



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE OF SERVICE PROVIDER TO PROVIDE SPECIALISED SUPPORT SERVICES TO THE NATIONAL SKILLS AUTHORITY (NSA): FINANCIAL MANAGEMENT, SUPPLY CHAIN MANAGEMENT AND HUMAN RESOURCE MANAGEMENT SERVICES FOR A PERIOD OF NINE (09) MONTHS ENDING 31 MARCH 2026.

RFQ NUMBER: RFQ120/2025

Date Issued: 03 June 2025

Closing date and time: 11 June 2025 @ 11h00

Bid Validity Period: 90 day

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REQUEST FOR QUOTATION

Terms of Reference for the appointment of a suitable service provider to provide specialised support services to the National Skills Authority (NSA): Financial Management, Supply Chain Management, and Human Resource Management services for a period of nine months (09 months) ending 31 March 2026.

The Department of Higher Education and Training (DHET) is inviting potential service providers to submit proposals for a tender to provide financial management, human resource management and supply chain management services for the NSA for a period of nine months (09 months) ending 31 March 2026.

PART A – INFORMATION ON THE TENDER

1. BACKGROUND

- 1.1 The National Skills Authority (NSA) is a multi-constituency based statutory body established in terms of Skills Development Act (SDA), No 97 of 1998. The primary functions of the NSA are to advise the Minister of Higher Education Science and Innovation on matters related to the national skills development policies, strategies and plan, in accordance with section 5 of the SDA (1998).
- 1.2 The National Skills Authority is comprised of a chairperson and thirty (30) members appointed by the Minister.
- 1.3 For effective functioning, the NSA is organised as the Authority (the main body), its Executive Committee (EXCO), and five (5) Committees, each chaired by a Deputy Chairperson of the Authority.
- 1.4 The work of the NSA is informed by various government policies, strategies, plans and frameworks, including but not limited to, the Skills Development Act (1998), White Paper on Post-School Education and Training (2014), National Skills Development Plan (2019), Skills Strategy for the Economic Reconstruction

and Recovery Plan (SS-ERRP), National Qualifications Act (2010), amongst others.

2. PROBLEM STATEMENT

- 2.1. The NSA is supported by a small secretariat which is located at the Department of Higher Education and Training (DHET) and led by an Executive Officer. The Secretariat is responsible for providing administrative, technical and secretariat support to the Authority, managing stakeholder relationships, building stakeholder capacity, conducting research, managing policy, and preparing advice to the Minister.
- 2.2. The NSA must undertake research on various topics related to the application of the SDA (1998), implementation of the associated strategies and plans, commission capacity building for constituencies, undertake national programmes aimed at creating advocacy for the skills development programmes, conduct investigations, participate in national, regional and global bodies of common interests, and monitor with SETAs, and liaise with Quality Councils as well as with various stakeholders in the skills development environment and the general public at large.
- 2.3. The NSA compiles and publishes various research reports and evaluation studies, based on the monitoring and evaluation mandate it has over the SETAs and the National Skills Fund. The NSA also collaborates with various partners, including the SETAs to host national and regional skills conferences and roundtable discussions to assess and report progress on the implementation of skills development policies, share best practices, and to take direction from the Executive Authority.
- 2.4. The Secretariat is organised into four key programmes responsible for, respectively: Finance and Administration; Capacity Building and Legal Support,

Research and Monitoring and Evaluation, and Skills Development Advocacy and Stakeholder Management.

- 2.5. The NSA derives its funding from the Department of Higher Education and Training, which is managed through the department, as well as from the National Skills Fund for which it must provide its own capacity to manage and report on according to the NSF funding framework.
- 2.6. The limited capacity of the NSA Secretariat, against the nature, size and urgency attached to the work of the NSA requires specialised support services to provide professional, agile, effective and efficient Financial Management, Supply Chain Management and Human Resource Management services.

3. PURPOSE OF THE REQUEST

- 3.1 The purpose of this tender is to obtain the services of a credible service provider to provide financial management, human resource management and supply chain management services for the NSA.

4. SCOPE AND DEFINITION OF WORK

- 4.1 The scope of the work of the appointed agency will include the following:

4.1.1 Financial Management.

- a) Provide technical expertise and credible secure systems to manage the annual funding allocation to the NSA by the NSF.
- b) Provide travel management arrangements for the NSA, including its Authority members, employees and identified stakeholders. The scope of work for the required service will require the appointed service provider to arrange, book and supply inter alia any of the following services:
 - i) Air Travel,
 - ii) Hotel Accommodation,
 - iii) Car Hire and any ground transportation Services,

- iv) Visa Services, and Foreign Exchange and travel insurance services.
- v) Facilitate group bookings (e.g., for meetings, conferences, events, etc.)
- c) Complete quarterly reports and supporting evidence to the NSF and the NSA.

4.1.2 Supply Chain Management

- a) Procurement of goods and services required by NSA.
- b) Contract and manage third party organisations undertaking work for the NSA.
- c) Manage NSA projects and events (project management).
- d) Provide travel management support for the NSA.

4.1.3 Human Resource Management

- a) Enter into employment contract with NSA project staff.
- b) Payroll management.
- c) Leave management.
- d) Employee health and wellness services.
- e) Training and Development.

4.1.4 Project Administration

- a) Submit the financial and performance reports on quarterly basis to DHET Supply Chain Management unit and National Skills Fund (NSF).
- b) Make presentation to the Finance and Risk Committee on quarterly basis and Authority meetings when required to do so.
- c) Prepare and submit annual financial statements to external auditors before the end of July each year for preparation of the NSA annual report.
- d) Attend the NSA Secretariat monthly meetings.

5. DELIVERABLES

5.1 The appointed service provider will be required to:

- 5.1.1 Open a dedicated account for the funding to be able to manage the allocation from NSF, also required to submit monthly financial reports and quarterly financial reports.
- 5.1.2 Monitoring of all services that are rendered by third-party organisations for the NSA.
- 5.1.3 Source quotations/advertise tenders for all goods and services required by the NSA.
- 5.1.4 Draft Service Level Agreements and sign contracts with third party organisations undertaking work for the NSA.
- 5.1.5 Draft and sign contracts with temporary / contract staff undertaking work for the NSA.
- 5.1.6 Project manage and monitor the implementation of the work of third-party organisations, NSA projects and events.
- 5.1.7 Prepare quarterly reports and make presentations to the NSA Committees as and when required to do so.
- 5.1.8 Complete NSF quarterly reporting template and supporting evidence to the NSF and the NSA on a quarterly basis.
- 5.1.9 Provide an on-site support personnel to support procurement processes.
- 5.1.10 Takeover the fixed term employment contract for project personnel currently with the erstwhile fund manager.
- 5.1.11 Provide payslips to project staff on a month basis and attend to all employee queries; and

5.1.12 Appoint auditors to audit the NSA fund allocation and produce audited annual financial statements before the end of July each year for preparation of the NSA annual report.

6. REQUIRED CAPACITY, EXPERTISE, QUALIFICATIONS AND EXPERIENCE

7.1. **Organisation's track record:** Appropriate company experience in similar requirement for at least past three (3) to five (5) years, managing finances, coordinating supply chain management and project management and human resource management in government departments or agencies.

7.2. **Organisation's capability:** Demonstration of capacity to undertake a project of the size and ability to sustain acceptable level of quality service provision to the end and within prescribed project timelines.

7.3. **The Project Team:** Adequate number of staff members, supervised by an appropriately senior Team Leader, with appropriate qualifications, experience, skills and knowledge in financial management, supply chain management, project management, relevant to the project requirements.

7.4. **Approach and Methodology:** A clear, logical and coherent approach as well as a credible methodology demonstrating understanding of the scope and key deliverables of the project. Providing the plan with milestones and key activities, per each of the areas, namely, financial management, supply chain management, and project management.

7.5. **Project Management (effective and efficient delivery):** Effective and efficient project management systems and tools, supported by user-friendly reporting methods and standards compatible with those of the NSA and the NSF to ensure feedback and update of progress during the implementation.

7.6. Skills Transfer: Proven ability to transfer skills through practical experience on the provision of on-the-job-training and coaching and or designing and rolling out capacitation programmes; and

7.7. Effective Communication: Demonstrated excellent communication and report writing skills.

8. DURATION OF THE CONTRACT

8.1. The successful bidder will be appointed to render the requisite service portfolio for a period of nine (09) months from the date of appointment but not exceeding 31 March 2026.

8.2. Work will commence from the date of appointment.

9. MANDATORY DOCUMENTS FOR SUBMISSION

9.1. In addition to statutory documents, the following specific documents must be included:

9.1.1. A description of the envisaged methodology, processes and procedures that the service provider will deploy to ensure that EACH deliverable is achieved at the required level of quality.

9.1.2. A typical process flow cycle diagram from the point of receipt of funds, managing the funds, procuring of goods/services, project management and reporting.

10. SUPPLIER DUE DILIGENCE

10.1. The Department reserves the right to conduct rolling out due diligence on suppliers prior to final awarding of the contract, or on an occasional basis during the implementation of the mandated contract period. These actions may also include site visits and requests for the provision of additional information.

11. SUBMISSION OF PROPOSAL

- 11.1. Bid documents must be placed in the Department's Quotation box situated in 117/123 Francis Baard Street, Pretoria, 0001 (Opposite Pretoria Magistrate Court) on or before the closing date and time.

Closing Date: 11 June 2025

Closing Time: 11h00

- 11.2. Bid documents will only be considered if received by the Department before or on the closing date and time, regardless of the method used to send or deliver such documents to the Department.
- 11.3. Bidder(s) are required to submit 2 copies of each file, (one (1) original and (1) copy). Each file must be marked correctly and sealed separately for ease of reference during the evaluation process.
- 11.4. Bidders are requested to initial the bottom right-hand corner of each page of the Quotation document. On pages where bidders are required to provide full signatures, initialling at the bottom of these pages is not required.

12. EVALUATION CRITERIA

- 12.1. The following table reflects the evaluation criteria that will be used in evaluating the technical submission.

No	Element	Weight
1	Company experience <ul style="list-style-type: none">Company profile supported by previous clients' referral letters demonstrating the extent to which the bidder has completed work of similar requirement for at least past five (5) years, in managing finances, coordinating supply chain management and project management and human resource management in government departments or agencies.	20

No	Element	Weight
	<p>Kindly provide a list of relevant clients where similar projects were performed using the heading below:</p> <ul style="list-style-type: none"> • Description of the project. • Value of the project. • Duration of the project. • Contact person. • Contact numbers and e-mail address. <p>1.1 Organizational Track Record</p> <ul style="list-style-type: none"> • 5 years and above in relevant experience = 15 points • 4-5 years in relevant experience = 10 points • 3-4 years in relevant experience = 7 points • 2-3 years in relevant experience = 5 points • 1-2 years in relevant experience = 3 points <p>1.2 Capacity to undertake a project of this size and ability to manage it to the end within the prescribed project timelines.</p> <ul style="list-style-type: none"> • Allocated team to project comprises at least 5 and more members = 5 points • Allocated team to project comprises at least 4 and more members = 4 points • Allocated team to project comprises at least 3 and more members. = 3 points • Allocated team to project comprises at least 2 and more members = 2 points • Allocated team to project comprises of at least 1 member. = 1 points. 	

No	Element	Weight
2	<p>Appropriate qualifications, experience, skills and knowledge in Project Management, Supply Chain Management and Financial Management relevant to the project requirements (Attach full CV of proposed team, certified ID copies and qualifications).</p> <p>Points Breakdown Overall qualification, skills, knowledge and experience of team</p> <ul style="list-style-type: none"> ○ Team Leader: <ul style="list-style-type: none"> ○ Qualifications: NQF 9 Financial Management/Accounting Sciences, Project Management = 5 points. ○ Relevant Experience (Financial Management, Project Management, Supply Chain Management and Human Resource Management): 8 Years = 5 points. ○ Team members (Minimum of four (4) for each of the functions, namely Financial Management, Project Management, Human Resource Management and Supply Chain Management). <ul style="list-style-type: none"> ○ Qualifications: A team member assigned to each function must possess a relevant academic qualification, with a minimum of NQF Level 6 or 7. = 8 point (2 point per relevant qualification by each member) ○ Experience: Minimum Relevant Experience per assigned function five (5) or more years = 12 point (3 point per relevant experience by each member). 	30
3	Approach and Methodology	30

No	Element	Weight
	<p>Points Breakdown The methodology and approach to be employed in aspects of the project.</p> <p>Supply Chain Management</p> <ul style="list-style-type: none"> ○ Plan approach with milestones and key activities, demonstrating clear understanding of the scope of work and the proposed approach will attain the desired outcomes – 5 points. ○ Plan approach lacking some activities to attain desired outcome – 3 points. ○ Plan approach lacking activities to attain desired outcome – 0 points. <p>Project Management</p> <ul style="list-style-type: none"> ○ Plan approach with milestones and key activities, demonstrating clear understanding of the scope of work and the proposed approach will attain the desired outcomes – 5 points. ○ Plan approach lacking some activities to attain desired outcome – 3 points. ○ Plan approach lacking activities to attain desired outcome – 0 points. <p>Financial Management</p> <ul style="list-style-type: none"> ○ Plan approach with milestones and key activities, demonstrating clear understanding of the scope of work and the proposed approach will attain the desired outcomes – 5 points. ○ Plan approach lacking some activities to attain desired outcome – 3 points. ○ Plan approach lacking activities to attain desired outcome – 0 point. <p>Human Resource Management</p> <ul style="list-style-type: none"> ○ Plan approach with milestones and key activities, demonstrating clear understanding of the scope of work and the proposed approach will attain the desired outcomes – 5 points. 	

No	Element	Weight
	<ul style="list-style-type: none"> ○ Plan approach lacking some activities to attain desired outcome – 3 points. ○ Plan approach lacking activities to attain desired outcome – 0 points. <p>Points Breakdown Process flow cycle diagram from the point of receipt of funds, managing the funds, procuring of goods/services, project management, human resource management and reporting.</p> <ul style="list-style-type: none"> ○ Process flow cycle diagram with milestones and key activities, demonstrating clear understanding of the scope of work and the proposed approach will attain the desired outcomes = 20 points ○ Process flow cycle diagram lacking some activities to attain desired outcome = 10 points ○ Process flow cycle diagram lacking all activities to attain desired outcome = 0 points 	
4	<p>Project effective and efficient delivery</p> <p>Points Breakdown Reporting methods and standards to the NSA and NSF that will be applied to ensure feedback and update of progress during project implementation.</p> <ul style="list-style-type: none"> ○ Reporting methods and standards with milestones and key activities, demonstrating clear understanding of the scope of work and the proposed approach will attain the desired outcomes = 10 points ○ Reporting methods and standards lacking some activities to attain desired outcome = 5 Points ○ Reporting methods and standards lacking all activities to attain desired outcome = 0 Points <p>Points Breakdown</p>	20

No	Element	Weight
	<p>Systems, procedures and technology that will be applied to ensure seamless integration of functions between financial, supply chain, human resource and project management.</p> <ul style="list-style-type: none"> ○ Systems, procedures and technology capabilities fully support proposed project plan = 10 points ○ Systems, procedures and technology capabilities support proposed project plan = 5 points ○ Systems, procedures and technology capabilities do not support proposed project plan = 0 points 	
	Total	100

Bidders must obtain 70 points and more on functionality to be evaluated further on phase 2.

12.2. The minimum standards consist of the following criteria:

Pre-qualification Criteria (Phase 0)	Technical Evaluation Criteria (Phase 1)	Price and Specific goals Evaluation (Phase 2)
Bidders must submit all documents as outlined in paragraph 12.2.2 below. Only bids that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 70 points out of 100 points to proceed to Phase 2 (Price and specific goals).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the threshold of 70 points .

12.2.1. Phase 0: Pre-Qualification Criteria:

12.2.2. Without any limitation in respect of the Department's other critical requirements relevant to this Bid, prospective bidders must submit all the documents listed in **the table** below:

Table 1: Documents to be submitted for pre-qualification must be submitted for bidder [each legal persona of consortium/JV] and each subcontractor:

Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission/non-compliance shall result in disqualification
Permission in terms of POPI Act to utilise information contained in documents for procurement purpose		Complete and sign the attached <i>pro-forma</i> document
Invitation to Bid – SBD 1		Complete and sign the attached <i>pro-forma</i> document
Tax Status		<ul style="list-style-type: none"> i. Written confirmation that SARS may on an ongoing basis during the period of the contract disclose the bidders tax compliance status. ii. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence. Pin number may be provided for tax verification status.
Declaration of Interest – SBD 4		<i>NOTE! Care must be taken to list ALL “other related companies” (SBD 4, par. 2.3). Failure to comply may lead to disqualification. Should the bidder have more enterprises to declare, such information can be provided on a separate sheet.</i>
Preferential Points Claim Form SBD 6.1		Complete and sign the attached <i>pro-forma</i> document
Registration on the Central Supplier Database (CSD report)		<ul style="list-style-type: none"> i. The bidder must be registered as a service provider on the Central Supplier Database (CSD). If not registered proceed with completing the company registration prior to submission of the proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. ii. Submit proof of registration.
Pricing Schedule (Bidder only)		Submit full details of the pricing proposal in a separate envelope

- 12.2.3. Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.
- 12.2.4. During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.
- 12.2.5. **Bidders’ proposal shall be disqualified as a result of non-submission.**

12.2.6. Bidders' proposal may be disqualified as a result of non-completion of the listed documents.

12.3. Phase 1: Technical Evaluation Criteria = 100 points:

12.3.1. All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.

12.3.2. Only Bidding companies that have fully met the Pre-Qualification Criteria in Phase 0 will accordingly be evaluated in Phase 1 for determination of functionality.

12.3.3. Bidding companies will be evaluated on an overall score of 100 points.

12.3.4. The Department as part of on-site reference checks for allocating points, will at its own discretion choose a site at one of the bidding company's clients for validation of the services rendered. The choice of site will remain Department's sole discretion.

12.3.5. Bidders are required to score a minimum of 70 points to proceed to Phase 2: Evaluation for Pricing and specific goals.

12.3.6. Phase 1: Technical Evaluation Criteria: The bidders' information will be scored according to the points determination system.

12.4. Phase 2: Price and specific goals Evaluation (80 + 20) = 100 points:

12.4.1. Only prospective bidders that have attained the **70-points allocation** threshold in phase 1 will subsequently progress for evaluation in phase 2 in relation to pricing options and specific goals qualification criteria.

12.4.2. The following formula must be used to calculate the points out of 80 for price in respect of a quotation with a rand-value equal to or below R50 million, inclusive of all applicable taxes:

12.4.3. Stage 1 - Price Evaluation (80 Points):

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where:

P_s - Points scored for pricing of quotation under consideration.

P_t - Price of quotation under consideration; and

P_{min} - Price of lowest acceptable quotation.

NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.85		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% black owned	50.00	6.04			specify	
			60%-74% black owned	40.00	4.83				
			51%-59% black owned	30.00	3.63				
			0-50% black owned	10.00	1.21				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.83		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% women owned	30.00	3.63			specify	
			60%-74% women owned	20.00	2.42				
			51%-59% women owned	10.00	1.21				
			0-50% women owned	5.00	0.60				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Yes	No
			75%-99% owned by persons with disabilities	0.30	0.04			specify	
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	3.02		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Yes	No
			75%-99% youth owned	15.00	1.81			specify	
			60%-74% youth owned	10.00	1.21				
			51%-59% youth owned	5.00	0.60				
			0-50% youth owned	2.50	0.30				
			None	0.00	0.00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	35.00	4.23		BBBEE certificate or sworn affidavit for EME	Yes	No
			QSE	20.00	2.42			specify	

			GEN	0.00	0.00		or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	
			None	0.00	0.00			
			TOTAL	165.50	20.00	165.5		

12.4.4. **Stage 2 – specific goals** (20 Points):

12.4.4.1. A maximum of **20 points** may be allocated to a bidder for specific goals specified in the quotation.

12.4.4.2. The points scored for specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

12.4.4.3. The table below provides the specific goals, its criteria of measurement and the proof to be offered by bidder to qualify for 20 points:

12.4.4.4. A Bidder must submit proof or evidence for claiming points for specific goals as indicated above. A bidder must also complete a preference form (SBD 6.1) in detail to claim points for specific goals.

12.4.4.5. A Bidder failing to submit proof or evidence may not be disqualified but-

12.4.4.5.1.1. May only score points out of 80 for price; and

12.4.4.5.1.2. Scores 0 points out of 20 for specific goals.

12.4.4.6. The points scored by a bidder for specific goals must be added to the points scored for price for total points.

12.4.4.7. The points scored must be rounded off to the nearest TWO decimal place.

SUBMISSIONS AND COMMUNICATIONS

13. SUBMISSION OF PROPOSAL

- 13.1. The **two envelope procedures** must be followed for quotation submissions.
- 13.2. The first envelope must clearly state TECHNICAL SUBMISSION, wherein the bidder should address all aspects of the required scope of services.
- 13.3. The second envelope must clearly state FINANCIAL SUBMISSION, wherein the bidder should include the proposed fee for the project.
- 13.4. Proposals must be submitted in hard copy format one original and copy of each file.

14. CONTENT OF THE TECHNICAL SUBMISSION

The technical submission should include the following:

- 14.1. Cover Page
- 14.2. Mandatory documents
- 14.3. Introduction and Executive Summary
- 14.4. Company and contact information of the bidder, including all parties/team members to the consortium where applicable.

15. FINANCIAL SUBMISSION

- 15.1. The financial submission should include the proposed fee for the project over nine (09) months period. The proposed fee must be based upon a percentage of the annual funds utilised by National Skills Association. The NSF allocates approximately **R12 000 000.00** for a period of **nine (09) months** towards NSA.
- 15.2. The proposed fee should include any costs that will be incurred by the bidder, including travel and subsistence expenses. The total price or amount provided will be regarded as the cost of the project, including VAT and applicable taxes.

16. TIMELINE OF THE BID PROCESS

16.1. The validity period and possible withdrawal of offers, subsequent to the closing date and time of this quotation is **90 days**. The relevant project time-frames in terms of this bid are indicated as follows:

Activity	Due Date
The bid closing date	11 June 2025
Closing Time	11h00

16.2. All dates and times in this bid are determined in accordance with South African standard time.

16.3. Any time or date reflected in this bid is subject to change at the Department's discretion. The determination of a time or date in this bid does not presuppose an obligation on the part of the Department in taking action, or creating by any manner rights in terms of which bidders may demand that specific action(s) be undertaken on the date(s) accordingly reflected in this bid. The bidder therefore accepts that, in the event of the Department extending the deadline for bid submissions (the closing date) based on and influenced by whichever circumstance, the conditions and requirements attached to this bid remain unaltered and apply equally with regard to the revised deadline.

17. CONTACT AND COMMUNICATION

17.1. A nominee on behalf of the bidder may make **enquiries in writing**, up to and until end of business on the **06 June 2025**, to the Directorate: Supply Chain Management, via email at Quotation@dhet.gov.za. The delegated office of the Department is entitled to communicate with Bidders whenever further clarity is sought regarding information provided in bid proposals.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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	<i>Select (x) the correct box</i>
<input type="checkbox"/>	<input type="checkbox"/>	

- 2.1.1 If yes, 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 Department of Higher Education & Training?

YES	NO

Select (x) the correct box

2.2.1 If so, furnish particulars:

.....

.....

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 related² enterprise whether or not they are bidding for this contract?

YES	NO

Select (x) the correct box

Information not stated but found on CSD, CIPC or any other system may lead to disqualification of a bid.

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 consortium³ 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.
- 3.4 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.
- 3.5 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.

- 3.6 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 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

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

² "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ 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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

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 The maximum points for this tender are allocated as follows:

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

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) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** 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;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“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
- (g) **“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

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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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,
 - (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT									
NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.85		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% black owned	50.00	6.04			s	
			60%-74% black owned	40.00	4.83			specify	
			51%-59% black owned	30.00	3.63				
			0-50% black owned	10.00	1.21				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.83		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% women owned	30.00	3.63			s	
			60%-74% women owned	20.00	2.42			specify	
			51%-59% women owned	10.00	1.21				
			0-50% women owned	5.00	0.60				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Yes	No
			75%-99% owned by persons with disabilities	0.30	0.04			s	
			60%-74% owned by persons with disabilities	0.20	0.02			specify	
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	3.02		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Yes	No
			75%-99% youth owned	15.00	1.81			s	
			60%-74% youth owned	10.00	1.21			specify	
			51%-59% youth owned	5.00	0.60				
			0-50% youth owned	2.50	0.30				
			None	0.00	0.00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	35.00	4.23		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Yes	No
			QSE	20.00	2.42			s	
			GEN	0.00	0.00			specify	
			None	0.00	0.00				
			TOTAL	165.50	20.00	165.5			

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none">• Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none">• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people,

Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :.....

7.2. VAT registration number :.....

7.3. Company registration number :.....

7.4. Type of company/ firm

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

[TICK APPLICABLE BOX]

7.4.1. Describe principal business activities.

.....

.....

.....

.....

.....

7.4.2. Company classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.4.3. **Total number of years the firm has been in business?**

.....

7.5. **Consortium / Joint Venture**

7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.

7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.

7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. **BID DECLARATION**

8.1. 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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents