

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	REF: NSF2122-55	CLOSING DATE: 18 February 2022	CLOSING TIME:	11:00	
DESCRIPTION	APPOINTMENT OF A LANGUAGE SERVICE PROVIDER TO RENDER EDITING AND PROOFREADING SERVICES TO THE NATIONAL SKILLS FUND(NSF) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
National Skills Fund (Department of Higher Education and Training)					
178 Ndinaye House					
Francis Baard Street					
NB: DO NOT SUBMIT TO DEPARTMENT OF HIGHER EDUCATION AND TRAINING 123 BUILDING.					
No late, email or fax submission will be accepted.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Molatelo Matlala		CONTACT PERSON	Ms Khanyisa Ngewu	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	RFQ.NSF@dhet.gov.za		E-MAIL ADDRESS	Ngewu.K@dhet.gov.za	
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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		[TICK APPLICABLE BOX] ☐ Yes ☐ 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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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 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 PIN 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:

.....

PRICING SCHEDULE
(Professional Services)

SBD 3.3

NAME OF BIDDER:

RFQ NO.: ... NSF2122-55...

CLOSING TIME 11:00

CLOSING DATE. 18 February 2022.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

.....

R.....

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.....

R.....

.....

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R.....

.....

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R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

TOTAL: R.....

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

Bid No.:

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
.....
7. Estimated man-days for completion of project
.....
8. Are the rates quoted firm for the full period of contract?
*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

National Skills Fund (Department of Higher Education)
Ndinaye House at No. 178 Francis Baard Street

Technical enquiries: Ms Khanyisa Ngewu

E-mail address: Ngewu.K@dhet.gov.za

SCM enquiries: Ms Molatelo Matlala

E-mail address: RFQ.NSF@dhet.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

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

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

[illegible]

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for 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.

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) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

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

Where

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

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

- 4.1 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- 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 least 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		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

NSF2122-55: THE APPOINTMENT OF A SUITABLE LANGUAGE SERVICE PROVIDER TO RENDER EDITING AND PROOFREADING SERVICES TO THE NATIONAL SKILLS FUND (NSF) FOR A PERIOD OF 36 MONTHS.

(Bid Number and Description)

in response to the invitation for the bid made by:.....

National skills fund (NSF)

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

⁵ 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.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



COMPULSORY DOCUMENT (COMPLETED AND SIGNED)

TO BE SUBMITTED WITH THE REQUEST FOR QUOTATION

PERMISSION BY BIDDER

On behalf of the Companies/ Close Corporation/Trust/Joint venture/ Consortium/Juristic person or Partnership

Name of company described above:

I Prof/Dr/Ms/Mr _____ duly authorised hereby grant permission, in terms of the Protection of Personal Information Act, 2013(Act 4 of 2013), (POPI Act), to the National Skills Fund, to utilise all the information contained in the Bid documents and Quotation submitted to the National Skills Fund for the purpose of procurement.

Capacity: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed and signed form is not submitted with the RFQ

Switchboard: +27 (0)12 943 3101

Pretoria: Ndinaye House, 178 Francis Baard Str, Pretoria CBD, Pretoria, 0002

Durban: Thekwini TVET College, Central Office, 262 D'Aintree Ave, Asherville, Berea, 4091

Western Cape: Golden Acre, 6th Floor, 09 Adderley Str, Cape Town, 8001

Eastern Cape: FNB Building, 4th Floor, Cnr Oxford & Union Str, East London, 5201

Postal Address: Private Bag X174, Pretoria, 0001

www.nsf.gov.za



REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF A LANGUAGE SERVICE PROVIDER TO RENDER EDITING AND PROOFREADING SERVICES TO THE NATIONAL SKILLS FUND (NSF) FOR A PERIOD OF 36 MONTHS RFQ NUMBER: NSF2122-55.

OBJECTIVE

1. The National Skills Fund (NSF) is requesting bids from experienced language service providers with adequate editorial management capacity to render editing and proofreading services and develop an editorial style guide for the organisation.
2. The service provider will be required to offer editing and proofreading services to the NSF for a period of 36 months. The development of the editorial style will be a once-off deliverable.

SCOPE OF WORK

3. Draft content for editing and/or proofreading will be supplied to the service provider. A total of 19 items (as detailed below) have been identified for editing and/or proofreading:

No.	Item	Quantity	Word count per item	Total word count
1	Annual reports	2	50 000	100 000
2	Strategic plan	1	25 000	25 000
3	Annual performance plans	2	25 000	50 000
4	Annual operational plans	2	25 000	50 000
5	Policies	6	6 000	36 000
6	Standard operating procedures	6	6 000	36 000
7	Guidelines	6	6 000	36 000
8	Newsletter 1	6	6 000	36 000
9	Newsletter 2	6	8 400	50 400
10	Research briefs	21	3 000	63 000
11	Terms of reference for skills development funding	10	3 000	30 000
12	Application templates for skills development funding	10	2 000	20 000
13	Adverts for skills development funding	10	300	3 000
14	Advertorials	12	700	8 400



No.	Item	Quantity	Word count per item	Total word count
15	Brochure 1	1	6 000	6 000
16	Brochure 2	1	3 000	3 000
17	Brochure 3	1	1 000	1 000
18	Brochure 4	1	7 500	7 500
19	Other content not specified in 1-18 above	1	20 000	20 000
Total approx. word count				581 300

4. The service provider is requested to develop an editorial style guide for use by the entire organisation.

DETAILED SPECIFICATION

5. Ensuring that the editing adheres to the Editorial Style Guideline for government communications
6. Editing with tracked changes in Word and noting with comments where further clarifications are needed
7. Proofreading with comments or tracked changes on PDF
8. Correcting language, grammar and ensuring consistency of style and tone, as well as reviewing all numbers throughout including correcting graphs and tables
9. Developing an editorial style guide for use by the entire organisation.
 - 9.1 Draft editorial guideline submitted
 - 9.2 Consultations during the development with key content contributors within the organisation
 - 9.3 Conduct a once-off workshop for all staff on the style guideline
 - 9.4 Final style guide in various formats submitted:
 - Electronic low resolution style guide for email/intranet
 - Print ready (high resolution) artwork supplied for reprinting by the NSF (**NB: No printing is required from the service provider**)
 - PowerPoint style notes of all key issues developed.

INFORMATION REQUIRED



Minimum requirements:

10. Suppliers must ensure that the following documents are attached, signed and completed:

- 10.1 Signed quotation on the company letterhead as per the provided table in the specification, it must indicate quote date and expiry date.
- 10.2 SBD 1 Invitation of the BID
- 10.3 SBD 4 form: Declaration of Interest
- 10.4 SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulation 2017

10.5 SBD8: Declaration of bidders Past Supply Chain Practices

10.6 SBD9: Certificate of Independent Bid Determination

10.7 Certified BBB-EE certificate or sworn affidavit to substantiate the points claimed.

Prospective bidders are required to attach the proof that they are registered on CSD, starting with MAAA.... Number

COMPTETENCIES OR SKILLS REQUIRED

11. The language service provider must identify and provide the description of experience on assignments of similar nature and indicate that they have the required capacity to ensure reaching the desired objective. The following must be demonstrated:

11.1 Proven experience of the company in similar projects with contactable references.

11.1.1 A minimum of three references letters from previous or current clients.

11.1.2 A company profile detailing the track record in the required services.

11.2 Human capacity in professional editing and proofreading services:

11.2.1 Comprehensive CVs of editor(s) and sub-editor(s) to be assigned to the work with a minimum of five years' experience.

11.2.1 Personnel must hold a relevant qualification such as BA in Linguistics or Journalism or Communication or an equivalent NQF level 7 qualification.

11.2.2 CVs must include certified qualifications.

11.3 The service provider should have demonstratable capacity for the development of the editorial style guide as specified and provide samples.



- 11.3.1 The methodology and approach to be employed in the development of the editorial style guide including administrative aspects of the style guide project must be furnished.

PERFORMANCE MONITORING AND REPORTING

12. The successful service provider will report on work done to the NSF project manager (Director: Public Relations and Communication) and project team (Executive Office) of the NSF.
13. The service provider will meet periodically with the project manager to discuss issues of mutual concern, review performance and discuss any improvements for effective and efficient services rendered.
14. The project manager will closely monitor the performance of the services in terms of quality and turnaround time.

INFORMATION REQUIRED

15. Evaluation will only be done on the basis of the requested information. The comprehensiveness of proposals can, therefore, be decisive in the awarding thereof.

EVALUATION PROCESS

16. Phase 1: Compliance evaluation

During this phase, bids will be evaluated on the completeness of bid documents, minimum additional documents presented, documents signed, documents authenticated through certification or verification, etc. Bids failing this stage will **not** advance to phase 2.

17. Phase 2: Technical/functional evaluation

The criteria detailed below will be the basis for the technical/functional evaluation. This information will inform the NSF's final recommendation on the preferred proposal. A cut-off of 70 points is required to advance to the next phase of evaluation.

18. Phase 3: Price & B-BBEE



Evaluation will be done in accordance with the 80/20 preferential procurement principle where 80 represents price and 20 represents B-BBEE. A bidder scoring the highest points on price and B-BBEE (in this category) will be recommended.

TECHNICAL/FUNCTIONALITY EVALUATION CRITERIA (Phase 2 of the evaluation process)

19. The following criteria will be considered in evaluating the technical/functional information:

No.	CRITERIA	MAX. POINTS
1	Knowledge, competencies and skill: a. Demonstrable experience in providing the professional service: A company profile detailing the track record in the required services (<i>up to 15 points</i>) 1 to 3 years company experience (<i>5 points</i>) 3 to 5 years company experience (<i>10 points</i>) More than 5 years company experience (<i>15 points</i>) b. Qualification(s) of team leader and team members (<i>up to 10 points</i>) Team leader Relevant qualification(s) of lead editor i.e. degree in Linguistics or Journalism or Communication or an equivalent NQF level 7 qualification (<i>5 points</i>) Team members Relevant qualification(s) of editor(s) and subeditors (team members) i.e. degree in Linguistics or Journalism or Communication or an equivalent NQF level 7 qualification • 100% of team members have relevant qualification(s) (<i>5 points</i>) • 75% of team members have relevant qualification(s) (<i>4 points</i>) • 50% of team members have relevant qualification(s) (<i>3 points</i>) • 25% of team members have relevant qualification(s) (<i>2 points</i>) c. Experience of team lead and team members (<i>up to 10 points</i>)	35



No.	CRITERIA	MAX. POINTS
	Team leader Lead editor with minimum of 5 years editing/subediting experience (5 points) Team members • 100% of team members have a minimum of 5 years editing/subediting experience (5 points) • 75% of team members have a minimum of 4 years editing/subediting experience (4 points) • 50% of team members have a minimum of 3 years editing/subediting experience (3 points) • 25% of team members have a minimum of 2 years editing/subediting experience (2 points) • Team has less than 2 years editing/subediting experience (0 point) NB: comprehensive CVs must be submitted with certified proof of qualifications	
2	References a. Previous track record of professional services and reference letters submitted (<i>up to 15 points</i>). Minimum 3 reference letters submitted (15 points) 2 reference letters submitted (10 points) 1 reference letter submitted (5 points)	15
3	Methodology The methodology and approach to be employed in the development of the editorial style guide including administrative aspects of the style guide project a. An understanding of the editorial style guide assignment expressed in methodology and approach (10 points) b. Evidence of full comprehension of processes and articulation of the tasks to develop the editorial style guide and facilitate the staff workshops (5 points) c. Project plan from inception phase to project close (5 points)	20
4	Portfolio of evidence a. Sample of editorial style guides developed by the service provider 1 editorial style guide submitted (10 points) 2 editorial style guides submitted (20 points) 3 or more editorial style guides submitted (30 points)	30
TOTAL POINTS		100



NB: Service Providers who fail to score a minimum of 70 points out of 100 points on functionality criteria will not be eligible for further consideration.

COSTING/PRICING

NB: NSF quotations will be valid for a period of ninety (90) days from the closing date of the quotation. Potential bidders must submit quotations on their company letter head as per the scope of work must indicate the following:

- Quotation date
- Quotation expiry date (**NSF quotation will be valid for a period of ninety (90) days from the closing date**)
- NSF request for quotation number and its closing date)
- Quotation must be hand signed with the name of the person who signed it
- Name of the enquiry person and the contact details
- Quotation price per year e.g. (total cost per year 1, year 2 and year 3)

20. Prices must be fixed for the duration of the 36-month contract period for all prescribed items under 2. Scope of Work.

21. The cost for the development of an editorial style guide must also be included.

22. Details of the cost/fee breakdown for all services to be rendered in the development of the editorial style guide must be included.

23. The price quoted must be fixed including all related costs (travel, accommodation, equipment, communication/data to 178 Francis Baard Street in Pretoria). This must include provision of in-person consultations that may be required in the duration of the 36-month contract:

23.1 Once-off in-person briefing meeting with the service provider (post-appointment)

23.2 Three in-person consultations regarding the style guide

23.3 One full-day in-person workshop on the editorial style guide

24. Prices must include provision of online consultations with the NSF project manager as and when required throughout the 36-month contract period.

25. The costing proposal should also indicate the rate per word to proofread designed documents and making proofing marks or tracked changes in PDF files. The proofreading rate must be presented separately from the fixed cost to edit the specified items. Where not clearly differentiated, the NSF reserves the right to make such conclusion for the bidder.



26. NSF shall not incur any additional costs for overtime or weekend work that may be required due to unforeseen delays during the editing/proofreading of NSF content.

COMPLETION OF ALL DOCUMENTATION

27. All the standard RFQ documentation attached must be completed and submitted with proposals, together with the costing and tax clearance certificate in the latest format with a verifiable PIN code.

CONDITIONS OF QUOTATIONS

28. The Preferential Procurement Policy Framework Act No. 05 of 2000 will apply to this RFQ as follows:

28.1 The NSF reserves the right to award or not to award this contract.

28.2 The NSF reserves the right not to accept the lowest cost proposal;

28.3 The NSF will enter into a formal contract with the successful service provider;

28.4 The NSF reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;

28.5 The NSF has the right to visit the business premises of the service provider to verify the information provided in the tender documents but will inform the service provider in advance of such a verification visit;

28.6 It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender;

28.7 Quotes received after closing time and date are late and will NOT be considered;

28.9 Any change of information provided in the tender document that may affect delivery of services should be brought to the NSF's attention as soon as possible. Failure to comply may result in the contract being terminated; and

28.30 All copyrights and intellectual property rights in respect of products developed by the service provider during the project will vest in the National Skills Fund who has the right to allow any other individual, company, agency or organisation to use or modify the product for any purpose.



ADDITIONAL PRESCRIPTS

29. In terms of section 76(4)(c) of the Public Finance Management Act, 1999 (Act No 1 of 1999) (PFMA), the National Treasury may make regulations or issue instructions applicable to all institutions to which the PFMA applies concerning the determination of a framework for an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective. The National Treasury subsequently issued National Treasury Instruction Note 3 of 2016/2017 in terms of section 76(4)(c) of the PFMA.
30. In terms of paragraph 9.1 of National Treasury Instruction Note 3 of 2016/2017, the Director-General of Higher Education and Training, as accounting authority of the NSF, must ensure that contracts are not varied:
- 30.1 By more than 20% or R20 million, whichever is the lowest, for construction related goods, works and services; and
- 30.2 By more than 15% or R15 million, whichever is the lowest, for all other goods and services that are not construction related.
31. In terms of the above-mentioned National Treasury Instruction Note(s), any other deviation in excess of the prescribed thresholds will only be allowed in exceptional cases subject to prior written approval from the National Treasury.
32. Once appointed, service providers shall adhere to the above-mentioned prescripts as follow:
- 32.1 Service providers shall not provide any goods and services that exceed the order amount.
- 32.2 Service providers shall refrain from providing any additional goods and services that exceed the order amount, unless prior written approval for the variation has been granted by the Director-General of Higher Education and Training, as the accounting authority of the NSF, or his/her delegated official.
33. NSF shall not be liable to reimburse the appointed service provider for any goods or services that exceed the order amount, incl. approved variations thereon.



34. NSF shall not be liable to reimburse the appointed service provider for any goods or services where such goods and services have been rendered prior to obtaining the order (incl. variation orders) therefor.

SUBMISSION DATE AND ADDRESS

35. The deadline to submit the quotes and relevant documentation is as follows:

Closing date: 18 February 2022

Time: 11:00 am

36. Bids must be submitted as follows:

36.1 One (1) original document and three (3) copies of the bid

36.2 One (1) flash disc/USB with electronic files of the whole bid

37. The bid must be submitted to Ms Molatelo Matlala during office hours (08:00 to 16:00) from Monday to Friday.

38. **Note: The NSF address is National Skills Fund (Department of Higher Education) Ndinaye House at No. 178 Francis Baard Street and not No. 123. No late, emailed or faxed submission will be considered.**

ENQUIRIES

39. All enquiries regarding these Terms of Reference should be addressed to:

Technical enquiries: Ms Khanyisa Ngewu

E-mail address: Ngewu.K@dhet.gov.za

SCM enquiries: Ms Molatelo Matlala

E-mail address: RFQ.NSF@dhet.gov.za