

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SOURCE, PROVIDE AND DISTRIBUTE LISTED ITEMS FOR THE MINING QUALIFICATIONS AUTHORITY AT VARIOUS SPECIFIED LOCATIONS IN SOUTH AFRICA IN SUPPORT OF THE IMPLEMENTATION OF THE PRACTICAL TRAINING COMPONENT IN THE UNEMPLOYED YOUTH DEVELOPMENT PROJECT.**

### **1. INTRODUCTION**

The Mining Qualification Authority (MQA) is a public entity regarded as a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the SDA and its constitution.

### **2. OBJECTIVE OF THE REQUEST FOR PROPOSALS**

The Mining Qualifications Authority (MQA) requires the services of a suitable and qualified service provider to procure, provide and deliver varied items as per the attached specification list for practical component in the youth development project of the MQA. The ultimate objective is to deliver quality listed products that have an SABS endorsement to the beneficiaries on the Youth Development Project so as to enable beneficiaries to;

- Gain more practical exposure to their chosen field of interest and training;
- Use these utensils/apparatus to improve on their farming and or relevant practice to improve their livelihoods and;
- Receive what they have requested for as a start-up kit for the implementation of the Youth Development Project.

### **3. LOCATION OF THE LISTED PROJECTS FOR START-UP KITS**

A comprehensive list of the delivery addresses is provided in the accompanying document detailing what the products specifications and the quantities thereto are, and the respective delivery addresses. Bidders may elect to supply to any one location or many locations as listed. Bidders should note that there may be possible changes regarding the location of the sites within the same province. Such will be communicated to the bidders when necessary.

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## **4. SCOPE OF WORK**

The successful bidders shall be required to assist the MQA's Stakeholder Relations Unit with supplying items related to the fields of study for learners who are offered theoretical training and are required to do practical work in relation to the following skills programs:

- Poultry Production
- Plant Production
- Clothing and garment manufacturing
- Basic solar and electrical installations
- Basic Plumbing
- Carpentry
- Flooring and tiling
- Baking
- Basic Welding

The proposal to the MQA should detail the following:

- Confirmation of the SABS approval of the sourced items.
- A delivery mechanism/modality of the identified goods and partners in the delivery mechanism if any.
- The price of each of the items to be provided.
- The total cost of the items.

## **5. EXPECTED OUTCOMES AND DELIVERABLES**

The Service Provider is expected to deliver the following;

- All provided equipment must be new from the manufacturer and must qualify for a warranty;
- All provided equipment must be SABS approved and bear SABS stamp of quality;
- All equipment must be of the ordered and specified quality and quantity.

## **6. INTEGRITY AND CONFLICT OF INTEREST**

The service provider shall, at all times, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.

The successful service provider is required to conduct the assignment and compile the required reports with the utmost integrity and honesty and collect sufficient, appropriate evidence to ensure that the ultimate sourcing and distribution solution will assist the MQA to achieve its organisational goals and objectives.

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## **7. PROJECT MANAGEMENT**

The service provider appointed shall be given instructions by, or shall report to the appointed MQA project manager.

## **8. PROJECT PROPOSAL**

Service providers wishing to submit proposals are required to include documents or statements on the following:

- 8.1. A short profile of the service provider;
- 8.2. All the documents required as per the evaluation criteria ;

## **9. SUBMISSION**

One (1) set of original proposal documents accompanied by four (4) hard copies and/or Electronic submissions to [tenders@mqa.org.za](mailto:tenders@mqa.org.za).

NB: Electronic submission of the proposal documents is allowed, the electronic submissions may be forwarded to [tenders@mqa.org.za](mailto:tenders@mqa.org.za). Please ensure that your email size is not more than 10MB, otherwise, please split your email to emails of a size that is within the specified size.

## **10. PROJECT PRICING**

The amount quoted must be denominated in South African Rand, and should include VAT in the event the Service Provider is VAT registered. The quoted price should be as per the scope work. Bidders must indicate for which delivery sites are they quoting for and submit all documents in relation to the site/s indicated below:

<b>Name of Site</b>	<b>Tick if applicable/bid for</b>
<b>BLC-Poultry Production.</b> Makhado Township Dzanini, Limpopo.	
<b>BLC- Plant Production.</b> Makhado Township Dzanini, Limpopo.	

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<b>BLC –Garment Construction.</b> Makhado Township, Dzanini Limpopo.	
<b>CJawe-Poultry Production.</b>  Kookfontein Farm, Phokeng Village, North West.	
<b>CJawe-Plant Production.</b>  1. JQ 954 Rietspruit Farm, Rustenburg, North West.  2. NG Church, Phase 3 Redirile, Derby Location, North West.  3. Uniting Reformed Church, Lesetlheng Moruleng Village, North West.	
<b>Dan Piet- Renewable Energy &amp; Technical Support.</b> 1. Devon Black, Industrialist Hub, 222 Impumelelo Road, Gauteng  2. Hectorspruit Black, 100 Mjejane Hectorspruit, N4 Highway, Gauteng.	
<b>Ekurhuleni TVET- Carpentry.</b>  10 Argon RD Fulcrum, Springs, Gauteng.	
<b>Ekurhuleni TVET-Flooring and Tiling.</b>  10 Argon RD Fulcrum, Springs, Gauteng.	
<b>Imvuselelo –Poultry Production.</b>  Khumbe Lwambo, Opposite Fruit Market, Limpopo.	
<b>Imvuselelo-Plant Production.</b>  Khumbe Lwambo, Opposite Fruit Market, Limpopo.	
<b>Matepe- Plant Production.</b>	

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1. Reformed Church, Makouspan Village, North West.	
2. Anglican Church Nooitgedacht, Mafikeng, North West.	
<b>Mavuni- Poultry Production.</b>	
Thohoyandou P/West 715, Limpopo.	
Morden Scone- Baking	
66 Tarentaal Avenue, Ninapark, Gauteng.	
<b>Motheo- Plant Production.</b>	
1 Du Preez STR, Koffiefontein Campus, Xhariep, Bloemfontein, Free State.	
<b>Panoma-Plant Production.</b>	
1. 1504 A Disele STR, Kanana Mokati Hall, Orkney, North West.	
2. Buffalo Street, Marikana, North West.	
<b>Rhenny M –Welding.</b>	
Garakgwatha Zebediela, Limpopo.	
<b>Rhenny M –Poultry production.</b>	
Garakgwatha Zebediela, Limpopo.	
<b>Rhenny M –Plant Production.</b>	
Garakgwatha Zebediela, Limpopo.	
<b>Temogo- Plant Production.</b>	
Christian Church, 4255 Phiri STR 1863, Dobsonville, Gauteng.	
<b>Temogo- Clothing</b>	
Christian Church, 4255 Phiri STR 1863, Dobsonville, Gauteng.	

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<b>Thaliwe Trading-Plant Production</b> 1. Majakaneng P. School, 1501 Hall Section, North West  2. Lutheran Bapedi Church No 4754, Springs Section, Mmakau, North West.	
<b>Wickham's-Plant production</b>  1.894 Makhado Township, Dzanini, Limpopo  2. 603 Ligwalagwala STR Dullstroom, Mpumalanga.	

Price inclusive of VAT if the provider is VAT registered must be indicated in the proposal to the MQA. The MQA will be evaluating each category separately and that the MQA will award the tender to the bidder with the highest points in each category in compliance with the PPPFA regulations, therefore all bidders must price their proposals in line with the category selected in the project pricing table. All bidders must further ensure that the final price is provided when costing each category selected which must including all overheads relating to the delivery of the chosen category.

In line with the Preferential Procurement Regulations 2017; the MQA may subject the award of the tender to price negotiation with the preferred bidder. This will however be exercised subject to the following principles:

- Negotiation may not allow any preferred bidder a second or unfair opportunity;
- Is not detriment of any other bidder; and
- Does not lead to higher price than the bid as submitted.

## **11.EVALUATION CRITERIA**

Proposals for the appointment of the service provider will be evaluated in three (3) phases. The first phase will be compliance, second phase mandatory requirements, and the third phase will be BBBEE and pricing in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

### **11.1. PHASE ONE (1): COMPLIANCE**

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### **11.1.1 RETURNABLE DOCUMENTS TO BE SUBMITTED**

- i) Proof of registration on Central Supplier Database System (CSD)
- ii) Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- iii) B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
- iv) SBD 1: Invitation to Bid fully completed and appropriately signed;
- v) SBD 3.3: Pricing Schedule fully completed and appropriately signed;
- vi) SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- vii) SBD 5: The National Industrial Participation Programme (if applicable);
- viii) SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;
- ix) SBD 8: Abuse of Supply Chain Management System, fully completed and appropriately signed; and
- x) SBD 9: Certificate of Independent Bid Determination, fully completed and appropriately signed.

**NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affect the substance of the bid or give a bidder unfair advantage to the other bidders.**

### **11.1.2 PHASE TWO (2): MANDATORY REQUIREMENTS**

Service providers wishing to submit proposals are required to include documents of statements on the following:

11.1.2.1 Proof of SABS stamp of approval on the supplied goods. (Bidder must provide a signed or stamped letter from their preferred supplier(s) confirming products' SABS stamp of approval)

11.1.2.2 Experience of the company in implementing and maintaining a comprehensive and robust system to source/buy/procure items/goods listed in the Annexure A. Bidders must provide a minimum of 3 reference letters. For the reference letter to comply it must have the following:

- Be written on the client's letter head, signed by relevant officials, dated, with contactable

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details (email/phone numbers), regarding work done within 3 (three) years prior to the closing date of this request for proposal.

- Detailing procurement of items/goods similar to those listed in the Annexure A
- The letter must include confirmation that the work was successfully carried out.
- Letters must be from different clients

**NB: The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter. The MQA shall consider such provided letter to not be compliant.**

**Bidders who fail to submit the above documents will be disqualified and will not be evaluated further.**

### **11.1.3 PHASE THREE (3): BBBEE AND PRICING**

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
B-BBEE	20
Total	100

BBBEE Points will 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



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<b>NON – Compliant contributor</b>	<b>0</b>
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Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE.

The Mining Qualifications Authority (MQA) is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

The MQA may undertake a due diligence to qualifying service provider (s) of functionality.

The Mining Qualifications Authority reserves the right not to award the tender. MQA also reserves the right to award to more than one service provider.

**12. TERMS AND CONDITIONS OF THE PROPOSAL**

12.1. Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.

12.2. The MQA reserves the right to award to more than one provider.

12.3. The appointed service provider will enter into a service level agreement with the MQA, which will include details in relation to:

- Period of agreement;
- Project objectives and scope;
- Method of communication;
- Disputes; and
- Termination of contract and other specific matters will be agreed upon to form part of the service level agreement.

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12.3 The MQA reserves the right to terminate the contract in the event that there is clear evidence of non-performance;

12.4 The basis of engaging service providers will be on an assignment basis.

12.5 In the event where there are more than one service provider, and they have the necessary skills that are required to render a specific service, the MQA will issue out the Terms of Reference/Specifications to call for proposals and award the work accordingly.

12.6 The MQA reserves the right to interview service provider(s) that are short listed for a specific assignment (meaning that service providers may be requested to do a presentation for a specific project / assignment).

12.7 The MQA may at its sole discretion, award an assignment or any part thereof to more than one service provider(s).

12.8 Payments will only be made for acceptable work completed and delivered and in line with the Service Level Agreement.

12.9 Any deviation from the project plan should be put in writing and signed by the project manager.

12.10 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

### **13. CONTACT PERSON FOR ENQUIRIES**

All enquiries related to this bid call must be forwarded to:

Supply Chain Management Enquiries

**Ms Tsholo Dilape**

(011) 547 2600

E-mail Address: [TsholoD@mqa.org.za](mailto:TsholoD@mqa.org.za)

AND

All technical enquiries must be forwarded to:

**Mr Tommy Boikhutso**

Email Address: [Tommyb@mqa.org.za](mailto:Tommyb@mqa.org.za)