

## REQUEST FOR PROPOSAL/TENDER (RFP/T)

<b>TENDER NUMBER</b>	<b>RFP/T07-2021/22</b>
<b>TENDER CLOSING DATE AND TIME</b>	<b>13 DECEMBER 2021 @ 12:00</b>
<b>TENDER DESCRIPTION</b>	<b>REQUEST FOR PROPOSAL FOR THE PROVISION OF PROFESSIONAL SERVICES OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISION OF IMPLEMENTATION ASSISTANCE FOR THE SKILLS DEVELOPMENT ELEMENT IN TERMS OF THE APPROVED SEDA B-BBEE SKILLS DEVELOPMENT PLAN, IS REQUIRED, FOR A DURATION OF EIGHTEEN (18) MONTHS.</b>

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**SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS**

## 1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE  
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

**TENDER NUMBER** : RFP/T 07-2021/22

**TENDER CLOSING DATE & TIME** : MONDAY, 13 DECEMBER 2021 @ 12:00

**TENDER DESCRIPTION** : REQUEST FOR PROPOSAL FOR THE PROVISION OF PROFESSIONAL SERVICES OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISION OF IMPLEMENTATION ASSISTANCE FOR THE SKILLS DEVELOPMENT ELEMENT IN TERMS OF THE APPROVED SEDA B-BBEE SKILLS DEVELOPMENT PLAN, IS REQUIRED, FOR A DURATION OF EIGHTEEN (18) MONTHS.

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**TENDER VALIDITY:** 90 Days from date of closure of this tender.

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**BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:**

Small Enterprise Development Agency  
The Fields, Office Block A  
Ground Floor  
1066 Burnett Street  
Hatfield, Pretoria, 0083

Bidders should ensure that bids are delivered timeously to the correct address. If the bid submission is late, it will not be accepted for consideration.

The Request for Proposal/Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

**ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:**

Department : Supply Chain Management Unit  
 Contact Person : S. Wright  
 Tel : 012 441 1218  
 Fax : 012 441 2218  
 E-mail address : [swright@seda.org.za](mailto:swright@seda.org.za)

**BIDDER INFORMATION REQUIRED TO BE COMPLETED**

The following particulars must be furnished. Failure to do so may result in the bid being disqualified.

<b>Name of Bidder</b>		<b>Tax Clearance Status Pin</b>	<b>National Treasury Central Supplier Database (CSD) Registration Number</b>
<b>Name of Contact Person:</b>		<b>Fax Number:</b>	
<b>Cell Number:</b>		<b>E-mail Address:</b>	
<b>Telephone Number:</b>		<b>Web Address:</b>	
<b>VAT Registration Number:</b>			
<b>Physical Address:</b>		<b>Postal Address:</b>	
.....		.....	
.....		.....	
.....		.....	
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF YES, WHO WAS THE CERTIFICATE ISSUED BY?</b>			
<b>AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE</b>	<input type="checkbox"/>	<b>AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)</b>	

CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER THE QUESTIONNAIRE BELOW]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE QUESTIONS OF THE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER PARAGRAPH 3.3 BELOW.			
SIGNATURE OF BIDDER .....	DATE .....		

## **2. GENERAL CONDITIONS OF TENDER**

- 2.1 Bids must be submitted with all official Bid Forms duly completed which are contained within this tender document.
- 2.2 All current and prospective suppliers/ service providers are required to register on the National Treasury CSD prior to submitting bids. - Self-registration: [www.csd.gov.za](http://www.csd.gov.za). Enquiries may be directed to [csd@treasury.gov.za](mailto:csd@treasury.gov.za). Foreign suppliers who do not have local foreign representation in RSA are not required to register on CSD. Suppliers registered on the CSD must submit proof of registration to Seda.
- 2.3 Bids received after the closing date and time will not be considered. Bidders are therefore strongly advised to ensure that their bids be dispatched timeously allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2017, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The Standard Bidding Documents (SBD) contained in this RFP/T are compulsory documents and must be completed, signed and returned with this bid proposal. Failure to submit completed and signed SBD documents may invalidate the tender proposal.
- 2.6 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its bid in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.7 This tender document, together with associated compulsory forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.8 This tender document, together with compulsory forms should be filled in with black ink.
- 2.9 Bidders should check the numbers of the pages of the tender document and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 2.10 The tender price must be valid for acceptance for a period of 90 calendar days after the closing date of the tender.
- 2.11 During the validity period of the bid, the proposed team members proposed (if applicable), must be confirmed as being available.
- 2.12 Only firm prices will be accepted for the full duration of the contract.

- 2.13 Failure to have the Price Declaration of this tender document completed and signed, or signed by a duly authorized person, will constitute non-commitment by the Bidder, and the bid may be invalidated.
- 2.14 A detailed price break-down of the Total Cost of Ownership (TCO) must be provided to support the Price Declaration of this tender.
- 2.15 All prices must be quoted in South African Rands and be inclusive of all costs and applicable taxes (inclusive of Value Added Tax (VAT) etc.).
- 2.16 Seda reserves the right to only accept part of the submitted bid by a Bidder.
- 2.17 Seda reserves the right to withdraw this tender.
- 2.18 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
- 2.19 Seda reserves the right to accept or reject any tender proposal.
- 2.20 The Bidder's company letterhead must be used for the proposal's cover letter and reflect the company name, address, contact details and company registration number.
- 2.21 The correct Tender Reference Number (See the front page of this RFP/T for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.22 All pages of the proposal must be initialed by the responsible person.
- 2.23 These General Conditions of Tender (GCT) form part of, and must be read in conjunction with, the attached National Treasury General Conditions of Contract (GCC), and failure to comply therewith may invalidate the tender. The GCC must be returned with the RFP/T initialed on each page.
- 2.24 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: [FraudPrevention@seda.org.za](mailto:FraudPrevention@seda.org.za); or sms: 39772.
- 2.25 Bids must be delivered to the correct address/ location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.26 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).
- 2.27 The successful bidder will be required to sign a written contract.



### **3. TAX COMPLIANCE REQUIREMENTS**

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Seda to view the taxpayers profile and tax status.
- 3.3 Application for Tax Compliance Status (TCS) or pin may also be made via e-filing in order to use this provision, taxpayers will need to register with SARS as e-fillers through the website [www.sars.gov.za](http://www.sars.gov.za)
- 3.4 Bidders may also submit a printed TCS together with the bid.
- 3.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/pin/CSD number.
- 3.6 When no TCS is available but the bidder is registered on CSD, a CSD number must be provided.

**SECTION B: COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER**

#### 4 SCM/PD001: PRICE DECLARATION BY THE BIDDER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period of 90 days from date of closure of this bid. I/We confirm that this tender will remain binding upon me/ us and may be accepted by Seda at any time before the expiry date.

Name and Surname : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Are you duly authorized to commit this tender : 

Yes	No
-----	----

Capacity under which this tender is signed : \_\_\_\_\_  
 (Attach proof of authority to sign this bid e.g. resolution of directors, etc.)

**TOTAL TENDER PRICE IN SA RANDS which totals the Total Cost of Ownership (TCO) to Seda**

(Inclusive of VAT, Discounts, etc.) \*R \_\_\_\_\_

PRICE SUMMARY	Phase 1	Phase 2	Phase 3	Total Cost VAT Incl.
	Administrative 1/2/2022 - 31/3/2022	Implementation 1/4/2022 - 28/2/2023	Close Out & Reporting 1/3/2023 - 31/8/2023	Phases 1 - 3
Bid price				
VAT				
<b>Total Bid price inclusive of VAT</b>				

The bidder must provide a detailed price breakdown based on the above phases in support of the TOTAL TENDER PRICE as stated above\*.

**5 SCM/DOI003: DECLARATION OF INTEREST (SBD4)**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....

**SBD4**

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder YES / NO  
 presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

.....

.....

Name of state institution at which you or the person  
 connected to the bidder is employed : .....

.....

Position occupied in the state institution: .....

Any other particulars: .....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
 .....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, YES / NO  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members YES / NO  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1If so, furnish particulars:

.....  
 .....  
 .....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

SBD4

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**6 SCM/PCF004: PREFERENCE POINTS CLAIM FORM (SBD6.1)**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2017.**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

## SBD6.1

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 is allocated for price on the following basis:

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

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

**SBD6.1**

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

- 4.1 In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

- 6.1 B-BBEE Status Level of Contributor:..... = .....(maximum of 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

- 7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

**SBD6.1**

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited

[TICK WHERE APPLICABLE]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

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

[TICK WHERE APPLICABLE]

**SBD6.1**

- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
    - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p><b>SIGNATURE(S) OF BIDDERS(S)</b></p>
<p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>

**7 SCM/DPSCM005: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)**

- 1 This Standard Bidding Document must form part of all bids submitted.
- 2 This document serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME  
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



**8 SCM/IBD006: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited/ submitted.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

**SBD9**

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
- 6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit, or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. 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.

<sup>3</sup> 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.

**SBD9**

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## 9 SCM/SPBD007: BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : \_\_\_\_\_

Name of Bank : \_\_\_\_\_

Branch Code & Name : \_\_\_\_\_

Account Number : \_\_\_\_\_

Type of Account:      Cheque    ☐                      Savings    ☐                      Transmission    ☐

Bank details to be certified as correct by DATE STAMP of BANK:

DATE STAMP OF BANK

Name and Surname : \_\_\_\_\_

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel number : (\_\_\_\_\_) \_\_\_\_\_

Fax number : (\_\_\_\_\_) \_\_\_\_\_

NAME AND SURNAME : .....  
 (Bank Official)

SIGNATURE : .....  
 (Duly Authorised to Sign)

ON BEHALF OF : .....  
 (Name of Organization)

DATE : .....

**SECTION C: TERMS OF REFERENCE**

**Table 1: Glossary of Terms and Definitions where applicable**

Abbreviation/Term	Description
B-BBEE	Broad-Based Black Economic Empowerment
DSBD	Department of Small Business Development
LMIS	Learner Management Information System
NQF	National Qualifications Framework
SAQA	South African Qualifications Authority
SDA	Skills Development Act of 1998
SEDA	Small Enterprise Development Agency
SETA	Sector Education and Training Authority (SETA).
SLA	Service Level Agreement
TVET College	Technical and Vocational Education and Training College
Black People	<p>Black people is a generic term which means Africans, Coloureds and Indians-</p> <ul style="list-style-type: none"> <li>• Who are citizens of the Republic of South Africa by birth or descent; or</li> <li>• Who became citizens of the Republic of South Africa by naturalization- <ul style="list-style-type: none"> <li>- Before 27 April 1994; or</li> <li>- On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.</li> </ul> </li> </ul>
Bursary	Financial assistance granted to a learner and/or prospective learner for acquiring a recognized tertiary qualification.
Bursary Holder/Recipient	A learner that receives financial assistance in order to acquire a recognized tertiary qualification.
Learnership	A learnership is a work based learning programme that leads to a NQF registered qualification.

## 10 PURPOSE

Seda The Skill Development Act (1998) and the Skill levies Act (1999) mandate both the public and the private sectors to implement Learnerships and Experiential programs to improve on the literacy and quality of life for South African Citizens. A Learnership is a structured learning programme that combines theory and practice, culminating in a qualification that is registered on the National Qualifications Framework (NQF). A person who successfully completes a Learnership will have a qualification that is recognised throughout the country.

The Small Enterprise Development Agency seeks to appoint an accredited service provider to assist with the implementation plan for the Skills Development element in terms of the approved Seda B-BBEE Skills Development Plan. The appointed Service Provider will work closely with the designated B-BBEE committee member for the duration of the programme (18 months).

## 11 BACKGROUND

The Small Enterprise Development Agency (Seda) is an agency of the South African Department of Small Business Development (dsbd). Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004. The National Small Business Act of 2004 gave rise to the Small Enterprise Development Agency (Seda) the mandate to coordinate and provide non-financial support services to Small Enterprises through a network of Branches and Service Providers.

## 12 SCOPE OF WORK

- 12.1 Implement a Skills Development plan aligned to the B-BBEE codes of good practice in order to improve Seda skills development score on the B-BBEE score card (as per project deliverables and timeframes).
- 12.2 The successful bidder should ensure alignment with the Seda B-BBEE strategy, specifically the skills development element, in order to achieve maximum possible points based on the outlined strategy (as per project deliverables and timeframes).
- 12.3 Implement the programme for (17) Seda Employed learnerships in line with Seda recommended outputs. Learnership beneficiaries must be classified as black people as per the BBBEE Act definition.



- 12.4 Recruit and implement the programme for (17) Unemployed learnerships in line with Seda recommended outputs. Learnership beneficiaries must be classified as black people as per the BBBEE Act definition.
- 12.5 Implement a bursary programme for 50-70 students in the following fields: Entrepreneurship/Business Management/Business Administration/Commerce. Level of study: third year (at least- 40) and (at least 30) students who completed a qualification and have outstanding fees. Bursary recipients must be classified as black people as per the BBBEE Act definition.

**Table 2: Demographics Table**

Employed Learnership						
AM	AF	CM	CF	IM	IF	Total
8	6	1	1	1	0	17
Unemployed Learnership						
AM	AF	CM	CF	IM	IF	Total
8	6	1	1	1	0	17
Bursary Recipients						
AM	AF	CM	CF	IM	IF	Total students
Ave R50,000	32	27	5	4	1	70
Ave R60,000	27	23	4	4	1	60
Ave R70,000	23	19	3	3	1	50

**Note:** One the below breakdown must be selected for the implementation of the bursary program, the bursary must be paid for either 50 or 60 or 70 learners:

- If the bursary will be provided for 70 students an estimated amount of R50 000.00 must be spent per learner for the bursary programme.
- If the bursary is for 60 students an estimated amount of R60 000.00 must be spent per learner for the bursary programme.
- If the bursary is for 50 students an estimated amount of R70 000.00 must be spent per learner for the bursary programme.

**Table 3: Summary of Learnership and Bursary Program numbers**

Program	Number of Learners/students/Bursary recipients
Employed Learnership	17
Unemployed Learnership	17
Bursary recipients	50-70

**Table 4: Bursary requirements:**

<b>Academic Institution Requirements</b>	
1	The academic institution should be registered with the department of Higher Education (DHET)
2	The student statement of account to be shared with sponsor after the payment and at the end of the academic year.
<b>Learner Requirements</b>	
1	Students should be south African citizen
2	The financial assistance is capped between R50 000.00 to R 70 000.00 per learner as per demographics in table 3 above
3	The financial assistance to cover only the tuition fees only
4	Students should not be a part-time students (must be full time students)
5	Student should sign a learner agreement at the beginning of the academic year
6	Students must have the acceptance letter and admitted into the programme
7	student on last year of study (3 <sup>rd</sup> Year / 4 <sup>th</sup> Year) will be funded
8	Student completed the qualification in the last six months (with outstanding fees)
9	Student should not be receiving other financial aid from other sponsors
10	Student with good academic records in previous years of study shall be prioritised
11	Student studying / completed undergraduate qualification shall be funded
12	The financial assistance shall not cover the failed subjects in the previous year/ semester
13	Student can only be funded for one qualification at the time
14	Students with disability may be prioritized
15	Student who drop out for whatever reason in the middle of studies need to inform the sponsor as soon as possible
16	Student should inform the sponsor before changing the funded programme / module/ qualification

## 13 DELIVERABLES

### 13.1 Project Deliverables & Time Frames

The following project deliverables will be required to be delivered by the appointed service provider, based on the phases outlined below:

Phase 1: Administrative	
Deliverables	Estimated Time Frame
<b>13.1.1 Learnerships</b> <b>13.1.1.1</b> Implement Employed Learnership Programme pitched at NQF level 5, with preference given: to entrepreneurship/business management/business administration for 17 learners. <b>13.1.1.2</b> Implement Unemployed Learnership programme pitched at NQF level 5, with preference given entrepreneurship/business management/business administration for 17 learners. <b>13.1.1.3</b> Engagement of 17 qualifying beneficiaries (students/learners) for the unemployed Learnership as per demographic provided in table 2 above. <b>13.1.1.4</b> Engagement of 17 qualifying beneficiaries (students/learners) for the employed as per demographic provided in table 2 above. <b>13.1.1.5</b> Recruitment of 17 qualifying beneficiaries (students/learners) as per the demographic layout provided by Seda. <b>13.1.1.6</b> Contracting of qualifying beneficiaries (students/learners) as per the demographic layout provided by Seda. <b>13.1.1.7</b> On boarding of qualifying beneficiaries (students/learners) as per the demographic layout provided by Seda. <b>13.1.1.8</b> Make advance provision of approximately two months stipend for qualifying beneficiaries (students/learners). Stipend must be no less than the minimum wage; subject to industry standards to unemployed (learners/students).	<b>01 February 2022 - 31 March 2022</b>

<p>13.1.1.9 Proof of registration of learners on the relevant SETA LMIS.</p> <p>13.1.1.10 Provide proof of payment of stipend to unemployed (learners/students).</p> <p><b>13.1.2 Bursaries</b></p> <p>13.1.2.1 Source 50-70 qualifying bursary recipients, in the following fields: Entrepreneurship/ Business Management/Business Administration/ Commerce. Level of study: third year (at least- 40) and (at least 30) students who completed a qualification and have outstanding fees as per demographic provided in table 4 above. Bursary recipients must attend academic institutions registered with the Dept. of Higher Education (i.e. Universities &amp; TVET Colleges).</p> <p>13.1.2.2 Coordinate rollout of bursary programme.</p> <p>13.1.2.3 Provide proof of bursary payment to Seda and institutions of higher education.</p> <p>13.1.2.4 Provide statement of results of bursary recipients (i.e. academic record).</p> <p>13.1.2.5 Provide proof of outstanding fees from the academic institution of bursary holder.</p> <p>13.1.2.6 Provide proof of registration of bursary holders.</p>	
<b>Phase 2: Implementation</b>	
<b>Deliverables</b>	<b>Estimated Time Frame</b>
<p>13.1.3.1 Implement Employed Learnership Programme pitched at NQF level 5, with preference given: to entrepreneurship/business management/ business administration for 17 learners.</p> <p>13.1.3.2 Implement Unemployed Learnership programme pitched at NQF level 5, with preference given entrepreneurship/business management/business administration for 17 learners.</p>	<p><b>01 April 2022 to 28 February 2023</b></p>

<p>13.1.3.3 Make advance provision of stipend payment to qualifying beneficiaries (unemployed students/learners) and pay beneficiaries prior to invoicing Seda.</p> <p>13.1.3.4 Provide proof of payment of stipend made to unemployed learners/students.</p>	
<b>Phase 3: Close Out and Reporting</b>	
Deliverables	Estimated Time Frame
<p>13.1.4.1 Submit a detailed project completion report to Seda on the achievement of the Learnership &amp; Bursary programmes, highlighting the successful completion, failures, challenges and recommendations.</p> <p>13.1.4.2 Post learnership program feedback report by learners.</p> <p>13.1.4.3 Provide certified SETA “statement of results” and certificates of competence.</p> <p>13.1.4.4 Provide proof of payment of stipend made to unemployed learners/students.</p> <p>13.1.4.5 Provide all learnership agreements/contracts.</p> <p>13.1.4.6 Provide attendance registers and other relevant documents required for the B-BBEE verification (Skills Development element).</p> <p>13.1.4.7 Assist Seda in the B-BBEE preparation and verification process for the financial year 2021/2022 and 2022/2023.</p>	<p><b>01 March 2023 to 31 August 2023</b></p>

## **13.2 Service Provider Roles & Responsibilities**

The successful service provider is expected to perform the following functions:

### **13.2.1 Learnership**

- 13.2.1.1 Render a service to Seda for a period of eighteen months (18) based on the phases indicated in the Terms of Reference.
- 13.2.1.2 Provide training/learning facilities for 17 Seda employed and 17 unemployed learners based on physical or virtual requirements.
- 13.2.1.3 Provide an implementation plan within a week of contracting with Seda.
- 13.2.1.4 Provide accredited course material for entrepreneurship/business management/business administration, pitched at NQF level 5 to 17 Seda employed and 17 unemployed learners on the commencement date of the project.
- 13.2.1.5 Register learners with relevant SETA on LMIS.
- 13.2.1.6 Appoint assessors and moderators as per number of learners.
- 13.2.1.7 Appoint suitable qualified facilitators with relevant experience, qualifications and skills.
- 13.2.1.8 Provide mentors for the 17 Seda employed and 17 unemployed learners.
- 13.2.1.9 Develop a mentorship schedule/programme.
- 13.2.1.10 Provide all assessment and moderation services.
- 13.2.1.11 Provide certificate of completion and competence.
- 13.2.1.12 Provide the Seda with monthly and quarterly report.
- 13.2.1.13 Provide a final consolidated report after the completion of the programme.
- 13.2.1.14 Ensure accurate records are kept and available for B-BBEE Verification.
- 13.2.1.15 Seda will require co-branding with the service provider for the awarding of bursary/learnership beneficiaries (ie award letter).
- 13.2.1.16 Provide relevant technical support to the learners.

### **13.2.2 Bursary**

- 13.2.2.1 Seda will require co-branding with service provider for the awarding of bursary/learnership beneficiaries (ie award letter).

13.2.2.2 Ensure accurate records are kept and available for B-BBEE Verification.

### **13.3 Seda Roles and Responsibilities**

13.3.1 Initiate a kick-start meeting to meet the successful service provider.

13.3.2 Manage contract deliverables from service provide outlined under project deliverables and timeframes (monthly).

13.3.3 Provide B-BBEE Skills Development parameters to the successful service provider.

13.3.4 Seda will verify the schedule of bursary applicants received against the specification.

### **13.4 Completion Date**

The duration of the project is eighteen (18) months after signing of the contract between the successful service provider and Seda.

### **13.5 Payments**

Seda will not make upfront payments to a successful service provider. Payment will only be made in accordance with the delivery of services that will be agreed upon by both parties upon receipt of an original invoice.

## 14 EVALUATION OF THE TENDER PROPOSAL

The following criteria will be used to evaluate bids:

### 14.1 Pre-qualification

The following criteria will form the basis of evaluating all bids received and failure to comply with the pre-qualification criteria may result in the disqualification of the bid:

1.	The tender pack which comprises the Tender Document and the National Treasury General Conditions of Contract (GCC) must be duly completed, signed, certified where required, and returned in its entirety as part of the bidder's tender submission where the Seda Tender Document, the General Conditions of Contract (Annexure A) is required to be initialled on each page.
2.	The business entity is required to be SETA Accredited and valid certified proof of SETA Accreditation is required to be provided.
3.	The business entity is required to have a valid SETA Programme Accreditation and is therefore required to provide valid certified proof thereof. NQF Level 5 Entrepreneurship/Business Management/ Business Administration.

Only bids meeting the above Pre-qualification Criteria will qualify to be further evaluated for Functionality Criteria.

### 14.2 Functionality Criteria

The following criteria will be used to evaluate all bids where bids must score a minimum of seventy percent (70%) being the stipulated minimum threshold (SMT) for functionality criteria.

Functionality Criteria		Weighting of Importance	Points Allocation
1.	<b>Company Experience and Track Record [30]</b>	30%	
1.1	<b>Learnership Experience (20)</b>  (a) Service Providers should have proven experience and track record in implementing and facilitating four (4) Learnership Programmes.		



Functionality Criteria		Weighting of Importance	Points Allocation
	<ul style="list-style-type: none"> <li>- Less than 2 Successfully completed projects = 0 points</li> <li>- 2 Successfully completed projects = 5 points</li> <li>- 3 Successfully completed projects = 10 points</li> <li>- 4 Successfully completed projects = 15 points</li> </ul> <p>(b) Reference letters linked to the projects listed above:</p> <ul style="list-style-type: none"> <li>- Reference letters for 2 Successfully completed projects = 1 points</li> <li>- References letter for 3 Successfully completed projects = 3 points</li> <li>- Reference letters for 4 Successfully completed projects = 5 points</li> </ul>		<p>15</p>   <p>5</p>
<b>1.2</b>	<b>Bursary Experience (10)</b> <p>(a) Service Providers should have proven experience and track record in implementing and facilitating four (4) Bursary Programmes.</p> <ul style="list-style-type: none"> <li>- Less than 2 Successfully completed projects = 0 points</li> <li>- 2 Successfully completed projects = 2 points</li> <li>- 3 Successfully completed projects = 5 points</li> <li>- 4 Successfully completed projects = 7 points</li> </ul> <p>(b) Reference letters linked to the projects listed above:</p> <ul style="list-style-type: none"> <li>- Reference letters for 2 Successfully completed projects = 1 point</li> <li>- Reference letters for 3 Successfully completed projects = 2 points</li> <li>- Reference letters for 4 Successfully completed projects = 3 points</li> </ul>		<p>7</p>   <p>3</p>
<b>2.</b>	<b>Staff Experience &amp; Qualifications [20]</b>	<b>20%</b>	
<b>2.1</b>	<b>Project Manager/ Team Leader (5)</b>		

Functionality Criteria		Weighting of Importance	Points Allocation
2.2	<p>Project Manager/ Team leader should have at least 5 year's relevant Project Management experience in managing Learnership Programmes. A CV with verifiable references linked to managing a Learnership demonstrating proven experience as listed below:</p> <ul style="list-style-type: none"> <li>- CV with no references= 0 points</li> <li>- 1-2+ years' experience = 1 points</li> <li>- 3-4+ years' experience = 3 points</li> <li>- 5+ years' experience = 5 points</li> </ul>		5
	<p><b>Team Members (15)</b></p> <p>Nominated Team members must have one (1) year experience each in facilitation, assessing and moderating of an Entrepreneurship/Business Management/Business Administration Learnership programme at NQF Level 5.</p> <p>Certified certificates of competence and proof of accreditation (Assessor &amp; Moderator) must be provided with the CV's which may be verified. Failure to attach certified copies will result in points be forfeited.</p> <p>Seda requires 2 Facilitators, 1 Assessor &amp; 1 Moderator for this project.</p> <p><b>(a) Facilitators (6)</b></p> <ul style="list-style-type: none"> <li>- 1 CV for a Facilitator with one year experience for the learnership programmes as stated under the project deliverable = 4 points</li> <li>- 2 CV's for a two Facilitators with one year experience for the learnership programmes as stated under the project deliverable = 6 points</li> </ul>		6
	<p><b>(b) Assessor (4.5)</b></p> <ul style="list-style-type: none"> <li>- 1 CV of a registration and experience Registered Constituent Assessor according to the learnership programmes stated under the project deliverable (Seda registered)= 4.5 points</li> </ul>		4.5

Functionality Criteria		Weighting of Importance	Points Allocation
	<b>(c) Moderator (4.5)</b> <ul style="list-style-type: none"> <li>- 1 CV's Registered Constituent Moderator according to the learnership programmes mentioned under the project deliverable (Seta registered)= 4.5 points</li> </ul>		4.5
3.	<b>Project Methodology [25]</b> <b>3.1 Learnership (15)</b> As a minimum requirement describe in detail the methodology aligned to the Learnership phases as stated in the terms of reference.  Methodology without phases = 3 points Methodology with phases = 15 points	25%	15
3.2	<b>Bursary Programme (10)</b> As a minimum requirement describe in detail the methodology that will be applied to the Bursary Programme as stated in phase one (1) the terms of reference.  Methodology without phases = 3 points Methodology with phases = 10 points		10
4.	<b>Project Plan [15]</b> A Project Implementation Plan is required, which will cover all the activities as per the phases outlined in the Terms of Reference. The Project Plan must reflect the following minimum criteria: <ul style="list-style-type: none"> <li>- Detailed activities</li> <li>- Timeline for activities</li> <li>- Possible milestones</li> <li>- Human resources allocated to the various activities</li> </ul>	15%	

Functionality Criteria			Weighting of Importance	Points Allocation
	<b>Good (Fully Met)</b>  Project plan provided aligns to the requirements stated in the Terms of Reference	15 Points		15
	<b>Average (Partially Met)</b>  Project plan presented does not fully meet minimum requirements	10 Points		
	<b>Poor (Not Met)</b>  Project plan presented does not meet any requirements.	0 Points		
<b>5.</b>	<b>Financial Statements [10]</b>  No less than three (3) years audited and signed off financial statements in accordance with the Companies Act, Act No. 71 of 2008, for the past three (3) consecutive and concurrent years (e.g.: 2019/ 2020/ 2021) where the company's financial ability/ stability will be assessed.		<b>10%</b>	<b>10</b>
<b>Total</b>			<b>100%</b>	<b>100</b>
<b>Stipulated Minimum Threshold (SMT) to be met</b>			<b>70%</b>	<b>70</b>

Only qualifying bids meeting/exceeding the SMT will be considered to be awarded preference points for price and B-BBEE.

#### 14.3 Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2017

In respect to the awarding of preference points for Price and B-BBEE, a Bidder who submits the lowest acceptable bid will score 80 points for price. Bidders quoting higher prices will score lower points for price on a pro rata basis. A maximum of 20 points for B-BBEE will be awarded to a bidder for their status level of contributor.

Depicted in the table below, both the points allocated for Price (80) and the B-BBEE points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the Bidder who scores the highest number of total points.

Preference Points System		
Description		Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

**SECTION D: SUBMISSION QUALITY CHECK**

## 15 CHECKLIST OF DOCUMENTS TO BE SUBMITTED

A checklist below which is not mutually exclusive has been provided in order to highlight some of the important documents which must be included/ submitted with the Request for Proposal/ Tender (RFP/T):

1	Covering letter
2	Tender Document fully completed and signed where applicable
3	Annexure A: General Conditions of Contract initialled on each page
4	Bid submission in response (responsive) to requirements stated in the Tender Terms of Reference and Evaluation Criteria
5	Detailed Price Schedule of Phases 1,2 and 3 in support of the Declared Price Total (VAT Incl.)
6	Bank Details
7	Company Profile illustrating core business
8	Original or Certified Valid B-BBEE Status Level Certificate / Sworn Affidavit, where all copies provided MUST be authenticated as true copies of the original document/s by a registered Commissioner of Oaths
9	Proof of registration on National Treasury's Central Supplier Database (CSD)
10	SBD 4 - Declaration of Interest duly completed
11	SBD 6.1 - Preference Points Claim Form duly completed
12	SBD 8 - Declaration of Bidder's Past Supply chain Management Practices duly completed
13	SBD 9 - Certificate of Independent Bid Determination duly completed
14	Any disclosure with reference to completed SBD forms, by bidder (if applicable)
15	Valid, certified proof of SETA Accreditation.
16	Valid, certified proof of SETA Program Accreditation relevant to NQF level 5 5 Entrepreneurship/ Business Management/ Business Administration.
17	CV's of proposed team members specifying skills, experience and expertise must be provided with supporting certificates.
18	Company experience and track record must be showcased where proof of experience for Learnership and Bursary experience is provided.
19	Detailed project methodology for Learnerships and Bursary Programmes in accordance with Phases as stated in the Terms of Reference.
20.	A Detailed Project Implementation Plan must be provided.
21	Three years audited and signed-off financial statements for 2019/ 2020/ 2021 must be provided.

### NOTE:

- Ensure that all document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.
- Only one submission is required.

## SECTION E: ANNEXURES

### ANNEXURE A:

- NATIONAL TREASURY'S GENERAL CONDITIONS OF CONTRACT