

REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFPT 13-2024/2025
TENDER CLOSING DATE AND TIME	08 April 2025 at 12:00pm
TENDER DESCRIPTION	The objective of this RFP/T is to invite suitability qualified MerSeta/ QCTO Accredited service providers with Solar Photovoltaic Standalone Service Technician (SAQA ID Number: 120863) and / or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) accreditation to conduct a Skills Programme to one hundred (100) Learners for a period six (6) months

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SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
SMALL ENTERPRISE DEVELOPMENT AND FINANCE AGENCY (SEDFA)**

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TENDER VALIDITY: 120 Days from date of closure of this tender.

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 : Mr Tshepo Palane
Tel : 012 441 1000/1106
E-mail address : tpalane@sedfa.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.

Name of Bidder		Tax Clearance Status Pin		National Treasury Central Supplier Database (CSD) Registration Number	
Name of Contact Person:					
Cell Number:		E-mail Address:			
Telephone Number:		Web Address:			
VAT Registration Number:					
Physical Address:			Postal Address:		
.....				
.....				
.....				
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>		AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
		<input type="checkbox"/>		A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
		<input type="checkbox"/>		A REGISTERED AUDITOR	
		<input type="checkbox"/>		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMES& QSES) , CIPC, COPY OF UTILITY BILL/LEASE AGREEMENT/TITLE DEED MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS ON THE SBD 6.1]					
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]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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. Enquiries may be directed to 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 SEDFA.
- 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 2022, 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 120 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 Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- 2.17 Suppliers/service providers must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies of Shareholders/Directors/Members/Partners
- 2.18 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 2.19 Service providers/suppliers must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services (SARS) certifying that the taxes of the service provider/supplier are in order must be submitted at the closing date and time of the RFQ/Bid.
- 2.20 SEDFA reserves the right to only accept part of the submitted bid by a Bidder.
- 2.21 SEDFA reserves the right to withdraw this tender.
- 2.22 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
- 2.23 SEDFA reserves the right to accept or reject any tender proposal.
- 2.24 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.
- 2.25 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.
- 2.26 All pages of the proposal must be initialed by the responsible person.
- 2.27 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.
- 2.28 SEDFA is committed to a fraud-free environment. One call can keep SEDFA Fraud & Corruption Free. Individuals may report any suspicious activity by calling the SEDFA Fraud Hotline: 0800 701 701; or e-mail: FraudPrevention@seda.org.za; or sms: 39772.
- 2.29 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.

2.30 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).

2.31 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 SEDFA 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

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.



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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 120 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 SEDFA 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

Total Cost of Ownership (TCO) to SEDFA

(Inclusive of VAT, Discounts, etc.)

R _____

Scope of Work /Description	Unit Cost	Total
Training of 100 Beneficiaries		
Payment of Allowance		
Disbursement (Travel, Accommodation if applicable)		
VAT (if applicable and VAT registered)		
Total Bid Price inclusive of VAT and Disbursement (Declared Price for the duration of the contract as per Scope of Work/Deliverables)		

*A detailed price breakdown of the TCO as declared, to be provided

5 SCM/DOI003: DECLARATION OF INTEREST (SBD4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

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.

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- a. 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

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

6 SCM/: PCF004 PREFERENCE POINTS CLAIM FORM (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value from R250 000 up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

The applicable preference point system for this RFQ/tender is the **80/20** 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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an

- (b) 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) “**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
- (f) “**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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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,
- 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: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such).

(Note to Tenderers: The tenderer must indicate how they claim points for each preference point system. Failure of the tenderer to submit the fully completed SBD 6.1 with the points claimed and supported by proof/documentation will result in points being forfeited)

The specific goals allocated points in terms of this RFQ/tender								Number of points allocated (80/20 system)	Number of points claimed (To be completed by the tenderer)
Micro Enterprise								8	
Small Enterprise								5.6	
Medium Enterprise								3.2	
Large Enterprise								0.8	
BBBEE Level Ownership –								2	
L1	L2	L3	L4	L5	L6	L7	L8		
2	1.75	1.50	1.25	1	0.75	0.25	0		
Targeted Group: Youth								6	
Target Group: Non-Youth								1.8	
Spatial: Rural								4	
Spatial: Townships								2.4	
Spatial: City								0.8	

NB: Provide valid BBBEE Certificate/Sworn Affidavit, Copy of Utility Bill/Lease agreement/title deed (spatial) to be able to claim the points above.

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 - 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 - 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 - 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 - 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 - 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 - 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 - 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 - 10	≤ 5,0 million

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

- ☐ (Proprietary) Limited
☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

7 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 **SEDFA** 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 OR BANK LETTER (NOT OLDER THAN SIX (6) MONTHS:

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 :



Bylsbridge Office Park
Building 14| Block D | 11 Bylsbridge Boulevard
Cnr Jean Ave and Olievenhoutbosch Road |
Centurion | 0157
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SECTION C: TERMS OF REFERENCE

8. PURPOSE

Request for Proposal/Tender to appoint a MERSETA/QCTO accredited Service Provider on the Higher Certificate, Solar Photovoltaic Standalone Service Technician (SAQA ID Number: 120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) for a period of six (6) months.

The targeted number is 100 beneficiaries, this is inclusive of unemployed graduates, micro enterprises or informal business. The beneficiaries must have electrical N3 or N4 electrical qualifications. The programme seeks to enhance their skills and knowledge in solar installation and maintenance.

At the end of the Programme the unemployed graduates or micro enterprises or informal business must earn maximum of 80 credits towards the Higher Certificate, Solar Photovoltaic Standalone Service Technician (SAQA ID Number:120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA Id 99447)

The Service Provider must demonstrate proven experience in delivering the Skills Programme on Solar Photovoltaic Standalone Service Technician (SAQA ID Number:120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)

The focus of the project is on the following: -

- Conducting the Skills Programme of not more than 80 credits on Solar Photovoltaic Standalone Service Technician (SAQA ID Number:120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) to 100 graduates with Electrical Engineering N3 or N4 Qualification and operating a micro or informal business.

9. BACKGROUND

9.1. As of 01 October 2024, sefa, Seda, and the Cooperative Banks Development Agency (CBDA) have officially merged to form SEFDA. The incorporation of SEFDA stems from the signing of the National Small Enterprise Amendment Act 2024 (No. 21 of 2024) by President Cyril Ramaphosa on 23 July 2024, and its subsequent gazetting on 30 September 2024. SEFDA is a development finance institution, listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority. SEFDA complies with both the Public Finance Management Act 1 of 1999, and the Companies Act 71 of 2008.

9.2. As a development finance institution, SEFDA provides both financial and non-financial support

to Micro-Small Medium Enterprises (MSMEs) with the objective to:

9.2.1 Design and implement development support programs for small enterprises,

9.2.2 Promote a service delivery network that enhances the contribution of small enterprises to the South African economy.

9.2.3 Foster economic growth, job creation, and equity in historically disadvantaged communities.

9.2.4 Support, promote, and develop cooperative banks and cooperative financial institutions.

9.2.5 Strengthen the capacity of service providers to support and enable small enterprises to compete successfully both domestically and internationally.

10. SCOPE OF WORK/REQUIREMENTS

- Recruitment of the 100 learners with Electrical Engineering N3 or N4 qualification
- These learners should be inclusive of unemployed graduates, micro or informal business.
- The learners should be trained on a Skills Programme with not more than 80 credits on Solar Photovoltaic Standalone Service Technician (SAQA ID Number: 120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)
- Signing six (6) months contracts between the appointed Service Provider and the 100 Beneficiaries.
- Dropout of Learners must be replaced within one (1) month.
- Provide the qualified and accredited Key Staff (Facilitators, Assessors and Moderators) for the duration of the programme.
- Facilitate the payment of Allowances R2000.00 per month for six (6) months,
- Conduct assessments and moderation for Learners.
- Submit Learner moderation reports (pro-rated per learner).
- Present and seek approval on selected Unit Standards from SEDFA before the implementation.
- Provide learning material to learners
- Provide the training plan to SEDFA before training is conducted
- Print and distribute the training material.
- Identify and provide the training venue.
- Provide stationery (A5 notepads and a black pens).
- Issue out certificates to competent Learners.
- Conduct a one-day induction of all the candidates in the presence of SEDFA Representative/s.
- Submit monthly reports and project completion report.
- Attend monthly project progress meeting with SEDFA

- Plan the project together with the SEDFA Project Manager.
- Service Provider to avail themselves for all SEDFA briefings and presentations to Management and other structures as and when required to do so; and
- Attend the project-closure meeting with SEDFA at the National Office.

11. PROJECT DELIVERABLES

- Recruitment of the 100 beneficiaries with N3 or N4 Electrical Engineering qualification.
- These learners should be inclusive of unemployed graduates, micro or informal business.
- The learners are to be trained on Skills Programme with not more than 80 credits on Solar Photovoltaic Standalone Service Technician (SAQA ID Number: 120863) and /or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)
- Training venue identified.
- Training plan submitted
- Learning material printed and distributed.
- Assessment and moderation of learners conducted.
- Assessment reports submitted (pro-rated per learner).
- Project Completion Report submitted and including but not limited to the following aspects:
 - A brief description of the training and assessment methodology used.
 - An attendance registers with signatures of learners outlining the number of participants, gender, age, identity number and ability status.
 - An evaluation of the training and assessment by participants
 - An evaluation of the training and assessment by the Facilitator and Assessor
 - Successes of the training and assessment
 - Observations by the Facilitator and Assessor
 - Recommendations

12. TRAVELLING

The travelling and accommodation costs should be included in the total declared price and indicated in the detailed pricing schedule as per the Scope of Work/Requirements and Project Deliverables.

13. SEDFA'S ROLES AND RESPONSIBILITY

- Review and sign off project implementation plan.
- Plan the Project together with the Service Provider.
- Provide oversight.
- Manage the project budget.
- Manage the performance of the Service Provider in line with SLA.
- Monitor and evaluate the project implementation.
- Pay the Service Provider according to the agreed payment schedule; and
- Acceptance and sign-off of the project closure report.

14. POST AWARD AND CONTRACT DURATION

- The successful bidder is expected to provide SEDFA with proof of registration with Unemployment Insurance Fund (UIF) within seven (7) days after acceptance of the provisional award letter.
- This contract will be for a period of six (6) months from the date of the appointment of the Service Provider and issuing of a purchase order.

15. EVALUATION OF THE TENDER PROPOSAL

The proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements.

Phase 1 SCM Assessment of Compliance Documents	Phase 2 Pre-Qualification Criteria	Phase 3 Functionality Criteria	Phase 4 Price and Specific Goals
Bidders to submit all the required SCM compulsory bidding documents must be completed and returned	Bidders that do not meet the criteria will be disqualified and not considered for further evaluation.	Bidders(s) are required to achieve a minimum threshold of 70% to proceed to Phase 4.	Only the Bidder(s) that met the 70% or more for Phase 4 will be evaluated on the 80/20 preference points system.

15.1 PHASE 1. SCM ASSESMENT OF COMPLIANCE DOCUMENTS

The following criteria will form the basis of assessing all bids received and failure to comply with the following documents may result in the dis-qualification of the submitted bid:

1.	A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission including the National Treasury General Conditions of Contract (GCC) - Annexure A
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15.2 PHASE 2. PRE-QUALIFICATION CRITERIA

The pre-qualification criteria will form the basis of evaluating all bids received and failure to comply with the following pre-qualification will result in the dis-qualification of the submitted bid and will not be considered for further evaluation:

1.	<p>The Service Provider must provide a <u>valid</u> MERSETA/QCTO Accreditation Letter or Certificate: -</p> <ul style="list-style-type: none"> Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) <p>and / or</p> <ul style="list-style-type: none"> Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) <p>Provide <u>certified</u> copy of letter/certificate.</p>
2.	<p>The Service Provider must provide a valid Letter of Good Standing for Compensation for Occupational injuries and Disease Act (COIDA)</p> <p>Provide <u>certified</u> copy of letter/certificate.</p>
3.	<p>Provide proof of ISO 9001:2015 certified Learner Management System.</p> <p>or</p> <p>Proof of Iso 9001:2015 Certified Training</p> <p>Provide <u>certified</u> copy thereof.</p>

Only bids meeting the above Pre-Qualification Criteria will qualify to be further evaluated for Phase 3: Functionality Criteria.

15.3 PHASE 3 FUNCTIONALITY CRITERIA

The following criteria will be used to evaluate all bids that qualified at Phase 1: Pre-Qualification stage. Bids must score a minimum of seventy percent (70%), seventy points (70 points) on Phase 3 being the stipulated minimum threshold for Functionality Criteria.

Functionality Criteria		Weighting of Importance	Points Allocation
1.	Experience/Track Record (30 points)	30%	30
1.1	<p>The Service Provider provides two (2) contactable references on company letterhead of having conducted the Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and / or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)</p> <ul style="list-style-type: none"> Two (2) contactable references of having conducted a training programme in the Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and / or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) = 30 points One (1) contactable reference of having conducted the Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and / or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) = 15 points No references or irrelevant references submitted = 0 points <p>These confirmation letters must be signed and on the company letterhead with contact details from the client.</p> <p>Please note references given should not be older than five (5) years. Older than five (5) years will result in no points allocated.</p>		

Functionality Criteria		Weighting of Importance	Points Allocation
2.	Technical Capability/Capacity The CVs of the staff listed below must be clearly marked for each of the roles below. The staff members CVS cannot be submitted in more than one (1) role. SEDFA requires at least three (3) Facilitators, two (2) Assessors & two (2) Moderators detailed CV's to be submitted for this project. Team members CVs cannot be submitted in more than one (1) role.		
2.1	Facilitators (10 points) Service Provider must provide three (3) CVs with a minimum of three (3) years' Facilitator experience in solar installation, repair and maintenance as stated under the Project Deliverable: <ul style="list-style-type: none"> ○ Three (3) CVs = 10 points ○ Two (2) CVs = 5 points ○ One (1) cv = 3 points ○ No CV or irrelevant experience = 0 points 	10%	10
2.2	Assessor (15 points) Service Provider must provide two (2) CVs of Registered Constituent Assessor with the MERSETA/QCTO with two (2) years' experience with either of the following Skills Programmes <ul style="list-style-type: none"> • Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA Id 99447) ○ Two (2) CVs = 15 points ○ One (1) CV = 10 points ○ No CV or irrelevant experience = 0 points <p>Note: CVs must highlight at least two (2) years Assessor experience in Electric Trade.</p>	15%	15

Functionality Criteria		Weighting of Importance	Points Allocation
	Each CV <u>must include certified copy</u> as an Accredited Assessor for Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)		
2.3	<p>Moderators (15 points)</p> <p>Service Provider must provide two (2) CVs of Registered Constituent Moderators with the MERSETA/QCTO with two years' experience with either the Skills programme, Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)</p> <ul style="list-style-type: none"> Two (2) CVs = 15 points One (1) CV = 10 points No CV or irrelevant experience = 0 points <p>Note: CVs must highlight at least two (2) years' Moderator experience in Electrical Trade.</p> <p>Each CV <u>must include certified copy</u> as an Accredited Moderator for Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)</p>	15%	15
2.4	<p>Training Methodology/Approach (20 points)</p> <p>Service Provider must provide as a minimum requirement describe in full detail the Training Methodology/Approach aligned to the Scope of Work/Requirements and with further details on the following:</p> <ul style="list-style-type: none"> Your approach in Training of 100 beneficiaries on Skills Programme Solar Photovoltaic Standalone Service Technician (SAQA ID Number: 120863) with maximum 80 credits or 	20%	20

Functionality Criteria		Weighting of Importance	Points Allocation
	<p>Occupational Certificate: Solar Photovoltaic Service Technician (SAQA Id 99447) with 80 credits</p> <ul style="list-style-type: none"> How are you going to manage the risks to make sure that this project is successful How you are going to manage the dropouts <p>Detailed Methodology/Approach including all the above-mentioned bullets = 20 points</p> <p>Detailed Methodology/Approach including only two of the above-mentioned bullets = 15 points</p> <p>Detailed Methodology/Approach including only One of the above-mentioned bullets = 10 points</p> <p>Methodology/Approach does not meet the requirements = 0 points</p>		

Functionality Criteria		Weighting of Importance	Points Allocation																
2.5	<p>Project Plan (10 points)</p> <p>Service provider must prove a detailed Project Implementation Plan which will cover all the activities as per the phases outlined in the Terms of Reference. The Project Plan must reflect all four (4) elements below amongst others as stated below:</p> <ul style="list-style-type: none">- Detailed activities- Cost per activity- Timeline for activities- Human resources allocated to the various activities <table><tr><td>All four (4) elements</td><td>10 Points</td></tr><tr><td>Project plan provided aligns to the requirements stated in the Terms of Reference</td><td></td></tr><tr><td>Three (3) elements</td><td>7 Points</td></tr><tr><td>Project plan provided aligns to the requirements stated in the Terms of Reference</td><td></td></tr><tr><td>Two (2) elements</td><td>5 Points</td></tr><tr><td>Project plan presented does not fully meet requirements</td><td></td></tr><tr><td>Less than two (2) elements</td><td>0 Points</td></tr><tr><td>Project plan presented does not meet any requirements.</td><td></td></tr></table>	All four (4) elements	10 Points	Project plan provided aligns to the requirements stated in the Terms of Reference		Three (3) elements	7 Points	Project plan provided aligns to the requirements stated in the Terms of Reference		Two (2) elements	5 Points	Project plan presented does not fully meet requirements		Less than two (2) elements	0 Points	Project plan presented does not meet any requirements.		10%	10
All four (4) elements	10 Points																		
Project plan provided aligns to the requirements stated in the Terms of Reference																			
Three (3) elements	7 Points																		
Project plan provided aligns to the requirements stated in the Terms of Reference																			
Two (2) elements	5 Points																		
Project plan presented does not fully meet requirements																			
Less than two (2) elements	0 Points																		
Project plan presented does not meet any requirements.																			
Total		100%	100																
Stipulated Minimum Threshold (SMT) to be met		70%	70																

15.4 PHASE 4: PREFERENCE POINTS SYSTEM

Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2022

In respect to the awarding of preference points for Price and Specific Goals, 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 Specific Goals 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 Specific Goals 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 Point Criteria		
Description		Points Allocation
1.	Price	80
2.	Specific Goals as outlined in the SBD 6.1.	20
Total Points		100

SECTION D: SUBMISSION QUALITY CHECKLIST

16. CHECKLIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED WITH BID

A checklist below, which is not mutually exclusive, has been provided to highlight some of the important documents amongst other which is not all inclusive, which must be included/ submitted with the Request for Proposal/ Tender (RFPT 13-2024_25):

1.	Covering letter from the bidding company. Bidder Information must be provided.
2.	Tax clearance status pin. In case of bids where a Consortia/Joint venture/Sub-contractors are involved each party must submit separate proof of TCC/Pin including copy of the signed JV/Consortia Agreement.
3.	Company registration certificate with director/s name and shareholding %.
4.	Company Profile.
5.	Provide valid BBBEE Certificate/Sworn Affidavit, Copy of Utility Bill/Lease agreement/title deed (spatial) to be able to claim the points above.
6.	Proof of registration on NT central supplier database.
7.	SBD 4 - Declaration of Interest duly completed.
8.	SBD 6.1 - Preference points claim duly completed.
9.	Any disclosure with reference to completed SBD forms, by bidder (If any - if none indicate n/a)
10.	Initialed general conditions of contract (GCC).
11.	The Price declared by the Bidder must be signed by the bidder/authorized person and the total amount must be stated in ZAR, VAT Incl. and must include any discounts offered.
12.	Validity period of tender price for 120 days must be signed for as acceptable to the bidder (Price Declaration).
13.	The fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission.
14.	The Service Provider must provide a valid MERSETA/QCTO Accreditation Letter or Certificate on:- <ul style="list-style-type: none"> Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and / or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447). Provide certified copy of Letter/Certificate.
15.	The Service Provider provides two (2) contactable references on company letterhead of having conducted the Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and / or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447) These confirmation letters must be signed and on the company letterhead with contact details from the client.

	Please note references given should not be older than five (5) years. Older than five (5) years will result in no points allocated.
16.	The Service Provider must provide a valid Letter of Good Standing for Compensation for Occupational injuries and Disease Act (COIDA) Provide certified copy of letter/certificate.
17.	The Service Provider must provide proof:- <ul style="list-style-type: none"> • ISO 9001:2015: Certified Learner Management System and / or • ISO 9001:2015: Training Provide certified copy.
18.	Service Provider must provide three (3) CVs with a minimum of three (3) years' Facilitator experience in solar installation, repair and maintenance as stated under the Project Deliverable
19.	Service Provider must provide two (2) CVs of Registered Constituent Assessor with the MerSeta/QCTO for the either of the following skills programmes
20.	Service Provider must provide two (2) CVs of Registered Constituent Moderators with the MerSeta/QCTO for either the Skills programme, Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician Programme (SAQA ID Number: 120863) and/ or Occupational Certificate: Solar Photovoltaic Service Technician (SAQA ID Number: 99447)
21.	Service Provider must provide as a minimum requirement describe in full detail the Training Methodology/Approach aligned to the Scope of Work/Requirements.
22.	Service provider must prove a detailed Project Implementation Plan which will cover all the activities as per the phases outlined in the Terms of Reference.

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.
- Bidders are required to submit one (1) original bid document and copy of the bid document on USB.

SECTION E: ANNEXURES

ANNEXURE A:

- NATIONAL TREASURY'S GENERAL CONDITIONS OF CONTRACT