Bid DARD/RFB 04/2025/2026, the Department may terminate the agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidders who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the



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successful bidders shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

24 SETTLEMENT OF DISPUTES

- 24.1 Notwithstanding clause 27 of the GCC, mediation proceedings will not be applicable to this contract.

25 OFFICIALS PROHIBITED FROM SUBMITTING BIDS

- 25.1 In accordance with regulation 13(c) of Public Service Regulation of 2016, an employee shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act.

26 VALIDITY PERIOD OF BID AND EXTENSION THEREOF

- 26.1 The validity (binding) period for the bid will be 120 days from close of bid. However, circumstances may arise whereby the department may request bidders to extend the validity (binding) period.

27 ACCEPTANCE OF THE SPECIAL AND GENERAL CONDITIONS OF CONTRACT

- 27.1 Failure to accept the Special and the General Conditions of Contract or any part thereof, may result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions, as such amendments or inclusions will result in disqualification of the bid.

- 27.2 The Bidder must complete the Following

I _____ in my capacity as _____ of the

Company, hereby certifies that I take note and accept the above-mentioned Special Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____) _____



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SECTION 3



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GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

- NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.



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General Conditions of Contract

1. Definitions	<p>1. The following terms shall be interpreted as indicated:</p> <p>1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>1.7 “Day” means calendar day.</p> <p>1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.</p>
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	<p>1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.</p> <p>1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</p> <p>1.14 "GCC" means the General Conditions of Contract.</p> <p>1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p> <p>1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub bidders) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</p> <p>1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p> <p>1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20 "Project site," where applicable, means the place indicated in bidding</p>
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	<p>documents.</p> <p>1.21 “Purchaser” means the organization purchasing the goods.</p> <p>1.22 “Republic” means the Republic of South Africa.</p> <p>1.23 “SCC” means the Special Conditions of Contract.</p> <p>1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.</p> <p>1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5 Use of contract documents and information; inspection.	<p>5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence</p>



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		<p>and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
6. Patent rights	6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
	7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
	7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
	7.4	The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1	All pre-bidding testing will be for the account of the bidder.
	8.2	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or bidder shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.



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	<p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.</p> <p>8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
9. Packing	<p>9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.</p>



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10. Delivery and documents	<p>10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>10.2 Documents to be submitted by the supplier are specified in SCC.</p>
11. Insurance	<p>11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.</p>
12. Transportation	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
13. Incidental services	<p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none">(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
14. Spare parts	<p>14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none">(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and(b) in the event of termination of production of the spare parts:<ul style="list-style-type: none">(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.



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15. Warranty	<p>15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</p>
16. Payment	<p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>
17. Prices	<p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>



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18. Contract amendments	18.1	No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment	19.1	The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts	20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance	21.1	Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
	21.2	If at any time during performance of the contract, the supplier or its subbidder(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	21.3	No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
	21.4	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
	21.5	Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
	21.6	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.



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22. Penalties	22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for default	<p>23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none">(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;(b) if the Supplier fails to perform any other obligation(s) under the contract; or(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p>
24. Anti-dumping and countervailing duties and rights	24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
25. Force Majeure	25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.



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	25.2	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28. Limitation of liability	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.



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29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
32. Taxes and duties	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a Tax Compliance Status Pin, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
33. National Industrial Participation (NIP) Programme	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



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34. Prohibition of Restrictive practices	34.1	In terms of Section 4 (1) (b) (iii) of the Competition Act No.89 of 1998,asamended,an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationshipand if a bidder (s) is /are or a contractor (s) was/were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No.89 of 1998.
	34.3	If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor (s) from conducting business with the publicsector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.



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ANNEXURE A: PRICING SCHEDULE

1. Pricing Instructions

- 1.1 All costing to be in line with AgriSETA tariffs for accredited and non-accredited training.
- 1.2 All other costing items including certificates, manuals, consumables, etc. are compliance issues that needs to be included in costing.
- 1.3 Facilitator accommodation and transport is part of the course fees as quoted in the pricing schedule.
- 1.4 A food allowance of R100 to be paid per learner per day for the duration of the course.
- 1.5 Where catering, travel and accommodation of trainees is needed for specific courses it will be quoted separately based on the markup as provided in the pricing schedule. Where catering, transport and accommodation is provided separately the food allowance will not be payable and will be subtracted from the course fee quoted.
- 1.6 Whether to use a food allowance or catering will be decided per project, taking into consideration the specific conditions of the project and in particular the training venue used and its proximity to food stores.
- 1.7 Sums as provided in the pricing schedule is used for purposes of evaluating the bid and are not indicative of the tender value.
- 1.8 Bidders are required to insert the percentage markup, where indicated, in the "Rate (VAT inclusive)" column for each of the items in the pricing schedule and calculate the amount of the markup by multiplying the amount in the "quantity" column with the percentage markup. The calculated amount must be inserted in the "amount" column next to the relevant description.
Example: Catering with a markup percentage of 5% then
 $R\ 200\ 000 \times 5\% = R\ 10\ 000.00$ (insert R 10 000.00 in the amount column)
- 1.9 Failure to complete the pricing schedule in full will disqualify the bid.
- 1.10 The pricing schedule to be completed in the Excel file provided, printed and each page signed and attached to the tender document. The electronic copy of the pricing schedule also submitted together with the tender document on a memory stick in the envelope.
- 1.11 Prices should be quoted in rand.
- 1.12 Price adjustments will only be done on the first and second anniversary of the contract as follows:

Price adjustment relevant to the tender

1. Prices will be adjusted on an annual basis at the end of every 12-month period with the year-on-year Consumer price Index (CPI) (STATSSA, P0141 (CPI), Table B2) referenced against the base month of the tender (the month in which the tender closed) for year 1 to 2 price adjustment. For year 2 to 3 price adjustment the base month will be the base month used for year 1 to 2 price adjustment plus 1 year.

2. Example:

Tender closing month: September 2025

Tender appointment month: November 2025

Year 1 to 2 price adjustment

1. The year-on-year CPI for September 2026 vs September 2025 is taken from the P0141 STATSSA report and all applicable rates are adjusted with the relevant percentage.
2. The adjusted rates are then applied from 1 November 2026.

Year 2 to 3 price adjustment



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1. The year-on-year CPI for September 2027 vs September 2026 is taken from the P0141 STATSSA report and all applicable rates are adjusted with the relevant percentage.
2. The adjusted rates are then applied from 1 November 2027 for the remainder of the contract period.
3. Price adjustments will only be applicable to those rates for professional fees and operational cost.



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2. Summary of pricing schedules

SUMMARY OF SCHEDULES

Description	Amount
SCHEDULE A1: ACCREDITED TRAINING	R
SCHEDULE A2: NON-ACCREDITED TRAINING	R
SCHEDULE A3-6: LOGISTICS AND PAYMENT OF REGULATORY AND ACCREDITATION ENTITIES	R
TENDER SUM (Year 1)	R

See pricing instructions for price adjustments for year 2 and 3

SIGNED BY/ON BEHALF OF BIDDER:

NAME		SIGNATURE	DATE



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3. Pricing schedule

SCHEDULE A1: ACCREDITED TRAINING

Item	Description	Credits	No. of trainees	Unit	Quantity	Rate (VAT inclusive)	Amount	
A1	Accredited course fees							
A1.1	Professional fees						R -	
A1.1.1	Advanced Vegetable Production	30	20	Trainees	20	R -	R	= Rate x Course credits x Quantity
A1.1.2	Basic Broiler production	20	124	Trainees	124	R -	R	= Rate x Course credits x Quantity
A1.1.3	Basic Farm Finance & Administration	6	65	Trainees	65	R -	R	= Rate x Course credits x Quantity
A1.1.4	Basic Farm Management	7	15	Trainees	15	R -	R	= Rate x Course credits x Quantity
A1.1.5	Basic Layer Production	20	20	Trainees	20	R -	R	= Rate x Course credits x Quantity
A1.1.6	Basic Pig Rearing	11	160	Trainees	160	R -	R	= Rate x Course credits x Quantity
A1.1.7	Basic Poultry production	20	20	Trainees	20	R -	R	= Rate x Course credits x Quantity
A1.1.8	Basic Sheep Farming	22	15	Trainees	15	R -	R	= Rate x Course credits x Quantity
A1.1.9	Basic Vegetable Production	16	296	Trainees	296	R -	R	= Rate x Course credits x Quantity
A1.1.10	Beef Cattle Production	17	120	Trainees	120	R -	R	= Rate x Course credits x Quantity
A1.1.11	Cash Crops under Irrigation	10	15	Trainees	15	R -	R	= Rate x Course credits x Quantity



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A1.1.12	Extensive Farming Veld Management Programme	2	20	Trainees	20	R	-	R	= Rate x Course credits x Quantity
A1.1.13	Farm Product Marketing	4	90	Trainees	90	R	-	R	= Rate x Course credits x Quantity
A1.1.14	Management of Irrigation System	8	40	Trainees	40	R	-	R	= Rate x Course credits x Quantity
A1.1.15	Pasture Establishment	15	20	Trainees	20	R	-	R	= Rate x Course credits x Quantity
A1.1.16	Pig Production	11	30	Trainees	30	R	-	R	= Rate x Course credits x Quantity
A1.1.17	Sheep Production	22	20	Trainees	20	R	-	R	= Rate x Course credits x Quantity
A1.1.18	Team Building on a farm	8	20	Trainees	20	R	-	R	= Rate x Course credits x Quantity
A1.1.19	Vegetable Production	16	20	Trainees	20	R	-	R	= Rate x Course credits x Quantity
A1.1.20	Veld Management	2	20	Trainees	20	R	-	R	= Rate x Course credits x Quantity
A1.2	Operational costs							R	-
A1.2.1	Certification		1150	Trainees	1150	R	-	R	= Rate x Quantity
A1.2.2	Manuals and handouts		1150	Trainees	1150	R	-	R	= Rate x Quantity
A1.2.3	Stationary		1150	Trainees	1150	R	-	R	= Rate x Quantity
A1.2.4	Consumables		1150	Trainees	1150	R	-	R	= Rate x Quantity
A1.2.5	Facilitator Travel (Rate = R/km)		1150	km	5000	R	-	R	= Rate x Quantity



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A1.2.6	Facilitator Accommodation (Rate = R/day)		1150	days	415	R	-	R	-	= Rate x Quantity
A1.3	Food allowance							R	1 012 550.00	
A1.3.1	Advanced Vegetable Production		20	days	20	R	100.00	R	40 000.00	Fixed
A1.3.2	Basic Broiler production		124	days	10	R	100.00	R	124 000.00	Fixed
A1.3.3	Basic Farm Finance & Administration		65	days	7	R	100.00	R	45 500.00	Fixed
A1.3.4	Basic Farm Management		15	days	7	R	100.00	R	10 500.00	Fixed
A1.3.5	Basic Layer Production		20	days	10	R	100.00	R	20 000.00	Fixed
A1.3.6	Basic Pig Rearing		160	days	5	R	100.00	R	80 000.00	Fixed
A1.3.7	Basic Poultry production		20	days	10	R	100.00	R	20 000.00	Fixed
A1.3.8	Basic Sheep Farming		15	days	10	R	100.00	R	15 000.00	Fixed
A1.3.9	Basic Vegetable Production		296	days	10	R	100.00	R	296 000.00	Fixed
A1.3.10	Beef Cattle Production		120	days	10	R	100.00	R	120 000.00	Fixed
A1.3.11	Cash Crops under Irrigation		15	days	5	R	100.00	R	7 500.00	Fixed
A1.3.12	Extensive Farming Veld Management Programme		20	days	5	R	100.00	R	10 000.00	Fixed
A1.3.13	Farm Product Marketing		90	days	3	R	100.00	R	27 000.00	Fixed



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A1.3.14	Management of Irrigation System		40	days	5	R	100.00	R	20 000.00	Fixed
A1.3.15	Pasture Establishment		20	days	5	R	100.00	R	10 000.00	Fixed
A1.3.16	Pig Production		30	days	5	R	100.00	R	15 000.00	Fixed
A1.3.17	Sheep Production		20	days	10	R	100.00	R	20 000.00	Fixed
A1.3.18	Team Building on a farm		20	days	5	R	100.00	R	10 000.00	Fixed
A1.3.19	Vegetable Production		20	days	10	R	100.00	R	20 000.00	Fixed
A1.3.20	Veld Management		20	days	5	R	100.00	R	10 000.00	Fixed
	Total daily food allowance							R	920 500.00	
A1.3.21	Management fee			%	10			R	92 050.00	10% Fixed VAT inclusive rate
A1.4	Training facilities							R	-	
A1.4.1	Fees							R	-	= (Professional fees A1.1 + Operational cost A1.2) * 10%
SUB-TOTAL: ACCREDITED TRAINING (Carried over to summary of schedules)								R	-	= A1.1 + A1.2 + A1.3 + A1.4



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**SCHEDULE A2: NON-ACCREDITED
TRAINING**

Item	Description	No. of trainees	Unit	Quantity	Rate (VAT inclusive)	Amount	
A2	Non-accredited course fees						
A2.1	Professional fees					R -	Add A2.1.1 to A2.1.16
A2.1.1	Pig Feeding and Nutrition Principles	20	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.2	Animal Health & Care	20	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.3	Grain Grading	20	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.4	Livestock Pregnancy Testing	20	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.5	Feeding Management (Large livestock) Winter & Summer	25	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.6	Calibration of planter & boom sprayer	20	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.7	Animal Health & Care (cattle)	20	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.8	Wool production	15	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.9	Sheep shearing	10	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.10	Team Building on a Farm	30	Days	3	R -	R	= Rate x No. of Trainees x Quantity
A2.1.11	Poultry Production	20	Days	5	R -	R	= Rate x No. of Trainees x Quantity



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A2.1.12	Poultry Production (Layers)	20	Days	5	R	-	R	= Rate x No. of Trainees x Quantity
A2.1.13	Hatchery (Poultry Management)	15	Days	5	R	-	R	= Rate x No. of Trainees x Quantity
A2.1.14	Basic Cannabis Production	15	Days	5	R	-	R	= Rate x No. of Trainees x Quantity
A2.1.15	Veld management	15	Days	3	R	-	R	= Rate x No. of Trainees x Quantity
A2.1.16	Value adding & Agro-Processing	15	Days	3	R	-	R	= Rate x No. of Trainees x Quantity
A2.2	Operational costs						R	- Add A2.2.1 to A2.2.6
A2.2.1	Certification	300	Trainees	300	R	-	R	= Rate x Quantity
A2.2.2	Manuals and handouts	300	Trainees	300	R	-	R	= Rate x Quantity
A2.2.3	Stationary	300	Trainees	300	R	-	R	= Rate x Quantity
A2.2.4	Consumables	300	Trainees	300	R	-	R	= Rate x Quantity
A2.2.5	Facilitator Travel (Rate = R/km)	300	km	5000	R	-	R	= Rate x Quantity
A2.2.6	Facilitator Accommodation (Rate = R/day)	300	days	56	R	-	R	= Rate x Quantity
A2.3	Food allowance						R 114 400.00	
A2.3.1	Pig Feeding and Nutrition Principles	20	days	3	R	100.00	R 6 000.00	Fixed
A2.3.2	Animal Health & Care	20	days	3	R	100.00	R 6 000.00	Fixed
A2.3.3	Grain Grading	20	days	3	R	100.00	R 6 000.00	Fixed



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A2.3.4	Livestock Pregnancy Testing	20	days	3	R	100.00	R	6 000.00	Fixed
A2.3.5	Feeding Management (Large livestock) Winter & Summer	25	days	3	R	100.00	R	7 500.00	Fixed
A2.3.6	Calibration of planter & boom sprayer	20	days	3	R	100.00	R	6 000.00	Fixed
A2.3.7	Animal Health & Care (cattle)	20	days	3	R	100.00	R	6 000.00	Fixed
A2.3.8	Wool production	15	days	3	R	100.00	R	4 500.00	Fixed
A2.3.9	Sheep shearing	10	days	3	R	100.00	R	3 000.00	Fixed
A2.3.10	Team Building on a Farm	30	days	3	R	100.00	R	9 000.00	Fixed
A2.3.11	Poultry Production	20	days	5	R	100.00	R	10 000.00	Fixed
A2.3.12	Poultry Production (Layers)	20	days	5	R	100.00	R	10 000.00	Fixed
A2.3.13	Hatchery (Poultry Management)	15	days	5	R	100.00	R	7 500.00	Fixed
A2.3.14	Basic Cannabis Production	15	days	5	R	100.00	R	7 500.00	Fixed
A2.3.15	Veld management	15	days	3	R	100.00	R	4 500.00	Fixed
A2.3.16	Value adding & Agro-Processing	15	days	3	R	100.00	R	4 500.00	Fixed
	Total daily food allowance						R	104 000.00	
A2.3.17	Management fee		%	10			R	10 400.00	10% Fixed VAT inclusive rate
A2.4	Training facilities						R	-	
A2.4.1	Fees						R	-	= (Professional fees A2.1 + Operational cost A2.2) * 10%



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SUB-TOTAL: NON-ACCREDITED TRAINING (Carried over to summary of schedules)	R	- = A2.1 + A2.2 + A2.3 + A2.4
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SCHEDULE A3-6: LOGISTICS AND PAYMENT OF REGULATORY AND ACCREDITATION ENTITIES

Item	Description	Unit	Quantity	Rate (VAT inclusive)	Amount	
A3	Catering				R	- A3(a) + A3(b)
	(a) Sourcing 3 quotations for catering arrangements as requested by FSDARD.	Sum	1	R200 000.00	R 200 000.00	See pricing instructions
	(b) Percentage markup to cover management fee, profit and other costs.	%	R 200 000.00	%	R	- See pricing instructions
A4	Transportation				R	- A4(a) + A4(b)
	(a) Sourcing 3 quotations for transportation of trainees / farmers as requested by FSDARD.	Sum	1	R 200 000.00	R 200 000.00	See pricing instructions
	(b) Percentage markup to cover management fee, profit and other costs.	%	R 200 000.00	%	R	- See pricing instructions
A5	Accommodation				R	- A5(a) + A5(b)
	(a) Sourcing 3 quotations for suitable accommodation for the trainees / farmers as requested by FSDARD.	Sum	1	R 400 000.00	R 400 000.00	See pricing instructions
	(b) Percentage markup to cover management fee, profit and other costs.	%	R 400 000.00	%	R	- See pricing instructions
A6	Payment of Regulatory and accreditation entities				R	- A6(a) + A6(b)
	(a) Payment of Regulatory and accreditation entity.	Sum	1	R 100 000.00	R 100 000.00	See pricing instructions
	(b) Percentage markup to cover management fee, profit and other costs.	%	R 100 000.00	%	R	- See pricing instructions
SUB-TOTAL: LOGISTICS AND PAYMENT OF REGULATORY AND ACCREDITATION ENTITIES (Carried over to summary of schedules)					R	- = A3 + A4 + A5 + A6



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Annexure B

LEARNING MATERIALS

ASSESSMENT CRITERIA and DEVELOPMENT GUIDELINES

FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

AGRICULTURAL SKILLS DEVELOPMENT UNIT



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Introduction

The Agricultural Skills Development Unit of the Free State Department of Agriculture and Rural Development wishes to:

- Promote best farming practices in the Free State.
- Operate in line with the best practices in OBET (Outcomes Based Education and Training) learning practices.
- Align good training practices with the requirements of SAQA (South African Qualifications Authority) and the NQF (National Qualifications Framework).

As a result, the instruments provided in the documentation here can firstly serve as guidelines to assist and support role players associated with the Agricultural Skills Development Unit during the developmental stages of their learning materials development.

In addition, the training materials and other learning documentation from participating outside (private) providers' will be evaluated and assessed, using these instruments. Such documentation is required to give a reliable reflection of what happens during the facilitation and towards the subsequent certification. The instruments provided here will also serve as a common quality reference for all associated role players in training.

The process of the development of learning material as well as the provision of support to others, require persons with special experience, qualifications and an industry related background. Both subject specialists as well as a training expert are needed. Detailed information related to the planning of the writing of learning materials can be found in Annex B of this documentation.



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1. EVALUATION INSTRUMENT

1.1 EVALUATION PROCESS ENTRANCE REQUIREMENTS

1.1.1 ADMINISTRATIVE EVALUATION

If the following requirements are not complied to, the programme will not be processed through the evaluation system.

	FOCUS AREA	• CRITERIA	Y	N	COMMENT
1.1	Communication requirements	The following detail of the person or organisation submitting the programme is stated:			
		• Name of contact person (s)			
		• Contact details including at least two telephone numbers			
1.2	Main Sections of Learning Materials (See guidelines in Annex A)	The following sections of learning materials are clearly observable and accessible by means of document titles or content pages:			
		➤ ASSESSMENT GUIDE			
		• Assessment Framework			
		• Table showing the links of Assessment and Learning activities to NQF listed unit standard(s)			
		• Assessment Instruments			
		➤ FACILITATOR GUIDE			
		• Programme delivery layout			
		• Lesson Plan Document			
		• Facilitation Guide (optional)			
		➤ LEARNER GUIDE			
		• Written introduction of learner to the programme.			
		• Written Explanations			
		• Learning Activity Support Documentation			
		• Learner workbook(optional)			



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FOCUS AREA	CRITERIA	Y	N	COMMENT
1.3 Core SAQA requirements	State in a short table the Name, ID number, NQF Level, Credits and end registration date of the unit standard(s).			
	Includes copy(ies) of the full SAQA unit standard(s) at which the programme is training.			
	SAQA registration of the Unit Standard or the Qualification is still current			
	States the purpose of the programme.			
	States the target population.			
	States the entry requirements.			
	At least one full unit standard will be obtained by following this programme.			
	If the training is not towards any registered unit standard, a full explanation is given.			
	States if competencies, other than those required in the unit standard(s) are trained and assessed or not.			
	States how the additional competencies assessed will affect the contact learning time.			
1.4 Language Materials of	The language of the materials is English			
	If applicable, an argued motivation is provided why the learning materials are not in English			

Decision on processing the programme any further

Should this programme be processed any further?	YES	NO
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Motivation for judgement:

NAME OF DECISION MAKER (PRINT): _____

SIGNATURE: _____ **DATE:** _____

NOTE: Prospecting providers are referred to **Annex A: Components of Learning Materials** and **Annex B: Guidelines for the Writing of Learning Materials**.



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1.1.2. LEARNING MATERIAL REQUIREMENTS

	LEARNING MATERIALS	CRITERIA	Y	N	COMMENT
1.	ASSESSMENT GUIDE (See guidelines in Annex A)				
1.1	Assessment Framework	The layout is in table format.			
		The title and nature of every assessment activity is specified.			
		Formative and summative tasks are distinguishable.			
		The sequence of the assessment tasks is clear.			
		Formative assessment events are frequent and regularly spaced.			
		It is clear that the assessment tasks increase in difficulty as time progresses.			
		Formative assessment activities build on each other.			
		Formative assessment activities are clearly linked to the summative assessments.			
1.2	Table showing the links of Assessment and Learning activities with NQF registered unit standards	The layout is in table format			
		Learning activities by the learners (including formative and summative assessments) are linked to the main competence of the standard or qualification by referring to: <ul style="list-style-type: none"> all of the specific outcomes, and assessment criteria. the Critical Cross field Outcomes. 			
		Any regional or product specific requirements <ul style="list-style-type: none"> are reflected in the relevant assessment activities. do not compromise the national nature of the unit standard. 			
		Learning and assessment activities are clearly referenced to page and/or subsection in the Learner Guide			



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	LEARNING MATERIALS	CRITERIA	Y	N	COMMENT
1.3	Assessment Instruments	The competence assessed is in line with the terms of the competence description by the unit standard, as well as in terms of the local industry requirements.			
		Sufficient assessment support documents are included (as required by AgriSETA).			
		All specific outcomes (unit standard) are assessed.			
		Portions of the Essentially Embedded Knowledge that are not assessed by skills performance are tested with a separate knowledge questionnaire.			
		The following assessment principles are honoured sufficiently:			
		The instruments are designed in such a way that the learners are supported sufficiently to generate evidence of competence that is			



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LEARNING MATERIALS		CRITERIA	Y	N	COMMENT
2.	FACILITATOR GUIDE (See guidelines in Annex A)				
2.1	Programme delivery layout	The layout is in table format			
		Notional hour breakdown. (Contact hours, self-study, assessment events etc.).			
		Single A4 page			
2.2	Lesson Plan Document	The layout is in table format.			
		Specific activities by both Facilitator and Learner in the learning interaction are specified separately.			
		Learning activities are specified for every sub session of contact sessions.			
		References to the Learner Guide and the Assessment Guide should be clear.			
		If outside reference materials are used, the reference should be clearly stated in the lesson plan.			
		It should be clear from the lesson plan that a variety of methodologies are being used Activities are varied in nature. (Methodology goes substantially beyond the fundamental methods of lecturing, reading, copying and the answering of direct questions).			
		Lesson layouts are in line with the following well-known principles of learning:			
		a)From concrete (experiential) to abstract (reflect).			
		•From known (experiential) to unknown (reflect, adapt & integrate)			
		•From simple to complex			
		a)From whole (context-deductive) to			
		a)Parts and back to whole (inductive construction in context).			
2.3	Facilitation Guide	This guide is optional if the lesson plan provides sufficient guidance.			



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	LEARNING MATERIALS	CRITERIA	Y	N	COMMENT
3.	LEARNER GUIDE (See guidelines in Annex A)				
3.1	Written introduction of learner to the programme.	A statement on what is required for certification is included.			
		Learners are informed in writing			
		<ul style="list-style-type: none"> of all the elements of summative assessments. 			
		<ul style="list-style-type: none"> on how to use the learning materials in the programme. 			
		<ul style="list-style-type: none"> about all assessment processes, their rights and appeal procedures. 			
		<ul style="list-style-type: none"> about all of time tables and venues for all learning and assessment events. 			
		<ul style="list-style-type: none"> on the responsibilities of the learner and the facilitator are clearly stated. 			
		<ul style="list-style-type: none"> on the need for a learning contract is explained. 			
		<ul style="list-style-type: none"> about career opportunities on the basis of this programme. 			
		<ul style="list-style-type: none"> on complementary and advanced learning connected to the successful completion of this learning programme. 			
		<ul style="list-style-type: none"> on the availability and use of career advising and mentoring opportunities 			



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LEARNING MATERIALS	CRITERIA	Y	N	COMMENT
3.2 Written Explanations	Concepts (e.g. cultivar) and Procedures (e.g. how to milk a cow), that are required for the competences are explained.			
	The background and context of problems (e.g. food contamination) are explained.			
	Explanations are regularly assisted by visuals to assist proper understanding.			
	Sections (or chapters and modules) follow logically on each other and clearly build on previous sections.			
	Written explanations are <ul style="list-style-type: none"> to the point and thus not pages on end. supported by sufficient experiential learning activities. frequently referring to experiences as per learning activities (see 3.3). 			
3.3 Learning Activity Support Documentation	This documentation describes the activities that enhance experiential learning.			
	Group work and co-operative learning are specified regularly.			
	Activities include opportunities for reflection.			
	Independent learning is encouraged.			
	Activities are located at the beginning, during and at the end of a chapter or module.			



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3.4	Learner workbook	This document is optional when the actual written work by the learner is completed in the learning activity support materials. The criteria at 3.3 are applicable.			
4.	REFERENCE DOCUMENTS (See guidelines in Annex A)				
4.1	Reference Support Documentation	This is optional.			



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1.1.3 LANGUAGE & LAYOUT REQUIREMENTS

	FOCUS AREA	CRITERIA	Learner guide & Assessment instruments for learners		Assessment & Facilitator guides		COMMENTS
			Y	N	Y	N	
1	Language, style and culture	Terminology is appropriate to SAQA and the relevant SETA					
		Strange and unfamiliar terms / abbreviations (neologisms) and abbreviations current with SAQA and the relevant SETA are explained in a glossary					
		The flow of concepts in explanations makes for easy reading.					
		Are sentences relatively short to support easy reading?					
		Are the number of errors with regard to spelling and grammar tolerable?					
		Does the language usage accommodate the literacy level of <ul style="list-style-type: none"> the target group learners. the target group facilitators. 					
		The language style is consistent throughout all learner materials.					
		The language style is consistent throughout all facilitator materials.					
		The tone of language is clear, direct and non-patronising.					
		Sexist and racist stereotyping is avoided.					



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			Learner guide & Assessment instruments for learners		Assessment & Facilitator guides		
	FOCUS AREA	CRITERIA	Y	N	Y	N	COMMENTS
2.	Graphic requirements.	The text layout is uncluttered.					
		The text size is appropriate.					
		The text font is consistent.					
		The layout features encourage reading.					
		The layout features are consistent throughout the learning materials.					
		Visuals are not merely decorative. It contributes to meaning.					
		Visuals are clear and understandable.					
		Spaces allocated for notes taking or written responses are of appropriate size.					

Decision on approving the programme.

Should this programme be approved	YES	NO
-----------------------------------	-----	----

Motivation for judgement:

NAME OF DECISION MAKER (PRINT): _____

SIGNATURE: _____ DATE: _____

NOTE: The training providers, whose programmes are rejected, are referred to Section 2 of this document: **Annexes**.



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2. ANNEXES

ANNEX A: LEARNING MATERIAL COMPONENTS

The Agricultural Skills Development Unit of Department of Agriculture and Rural Development (FS) recognises that there is a great variety of layout and planning styles and features. However, certain core features have been identified and are now required from training providers to ensure that

- the learners have the best chance for fair treatment and preparation towards a competence
- the intentions of the SAQA Act and the requirements of relevant ETQA are honoured
- the assessment is both orderly and appropriately focused
- the requirements of the specific unit standard(s) or the qualification are honoured.

To ensure that the variety of layouts still provide the basic needs as listed above, two items are required for proper communication:

(i) A contents page is required to ensure that learning materials submitted for use at the Agricultural Skills Development Unit of the Department of Agriculture and Rural Development (FS) are accessible for all users. This contents page (with entries and page numbers), will indicate the position of the different learning material components in a submission pack. This requirement is made even if the materials have already been approved by the ETQA of the AgriSETA. (ii) The components of all learning materials to be indicated in the one or more contents pages will be the following:

Note: All learning materials will be guided by (an) NQF registered unit standard(s).	
1.	ASSESSMENT GUIDE
1.1	Assessment Framework
	<p>This section is intended to be summative and give an overview of the sequence of assessment tasks. Hence it has the following features:</p> <ul style="list-style-type: none">• The framework for a regular unit standard or a short skills programme should fit onto a single A4 page, maximum two.• Only the title and nature of every activity, not the full description• Both formative and summative assessment tasks are indicated.• The formative and summative assessment tasks should be indicated (coded) separately (referencing to numbers in the learner guides is sufficient).• It must be clear that learners get sufficient formative assessment in terms of the competence description by the unit standard or the qualification, as well as in terms of the local industry requirements.• Fairness in preparation of the learners for the summative assessment is an important issue here (see the built-up requirement in 2.2 and 3.3 of the Learning materials requirements in the main instrument)
1.2	Table showing the links of Assessment and Learning activities NQF registered unit standards
	<p>The issue here is to ensure that all the outcomes and criteria of the standard or qualification are assessed both formative and summative.</p> <ul style="list-style-type: none">• This layout may include more than the assessment activities. While also summative in nature, it gives the links to the specific outcomes and assessment criteria of the unit standard.



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	<ul style="list-style-type: none"> If it can fit within the confines of the assessment framework (2 A4 pages for regular unit standard or short skills programme) it may be a combined document. But providers should guard against a layout that is too cluttered.
1.3	Assessment Instruments
	<p>This document is intended to give the full set of assessment instruments. These may consist of appropriate assessment support documents like</p> <ul style="list-style-type: none"> Handouts to the learners for assessment purposes <ul style="list-style-type: none"> observation sheets, other checklists and if necessary, operational manuals on how to use instruments. Progress tracking sheets of learners. Any documentation required by the ETQA of the AgriSETA. <p>Note: The exact contents of the written questionnaire are received only at the sitting to write it.</p> <p>All three sections, 1.1, 1.2 and 1.3 may be included in the same file or publication but a contents page indicating page numbers or clearly visible separation sheets should make access easy.</p>
2.	FACILITATOR GUIDE
2.1	Programme delivery layout
	Summative: On a single page the scope intensity and duration of the training should be provided as an overview.
2.2	Lesson Plan Document
	<p>Only samples of lessons are required.</p> <ul style="list-style-type: none"> This document shows the actual delivery per training contact session. The methodologies and the actions by the learners must be clear. References to guides, reference material and Learner guides should be either by page or subsection. It must be traceable to ensure that an evaluator can get an indication of how a contact session actually happens.
2.3	Facilitation Guide
	<p>Sometimes, in addition the lesson plan, there may be a specific set of problems or presentation problems that need a fuller description to ensure professional support for an effective learning event. (If outside facilitators are used it may even be wise to include a programme strategy document that ensures a proper understanding of the tone and direction of the programme. Even if deviations according to personal style and specific situations are encouraged and accepted, it is important that a baseline action guide is available.)</p> <p>In addition to the facilitation support, the facilitation guide may also deal with administrative and logistical issues. We refer here to additional documentation like SETA registration documents, registers of attendance, workshop evaluation sheets, facilitator reports and the like.</p>
3.	LEARNER GUIDE
3.1	Written induction of learner to the programme.
	The learners must have a document to refer them to the nature of the programme and make it easy for them to be aware of their rights and responsibilities.
3.2	Written Explanations
	To assist the learners in self - study.
3.3	Learning Activity Support Documentation
	<p>This documentation describes the activities that enhance experiential learning and may consist of the following:</p> <ul style="list-style-type: none"> Exercises to improve learner familiarity with a context



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	<ul style="list-style-type: none">• Challenges to test or practice to a certain level of perfection• Checkpoint activities (reflection and feedback) to<ul style="list-style-type: none">• Indicate progress or readiness to move to a next level• Provide opportunity for formative assistance, if required.• Portfolio of Evidence <p>Most of these activities are usually integrated with the written explanations in 3.2. They must be located at the beginning, during and at the end of a chapter or module. It is completely unacceptable to have such activities only at the end of a chapter or module.</p>
3.4	Learner workbook (manual)
	This is optional. The reason is that most providers require written work on the same sheets as the Learning Activity Support Documentation (3.3). Sometimes a separate Portfolio of Evidence is the only Learner Workbook.
4.	REFERENCE DOCUMENTS
4.1	Reference Support Documentation
	Such documentation is not a requirement for learner materials. It depends usually on the NQF level of the programme. If the reference documentation is very short, e.g. a case study, it can either be included in the Explanation section (3.2) or treated as a handout. Reference documentation is usually reading matter, e.g. a textbook, encyclopaedia or a manual. Sometimes they come straight from the industry, e.g. job cards or quantity lists. But it may also be History books on the industry or Legislation relevant to the industry.



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Annex B: Guidelines for the Writing of Learning Materials

1. Introduction

The FS Department of Agriculture and Rural Development wants to ensure that Training Providers are properly informed about the quality expectations on Learning Materials. Hence this section is provided to assist in the planning of any materials writing project.

2. Staff employed for the production of learning materials.

Training providers, whether outside or Agricultural Skills Development Unit, have the best position for producing quality learning materials if they dedicate people with the following profiles to the task:

- At least one Subject Matter Expert (SME) in the field pertaining to the learning programme.
- At least one Training Specialist, certified competent in at least the following unit standards:
 - 115753: Conduct outcomes-based assessment
 - 115755: Design and develop outcomes-based assessments
- At least one experienced facilitator for the programme (or who have taught similar programmes in the same field).
- A page and document layout specialist.

Note: It is advised that a total of at least three additional experienced facilitators evaluate and advice on the learning materials as it goes through production phases. It is also required that in addition to the contributions by the SME, there should be some industry representatives that advise on the relevance of the programme. These representatives should be involved right at the beginning to ensure the job profile for the level of operations is properly understood. Then they should again be involved about halfway through to ensure that the first communication was properly understood.

3. The kind of skills that should be promoted amongst materials writers must be the following:

3.1 Selecting Learning materials

Although this is arguably the simplest form of material composition, it must be approached with due care. The following obstacles to selecting learning materials imply that this method should not be underestimated:

- Nice-to-have features that are not relevant for the planned competence can easily side-track one. These additional features may raise the volume of the learning materials and obscures the view on the outcome that must be achieved in terms of the unit standard.
- The materials may be very appropriate but the language, the level of the problems discussed and the assessment tasks may be too high for the learners of the target group.
- The materials may not be supportive of outcomes-based, experiential learning classroom practices.
- The materials may be close to what is required but not quite accurate (e.g. referring to winter months – December and January - according to an area in the northern hemisphere).
- The materials may be too generic, e.g. the materials provided by the AgriSETA or similar international institutions. It should be customised according to the requirements of a specific region, product or training programme/project.



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- The materials may be covered by copyright preventing the use thereof or there may be costs payable before the materials can be used.
- Outdated materials are quite often used, due to ignorance of writers/providers who are not in touch with recent developments in the industry
- All selection of learning materials should be guided by a Programme Strategy or a Curriculum/Assessment Framework, which is based both on identified Unit Standard(s) and on the best practices identified by the relevant specialist industry (inclusive of the latest developments).

3.2 Adapting learning materials

Due to all the problems listed above, the adaptation of materials to the specific target group is almost a given. The following should be kept in mind:

- The composition of a Programme Strategy or a Curriculum/Assessment Framework must guide the adaptation of learning materials. Such a document is based on progressive learning and assessment that honours both the job or business process profile as provided by the industry and a proper reading of the relevant NQF Unit Standard(s) document. This document will also honour the requirements of the AgriSETA.
- Adapting learning materials requires that one needs to reread the adapted materials several times to ensure that the changes are consistent throughout the text.
- Adapting materials may still not make one safe against copyright cases. The extent of the changes may still need to be cleared with the copyright owners.

3.3 Writing materials anew

Very little writing is truly original. However, being not original does not mean that one is infringing any copyrights. But the current requirements on outcomes-based teaching and learning do offer opportunities to be original. The reason is that OBE in the SAQA tradition is new to South Africa. The following should be considered when producing new materials:

- Most learners at all levels these days are not natural readers. This implies imply further considerations:
 - Keep the amount of text low.
 - Allow a lot of white space.
 - Use illustrations / sketches frequently.
 - Use text to refer outside itself to experiences or activities that the learners should do (the text should be written as if learning is only partly a reading exercise – the text should assume a learning programme and lesson plan that are activity rich. And there should indeed be a lesson plan that is like that.)
- No production of learning materials should start before there is a Programme Strategy or a Curriculum/Assessment Framework



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3.4 Piloting and reviewing

Most Training Providers underestimate the importance of proper piloting, reviewing and changing learning material.

Piloting means that you present the materials for a first time to a carefully selected group of learners or people posing as learners. The pilot should happen well ahead of a full-scale roll-out. The feedback on the pilot allows one to make the necessary adaptations before one roll out the programme on a wide scale.

Reviewing means that one must design instruments that capture feedback from the learners and other stakeholders as the programme is delivered and assessed. These instruments can be very shallow like plain reaction questionnaires. It can also be at a very deep level like using the reports of moderators and outside assessors.

3.5 Development report

Providers will be required to state, in terms of 3.1 to 3.4 how their programme was developed. What were their sources or, if a franchising arrangement exists, a developmental report from the franchiser.

4. Summary of learning materials development project.

A summative presentation of a learning materials development project is provided in the table below:

1.	Formulate the needs and requirements for a new or revised learning programme.
2.	Select and appoint the appropriate members to the project team (also non-productive advisors).
3.	Project team analyse needs and formulate strategies and tactics to deliver draft learning materials (including non-productive advisors)
4.	Production.
5.	Draft learning materials are internally evaluated and improved (including contributions by non-productive advisors).
6.	Pilot project.
7.	Evaluation and improvement of learning materials on the basis of the pilot project results.
8.	Submit the programme for approval with the AgriSETA ETQA.



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Annex C: Methodological Considerations

The requirements for OBE facilitation of learning have already been stated in the main instrument of this documentation. (Learning Materials Requirements). However, in addition, some classical principles of the OBE mode of training will be explained below in more detail.

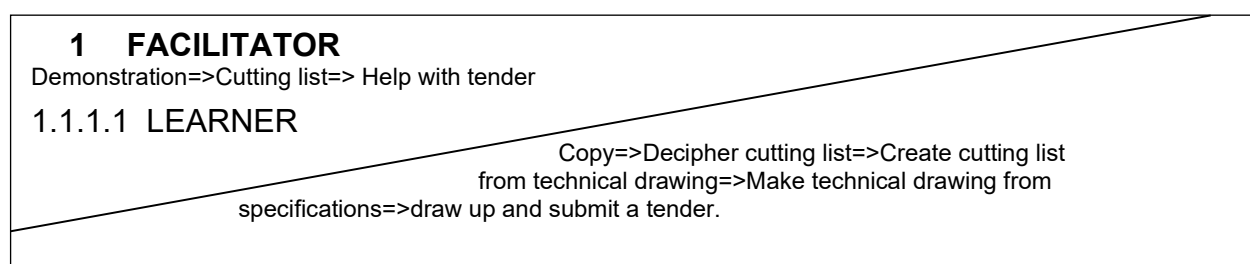
(i) Built-Up: The built-up of concepts and procedures will first be seen in the Assessment Framework but it will be fully implemented in the practices as they happen in the Lesson Plan. It is crucially important that this mode of operation will always start with the elementary and build up to the more complex concepts and processes.

Hence there must be a clear step-wise progression.

						Competence
Entrance						

(ii) Progressive Learner Independence: The second important principle or mode that must be visible is that the facilitator will closely guide the learner in the beginning of a programme or a module of the programme. However, at the end of a module or the programme, it must be clear that the role of the facilitator will be lessened and the learner will be able to operate more independently in terms of the competence and its level in the industry.

At the end of a session, it must be clear that the learner has grown to the point where more and more decisions can be taken independently.



(iii) Experiential Cycle: The third important principle or mode is that of the experiential cycle. Too often materials start off with a long stretch of theoretical explanations “to be applied” at the end of such an explanation. The principle of the experiential cycle is that the learner, at the very entrance level of either a programme or a module, be exposed or challenged to a real-life situation. As far as possible, there should be a hands-on challenge very early on. In some cases, it may be a case study to find a solution to. In other cases, it may be an explorative challenge. The invitation must be given to the learners: “Try this even before you know the right answer or have sufficient skills.” Obviously, there are limitations in terms of cost and industrial safety. But that is why the methodology of simulation has been developed.

Another requirement to the experiential cycle is that the hands-on activities must be spaced not too far from each other. This requirement ensures that the learner remains all the time very aware of the practical implications of the learning. It also ensures that the learning never gets too



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abstract. It further provides the facilitator with a real-life practical reference point in all explanations about concepts and processes. This is extremely important when learners are introduced to a field of learning to which they feel like outsiders. The reverse of course is equally true: If learners are already widely experienced in the practical application of the field, they need not be exposed so meticulously to hands-on experience. But this is a classroom decision that can mostly only be taken in terms of a specific group of learners. It should mostly not be assumed in the writing learning materials.

To summarise, experiential learning must be visible in learner actions (as reflected in the Lesson Plan).

- Right at the start of modules / programmes and
- Throughout the modules / programmes at frequent intervals

Graphically it can be presented as follows: P = Practical session; K = Knowledge by Reflection and otherwise to gain Understanding.

