



FREE STATE DEVELOPMENT CORPORATION

**APPOINTMENT OF A PANEL OF DULY COMPETENT TRAINING SERVICES
PROVIDERS TO IMPLEMENT AND TRAIN BENEFICIARIES ON DIGITAL
TRANSFORMATION SKILLS DEVELOPMENT PROGRAMME (OUTSYSTEMS)**

BID NUMBER: FDC BID NO. 002/2025

NON-COMPULSORY BRIEFING SESSION: 31 OCTOBER 2025 AT 12:00

CLOSING DATE: 07 NOVEMBER 2025 AT 12:00

PREPARED BY:

FREE STATE DEVELOPMENT CORPORATION

33 KELLNER STREET

WESTDENE BLOEMFONTEIN

9301

TECHNICAL CONTACT PERSON: THABISO TSHABALALA

**SUPPLY CHAIN MANAGEMENT CONTACT PERSON:
KELEBOGILE MOKOPI**

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below.
- Use the prescribed sequence in attaching the annexures when completing the Bid Document.
- Ensure that the following documents are completed and signed where applicable:

NB: Should any of these documents not be included, the bidders **may** be disqualified on the basis of non-compliance.

YES	NO	
		Original Bid and a Copy – (hard copy clearly marked as either original and copy) and one Electronic Copy. Important: Kindly note that every document that is submitted as part of the original submission must be <u>duly authorised with the required signatures or initials on each and every page</u> . Failure to comply will result in the bid being noted as incomplete.
		Specifications, Conditions of BID and Undertakings by Bidder
		Certificate of Authority for Joint Ventures
		SBD 1 - Invitation to Bid
		SBD 4 - Declaration of Interest
		Company registration document
		Proof of address for the business
		Valid Tax Compliance Status Pin
		Proof of registration with National Treasury Central Supplier Database
		Bidder's Company Profile
		Proof of registration as a training provider with the proposed technology stack original equipment manufacturer (OEM)

1 SUPPLY CHAIN MANAGEMENT UNIT

1.1 Only questions, queries clarifications which are submitted to this e-mail address, thabisot@fdc.co.za will be addressed.

1.2 Bid documents must be submitted as follows:

1.2.1 Original Bid – and

1.2.2 One Soft/ electronic Copy (CD or memory stick).

2. BID TIMETABLE

This timetable is provided as an indication of the timing of the bidding process. It is indicative only and subject to change by Free Development Corporation. Bidders are to provide proposals that will allow achievement of the intended commencement date.

Activity	Date
Advertisement of bid	24 October 2025
Bid document available	24 October 2025
Closing date for bid enquiries	All enquiries must be directed to: thabisot@fdc.co.za
Non-Compulsory Briefing Session	31 October 2025 at 12:00
Closing date and time	07 November 2025 at 12:00
Bid Validity Period	120 days

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION									
BID NUMBER:		FDC BID NO. 002/2025		CLOSING DATE:		07 NOVEMBER 2025		CLOSING TIME: 12:00	
DESCRIPTION		APPOINTMENT OF A PANEL OF DULY COMPETENT TRAINING SERVICES PROVIDERS TO IMPLEMENT AND TRAIN BENEFICIARIES ON DIGITAL TRANSFORMATION SKILLS DEVELOPMENT PROGRAMME (OUTSYSTEM)							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT									
FDC BUILDING, 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON		KELEBOGILE MOKOPI			CONTACT PERSON		THABISO TSHABALALA		
TELEPHONE NUMBER		051 400 1500			TELEPHONE NUMBER		051 400 1500		
FACSIMILE NUMBER					FACSIMILE NUMBER				
E-MAIL ADDRESS		kele@fdc.co.za			E-MAIL ADDRESS		thabisot@fdc.co.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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX]		
		☐ Yes ☐ No					☐ 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, 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:

1. PURPOSE AND OBJECTIVES

The Free State Development Corporation (FDC) intends to appoint a panel of training providers to partner with, and to facilitate the implementation of Digital Skills Development Programmes in the digital and ICT sector for 750 Unemployed Learners in the Free State Province for the duration of 6 months. This also includes an opportunity for these learners to be placed in jobs as part of the 6 months duration to ensure that what they have learnt can be applied meaningfully in order for these learners to develop some tangible skills. This training will be provided in classrooms and online where necessary.

2. INTRODUCTION

The Free State Development Corporation (FDC) is a public entity established in terms of the FDC Act 6 of 1995. In terms of the Public Finance Management Act, it is classified as a schedule 3D entity.

The mandate of the FDC is to establish and develop sustainable SMMEs in the Free State Province by providing both financial and non-financial support services.

FDC Mission

To provide financial and business support services to SMME's and Cooperatives; to undertake the development and management of properties; and to facilitate and promote investments and exports in the Free State Province.

FDC Vision

To be the development and investment agency of choice in contributing to the economic growth of the Free State Province

3. OVERVIEW

The Free State Development Corporation (FDC) is the official agency responsible for driving economic development in the Free State. Our mandate covers various functions such as enterprise development, property portfolio management, investment promotion and facilitation as well as export promotion. We align ourselves to the National Development Plan Version 2030 call= for faster economic growth, higher investment and greater labour absorption.

4. BACKGROUND

A plethora of legislative, strategic and policy instruments have propelled skills development to the centre of government's overarching economic development programme. The FDC - as a public entity - is enjoyed by the Medium - Term Strategic Framework to plan collectively with other organs of state and seek development. The FDC has established a fully functional Strategic Business Unit (SBU) to ensure that the objective of closing skills gap is realized.

The National Development Plan 2030 is the country's premier framework for our economic growth aspirations and devotes an entire chapter to education and skills development.

- The Human Resources Strategy 2010 - 2030 has four strategic objectives, namely:
- Improving the foundations for human development;
- To improve the supply of high-quality skills which are more responsive to societal and economic needs;
- Increasing employer participation in lifelong learning;
- Supporting employment growth through industrial policies, innovation, research and development.

5. SCOPE OF WORK

The service provider/s will roll out and implement digital transformation programmes in various towns throughout the five districts within the province and shall amongst other perform these services:

- 1.1 Learner registration
- 1.2 Quality Management
- 1.3 Facilitation
- 1.4 Assessments
- 1.5 Moderation
- 1.6 Certification

The appointment shall be on the basis of the duration of the learning programmes.

The FDC is applying a flat rate to all programmes, hence there is no need for the quote.

6. SUBMISSION REQUIREMENTS

The following document must accompany the bid proposal:

- a) Company registration document.
- b) Valid tax compliance status pin.
- c) BBBEE certificate.
- d) Proof of address for the business.
- e) Registration on Central Supplier Database
- f) Bidder's Company Profile.
- g) Proof of registration as a training provider with the proposed technology stack original equipment manufacturer (OEM)

The digital skills training to be provided will be in the following technologies and competencies, which are considered amongst the scarce skills in our country. Each category has a target number of learners to be trained within the training period.

Technology to be Trained on	Description	Number of Learners
OutSystems	OutSystems is a low-code development platform for the development of mobile and web enterprise applications, which run in the cloud, on-premises or in hybrid environments	750

7. PRE-REQUISITES

Service providers must demonstrate compliance with the below pre-requisites before being considered for functionality evaluation

- The primary bidding service provider must have local presence in South Africa. Presence in the Free State Province is preferred and must be demonstrated
- Registered as a training provider with the proposed technology stack Original Equipment Manufacturer (OEM). This applies to the service provider and/or its partners who will assist with delivering the required training
- Access to resources with either training expertise or know how of implementation expertise using the digital technologies to be facilitated. This can be demonstrated through the use of CVs that show this experience. Provide at least 3 CVs per Technologies to be Trained On.
- The service provider must have a partnership or accreditation to deliver one or more of the requested training categories directly or with its partners
- The service provider must be able to deliver the requested training digitally and have a detailed plan on how this is to be achieved. Training attendance must also be able to be conducted virtually

8. BID REQUIREMENTS

8.1 Bidders must submit the completed bid documents of the FDC.

8.2 The bid proposal must include a company profile and specifically emphasise:

- a) Names and CV's of management team, company's physical resources (including trade test centres where relevant) and geographical footprint;
- b) Programme competency for the learning programme the bidder is making a submission for;
- c) Capacity in the form of the names and experience of Facilitators for the learning programme applied;
- d) Details of specific large-scale training projects successfully delivered in multiple localities at a time; and
- e) Contactable references.

8.3 Panel utilisation guide

- a) The bidder/s must achieve the minimum evaluation threshold of 80 points.
- b) The selection of service providers for specific work assignment will be on the basis of capacity and experience.
- c) Level of speciality.
- d) There is no guarantee that a service provider will be contracted for a specific work assignment during the tenure of this contract.

9. FUNCTIONALITY CRITERIA

NB: A minimum of **80 points out of 100** for the functionality evaluation will qualify the Bid to be considered for appointment.

CRITERIA	GUIDELINES	WEIGHT	SCORE
Relevant Experience & References	Proof of consulting or providing services using the relevant technology stack. Submit references on the client's letterhead and it must be signed by the referee. Relevant experience and contactable references: 5 projects and above = 35 4 projects = 20 3 projects = 10 1 – 2 projects = 5 Each reference must clearly indicate. - the name of the bidder and the project - objectives of the project (nature of the project) - recommendation and confirmation of completed or current project(s) and must be signed. NB: If any of the above information is omitted/missing, it will lead to the reference letter(s) not allocated points. NB: Reference letters must be on a referee's letterhead, signed and dated, otherwise they cannot be considered.	35	
Project plan for the delivery of Skills programme	A clear structure, including training plan of the Skills programme in terms of the outcomes to be achieved. - Clear Structure = 10 points - Project Implementation plan = 10 points - No clear structure, including training plan of the Skills programme in terms of the outcomes to be achieved = 0 points	20	
Profile of key staff (Please attach CVs and proof of qualification for Facilitators and Project Manager)	Relevant experience of Project Manager in managing similar projects = 10 points 5 years plus = 10 points 4 years = 8 points 3 years = 6 points 2 years = 4 points 1 year = 2 points Relevant qualification and experience in facilitating a learning programme = 15 points Provide at least 3 CVs with Qualifications and relevant experience. (each CV will be scored a maximum of 5 points). 5 years of experience = 5 points 4 years of experience = 4 points 3 years of experience = 3 points 2 years of experience = 2 points 1 years of experience = 1 point	25	

Infrastructure and Management Tools for the training programme	A clear demonstration of how the training quality management is to be achieved with digital tools = 10 points (Screen short of quality management system) No clear demonstration of how the training quality management is to be achieved with digital tools = 0 points	10	
Free State based companies	(attach proof of a valid lease agreement or municipal account)	10	
TOTAL		100	
Minimum Threshold for Technical		80	

SBD 4

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 State institution

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

2.2.1 If so, furnish particulars:
.....
.....

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

2.3.1 If so, furnish particulars:
.....
.....

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

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.

2 Joint venture or Consortium means an association of persons for the purpose of

collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 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

combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.