

PART A (SBD 1)
INVITATION TO BID INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	E17/2022/2023		CLOSING DATE:	13 JANUARY 2023	
			CLOSING TIME:	11:00	
DESCRIPTION:	REQUEST FOR TRAINING SERVICE PROVIDERS ACCREDITED BY CONSTRUCTION EDUCATION AND TRAINING AUTHORITY (CETA) TO PROVIDE ACCREDITED TRAINING TO HANDYMAN ON BASIC: <ul style="list-style-type: none"> • PLUMBING (NQF LEVEL 1) • PAINTING (NQF LEVEL 2) AND • PAVING (NQF LEVEL 3) 				
PERIOD:	ONE YEAR FROM DATE OF APPROVAL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire, BLOEMFONTEIN, 9301 THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	K RAMPAI		CONTACT PERSON	Q Moloko	
TELEPHONE NUMBER	051-4041873		TELEPHONE NUMBER	076 331 2747	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za		E-MAIL ADDRESS	Q.Moloko@fseducation.gov.za Queenmoloko1@gmail.com	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA.....
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
*BBEE CERTIFICATE MUST BE VALID AT TIME WHEN BID CLOSE. Please note that there are two types of sworn affidavits namely these for: 1) EME suppliers (where the total annual revenue for the latest financial year was R10 million or less) AND					

2) QSE suppliers (where the total annual revenue for the latest financial year is between R10 million and R50 million)
Please ensure that you complete and submit the correct sworn affidavit according to your total annual revenue. The department will not take responsibility if information was wrongly declared. See paragraph 20 of the Standard Conditions for consequences on false information.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW

PART B (SBD 1)
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

STANDARD BID CONDITIONS

1. PRICES SBD 3.1/ PRICING SCHEDULE

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 Grand total of bid price must be indicated on the relevant **SBD 3.1 form** unless otherwise requested by the Department.
- 1.3 The pricing schedule **must** be completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.4 Grand total price indicated on the SBD 3.1 form must correspond with the total price indicated on the pricing schedule.
- 1.5 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the National Treasury Practice Note no 7 of 2009/2010 (SCM – Declaration of Interest). Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 5:**
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2017: Should be completed and signed by service provider if points are claimed.
- 2.5 **SBD 6.2:**
The Declaration certificate for Local Production and content for designated sectors should be completed and signed if the content of this bid fall in the designated group of local production as identified by National Treasury.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.6 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.7 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.

- 2.8 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

C. BID FORMS

- 2.9 The bid forms should not be retyped or redrafted.
- 2.10 Only the bid documents issued by the Department of Education Free State must be used.
- 2.11 Bid documents to be completed in full.
- 2.12 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

- 2.13 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.14 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301**

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.15 Bidders must ensure that bids are delivered timeously to the correct address.
- 2.16 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.17 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

OR

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

2.18 **LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

3. **FORMS TO CLAIM POINTS FOR B-BBEE (SBD 6.1 FORM)**

- 3.1 Where points are claimed for B-BBEE Status Level of Contribution the SBD 6.1 form, to be completed in full and signed by the bidder. A **VALID** AND **ORIGINAL/ORIGINAL CERTIFIED BBBEE** Status Level Verification Certificate should be attached.
- 3.2 BBBEE Status Level Verification Certificates should be issued by the agencies as stipulated in Par 6.4 of the Standard Conditions.
- 3.4 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their **consolidated B-BBEE status level certificate** as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

4. **NO BRIEFING SESSION WILL BE CONDUCTED**

5. **EVALUATION CRITERIA**

5.1 **STAGE 1: PRE-QUALIFYING CRITERIA FOR PREFERENTIAL PROCUREMENT**

➤ **B-BBEE STATUS LEVEL CONTRIBUTION (LEVEL 1-4)**

(PRE-EVALUATION CRITERIA FOR PREFERENTIAL PROCUREMENT DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017: Regulation 4(1)(a))

Only bidders with BBBEE status level of Contribution 1-4 will qualify.

- Bidders are required to submit proof of B-BBEE status level of contributor. Proof includes a valid B-BBEE status level verification certificate or a valid sworn affidavit signed by the EME/QSE representative and attested by Commissioner of oaths.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- A bidder who fails to meet the pre-qualifying criteria stipulated above is an acceptable bid and will be disqualified and not evaluated further.

5.2 CRITERIA

STAGE 2 OF EVALUATION: FUNCTIONALITY

- * The Department reserves the right to request a presentation should the need arise for this bid
 **A bidder who scored less than 70 on the total functionality points will automatically be disqualified

FUNCTIONALITY CRITERIA: E17/ 2022/2023

PLEASE SEE SEPARATE SCAN DOCUMENTATION FOR FUNCTIONALITY CRITERIA

5.3 STAGE 3: EVALUATION ON PRICE AND PREFERENCE (80/20 preference point system)

- 5.3.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2017 Regulation 3(a)(ii) "if it is unclear which preference point system will be applicable, 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.

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

$$P_s = 80/90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

- 5.3.2 Points will be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.3.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit a valid **ORIGINAL/ORIGINAL CERTIFIED BBEE** verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath or sworn affidavit issued by DTI .
- 5.3.4 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:
- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
 - (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.
- 5.3.5 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.
- 5.4 Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.**
- 5.5 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points.
- 5.6 Failure on the part of the Bidder to comply with the above paragraphs will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 5.7 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 5.8 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.
Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 5.9 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 6. JOINT VENTURE AGREEMENT**
- 6.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document.**
- 6.2 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture** will render the bid non-responsive and your offer will be **disqualified.**
- 6.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 6.4 It is expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract.

7. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

8. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

9. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(120 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

10. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities.

Where quantities are specified, "as required" the quantities will be ordered as and when needed.

11. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

12. QUALIFICATIONS OF BIDDERS

- 12.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 12.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 12.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 12.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

13. COMPLIANCE TO CONTRACT

- 13.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 13.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

14. JOB CREATION

- 14.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 14.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:

- 14.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:

- 14.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

15. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

16. MAXIMUM DELIVERY PERIOD

As indicated in specification.

17. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

18. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**19. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

20. VALID TAX MATTERS

It is a condition that the Tax matters of the successful bidder/s are in order.

Submit the following documentation:

Submit a **Centralized Supplier Database (CSD) report** which proof valid and compliant tax matters (in case of Joint Venture a CSD print out report for each party in the JV should be submitted).

21. SUPPLIER DUE DILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

22. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

23. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____ in my capacity as _____ of
_____(Company), hereby certifies that I take note and accept the above-mentioned Standard Conditions, Special Conditions of the Contract and the General Conditions of a Contract. I further declare that the information submitted is correct.

SIGNATURE

Contact person of company: _____

Tel. of company: (____)_____

Fax of company: (____)_____

SPECIFICATION

DEPARTMENT OF EDUCATION, FREE STATE

BID NO: E17/2022/2023

FOR THE REQUEST FOR TRAINING SERVICE PROVIDERS ACCREDITED BY CONSTRUCTION EDUCATION AND TRAINING AUTHORITY (CETA) TO PROVIDE ACCREDITED TRAINING TO HANDYMAN ON BASIC PLUMBING, PAINTING AND PAVING SKILLS PROGRAMMES. THE PROVISION OF THIS SERVICE IS ENVISAGED TO BE OVER THE PERIOD OF ONE YEAR.

TERMS OF REFERENCE

Bidders are required to submit proposals that meet the requirements of the below-mentioned specifications:

PROJECT BRIEF/DELIVERABLES

Summary of key deliverables:

- 1) **Deployment of packaged training solutions, this includes the following training accredited by Construction Education and Training Authority (CETA).**
 - i) **Training 1** – SAQA 119064: NQF Level 1: Install and maintain basic plumbing components
 - ii) **Training 2** – SAQA 14893: NQF Level 2: Paint internal and external surfaces
 - iii) **Training 3** – SAQA 261717: NQF Level 3: Prepare and lay precast block paving
- 2) **Perform monitoring and support of all deployed training solutions that form parts of the scope of the project on all districts.**

SCOPE (THE MAGNITUDE OF THE PROJECT)

The appointed Service Provider will be expected to perform according to the following expected capabilities:

- 1) **Service Provider to provide the attendees with the following:**
 - a. Learning material for all learners.
 - b. A portfolio of evidence pack which will be given to the learner.
 - c. Training will be provided face to face
 - d. Practical training equipment / trade-specific tools for all learners.
- 2) **Upon being deemed competent by the assessor, learners will immediately receive:**

- a. Feedback report
- b. An interim certificate of competence and attendance. (Service provider to provide)

3) Following moderation & verification by CETA, learners will receive:

- a. A statement of results from CETA. (Service provider to provide)
- b. Service provider to provide copies of all CETA required documents to for issuing of statement of results.
- c. The service provider to also provide proof of application for CETA verification.

4)The Service provider to provide equipment and material for practical purposes

5) Practical training must be conducted by the service provider, to empower the trainee.

6) The Department will provide the training venues at the schools and food for all learners

- The Department is mainly focusing on provision of Training solutions in all our five (5) District and covering estimated 2905 participants in the projects, split in two (2) phase time dates will be specified on an intake of the handyman. The number of participants to be provided with the solution during the program will be subject to financial availability. The Department has a right to increase or decrease the number of participants depending on the fund's availability.
- The training will be conducted in two (2) phases and phase two (2) is dependent on availability of funds. The phases will be dependent on the numbers of participants which constitute the first and the second intake.

MINIMUM REQUIREMENTS

Bidders must supply the Department with the following minimum requirements; failing to provide these requirements shall constitute automatic **disqualification**:

- 1) Training service providers must produce proof that they are accredited with Construction Education and Training Authority (CETA), for facilitation, assessment and moderation in compliance with SAQA requirements. For the under mentioned min qualification/ NQF Levels: Plumbing NQF 1, Painting NQF 2 and Paving NQF 3.
- 2) Training service providers must be able to provide training for all three training modules; and must bid on all three training modules. The training modules will form part of First, Second, and Third Training Categories as detailed below. All categories have to be completed in each phases.

First Training (NQF level 1)
UNIT STANDARDS REGISTERED & QUALIFICATION WITHIN CETA SCOPE

ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS	NUMBER OF TRAINEES
119064	Unit Standard 119064: "Install and maintain basic plumbing components", accredited by the Construction Education and Training Authority (CETA),	Level 1	NQF Level 1	12	1178
Total Credits					

Second Training (NQF level 2)
UNIT STANDARDS REGISTERED & QUALIFICATION WITHIN CETA SCOPE

ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDIT S	NUMBER OF TRAINEES
14893	Unit Standard 14893: "Paint internal and external surfaces", accredited by the Construction Education and Training Authority (CETA),	Level 2	NQF Level 2	6	1490
Total Credits					

Third Training (NQF level 3)
UNIT STANDARDS REGISTERED & QUALIFICATION WITHIN CETA SCOPE

ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDIT S	NUMBER OF TRAINEES
261717	Unit Standard 261717: "Prepare and lay precast block paving ", accredited by the Construction Education and Training Authority (CETA),	Level 3	NQF Level 3	10	237
Total Credits					

3) Training service providers must provide traceable references to prove effectiveness and efficiency of the training solutions.

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

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

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

Name of bidder.....

Bid number: **E17/2022/2023**

Closing Time **11H00 on 13 JANUARY 2023**

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

BID NUMBER	DESCRIPTION
E17/2022/2023	REQUEST FOR TRAINING SERVICE PROVIDERS ACCREDITED BY CONSTRUCTION EDUCATION AND TRAINING AUTHORITY (CETA) TO PROVIDE ACCREDITED TRAINING TO HANDYMAN ON BASIC: <ul style="list-style-type: none"> • PLUMBING (NQF LEVEL 1) • PAINTING (NQF LEVEL 2) AND • PAVING (NQF LEVEL 3)
PERIOD	ONE YEARS FROM DATE OF APPROVAL
PRICE	COMPLETE ATTACHED PRICING SCHEDULE

*Prices on SBD 3.1 should correspond with prices on pricing schedule.

Does offer comply with specification?

 YES/NO (Make an x on your answer)

If not to specification, indicate deviation(s)

.....

Is price Firm for contract period

 YES/NO (Make an x on your answer)

Delivery basis (all delivery costs **must** be included in the bid price)

.....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PRICING SCHEDULE

The proposals that meet the functionality criteria will be evaluated on price competitiveness: Even though the bidder will quote on the three training modules, the Department reserves the right to choose the items they will train the learners on, based on the availability of funds.

The number of learners is estimated and subject to change depending on the availability of funds

COSTING FOR THE NUMBER OF LEARNERS PER TRAINING COURSE/S ON THE ACCREDITED CONSTRUCTION EDUCATION AND TRAINING AUTHORITY(CETA) TRAINING			
NAME OF LEARNING PROGRAMME: 1. PLUMBING (NQF LEVEL 1) – max 15 days 2. PAINTING (NQF LEVEL 2) – max 8 days 3. PAVING (NQF LEVEL 3) – max 13 days			
NUMBER OF CREDITS: 12-, 6- and 10- UNIT STANDARDS:119064 -14893-261717			
TRAINING : per Unit Standard Phase 1			
ITEM DESCRIPTION NOTE: THE FULL TRAINING IS DESCRIBED IN PAGE 1	ESTIMATED NO. OF LEARNERS	ALL-INCLUSIVE UNIT COST PER LEARNER	TOTAL AMOUNT
<u>Item 1) Training 1 (NQF LEVEL 1)- Plumbing</u> Tuition Fee / Training Fee <ul style="list-style-type: none"> Facilitation Including Training Material, Trade-specific tools / equipment, and Certification. 	1178	R	R
<u>ITEM 2) Training 2 (NQF LEVEL 2)- Painting</u> Tuition Fee / Training Fee <ul style="list-style-type: none"> Facilitation Including Training Material, Trade-specific tools / equipment, and Certification. 	1490	R	R
<u>ITEM 3) Training 3 (NQF LEVEL 3)- Paving</u> Tuition Fee / Training Fee <ul style="list-style-type: none"> Facilitation Including Training Material, Trade-specific tools / 	237	R	R

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



equipment, and Certification.			
TOTAL EXCL. VAT			
VAT (15%)			
TOTAL COSTS PHASE 1 INCL. VAT		R	R
Number of learners subject to change			

COSTING FOR THE NUMBER OF LEARNERS PER TRAINING COURSE/S ON THE ACCREDITED CONSTRUCTION EDUCATION AND TRAINING AUTHORITY(CETA) TRAINING			
NAME OF LEARNING PROGRAMME:			
1. PLUMBING (NQF LEVEL 1) – max 15 days 2. PAINTING (NQF LEVEL 2) – max 8 days 3. PAVING (NQF LEVEL 3) – max 13 days			
NUMBER OF CREDITS: 12-, 6- and 10- UNIT STANDARDS:119064 -14893-261717			
TRAINING: per Unit Standard Phase 2			
ITEM DESCRIPTION NOTE: THE FULL TRAINING IS DESCRIBED IN PAGE 1	ESTIMATED NO. OF LEARNERS	ALL-INCLUSIVE UNIT COST PER LEARNER	TOTAL AMOUNT
Item 1) Training 1 (NQF LEVEL 1)- Plumbing			
Tuition Fee / Training Fee <ul style="list-style-type: none"> Facilitation Including Training Material, Trade-specific tools / equipment, and Certification. 	1178	R	R
ITEM 2) Training 2 (NQF LEVEL 2)- Painting			
Tuition Fee / Training Fee <ul style="list-style-type: none"> Facilitation Including Training Material, Trade-specific tools / equipment, and Certification. 	1490	R	R
ITEM 3) Training 3 (NQF LEVEL 3)- Paving			
Tuition Fee / Training Fee <ul style="list-style-type: none"> Facilitation Including Training Material, Trade-specific tools / equipment, and Certification. 	237	R	R

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

TOTAL EXCL. VAT		R	R
VAT (15%)			
TOTAL COSTS PHASE 2 INCL. VAT		R	R
Number of learners subject to change			

	TOTAL COST FOR ALL PHASES		
	Phase 1	Phase 2	Grand Total
With estimates as indicated per item	R	R	R

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD FORMS TO BE COMPLETED AND SIGNED:

- **SBD 1**
- **SBD 4**
- **SBD 6.1**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of institution	State

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.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 4

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:

.....
.....

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.

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.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not to exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 90/10 preference point system will be applicable to this tender

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.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (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) **“price”** 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

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

Where

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 6 (2) and 7 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

6. BID DECLARATION

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

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

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 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.

8. SUB-CONTRACTING

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

(***Tick applicable box***)

YES		NO	
-----	--	----	--

8.1.1 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		NO	
-----	--	----	--

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

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		

--

Contractor

--

Witness 1

--

Witness 2

--

Employer

--

Witness 1

--

Witness 2

OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.6 Total number of years the company/firm has been in business:.....

9.7 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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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.

WITNESSES

1.

2.

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

DATE:

ADDRESS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**PROOF THAT TAX MATTERS ARE
IN ORDER:**

ATTACH:

- **PROOF OF REGISTRATION ON
CSD**

**PRINT OUT REPORT OF CSD
WITH PROOF OF COMPLIANT
TAX MATTERS**

- **TAX COMPLIANCE STATUS**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF
INCORPORATION/
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT
ETC.**

2) ID DOCUMENTS OF DIRECTORS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

IN CASE OF JOINT **VENTURE:**

**ATTACH SIGNED
JOINT VENTURE
AGREEMENT
(signed by both
parties)**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH VALID **AND ORIGINALLY** **SIGNED/** **ORIGINAL** **CERTIFIED BBBEE** **CERTIFICATE/** **SWORN AFFIDAVIT**

AND ENSURE THAT YOU COMPLETE AND SIGN THE SBD 6.1
FORM

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH:

ANNEXURE A:

- **Proposal that indicates:
Time frames versus activities**
- **Organogram with roles and
Responsibilities**
- **Demonstrate
assessment/moderation of
learners**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH:

ANNEXURE B:

SIGNED REFERENCE LETTERS

**(Ensure that the letters comply
with criteria)**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH:

ANNEXURE C:

CV AND ORIGINALLY CERTIFIED QUALIFICATIONS FOR VARIOUS TRAINING TRADES

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH:

ANNEXURE D:

**AUDITED ORIGINAL CERTIFIED
AND SIGNED FINANCIAL
STATEMENTS *OR*
AGREEMENT LETTER FROM
CREDIT PROVIDER**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH:

ANNEXURE E:

MUNICIPAL ACCOUNT OR SIGNED LEASE AGREEMENT

(In case of lease agreement **originally certified copies** of invoices/proof of payment by the tenant for the last three months as proof that the landlord has been paid by the tenant.)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH:

Proof that you are accredited with Construction Education and Training Authority (CETA), for facilitation, assessment and moderation in compliance with SAQA requirements for the under mentioned min qualification/ NQF Levels:

- Plumbing: (NQF Level 1),
- Painting: (NQF Level 2),
- Paving (NQF Level 3)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:			
SBD FORM	DESCRIPTION	TO BE COMPLETED BY	COMMENTS ON COMPLIANCE BY SERVICE PROVIDER
STANDARDIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 6.1	Preference points claim form	To be completed and signed by the service provider in order to claim points	
SBD 3.1	Pricing schedule	Service Provider must: <ul style="list-style-type: none"> • Indicate price • Complete questions on the form 	
PLEASE ENSURE/PROOF THAT TAX MATTERS ARE IN ORDER BY SUBMITTING THE FOLLOWING DOCUMENT:			
TAX MATTERS TO BE IN ORDER			
CSD PRINT OUT SARS PIN	Service provider must proof valid tax matters by providing: <ul style="list-style-type: none"> • Each party to a Consortium/Joint Venture must submit a separate valid Tax Clearance Certificate/CSD printout report with the bid. • CSD printout report with compliant tax matters. • Tax compliance status 		
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
JOINT VENTURE AGREEMENT (if applicable)			
Joint Venture agreement (Compulsory if applicable)	In the event that a joint venture bid is submitted a signed joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement (signed by all the parties) will lead to disqualification of the bid.		
PLEASE ENSURE THE FOLLOWING:			
SPECIFICATION, SPECIAL CONDITIONS AND FUNCTIONALITY CRITERIA			
<ul style="list-style-type: none"> • Please ensure that you attach ALL documents as requested in specification, special conditions and functionality criteria. 			
ENSURE THAT YOU ATTACH A VALID BBEE CERTIFICATE/SWORN AFFIDAVIT			
<p>Only bidders with BBBEE level 1-4 will qualify.</p> <p>In case of a Joint Venture a consolidated B-BBEE certificate for the Joint venture company should be submitted. Please note if <u>BEE certificates/sworn affidavits for each company</u> is submitted and not a consolidated B-BBEE certificate your offer will be disqualified as proof of the correct BBBEE level for the JV cannot be determined.</p>			

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2