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BID DOCUMENT

SUPPORT GRADE 12 LEARNERS FROM IDENTIFIED SCHOOLS ACROSS THE PROVINCE

PERIOD: THREE YEARS FROM DATE OF APPROVAL

BID NUMBER:	E12/2025/2026
CLOSING DATE:	5 SEPTEMBER 2025
TIME:	11:00
VALIDITY PERIOD:	120 DAYS
BRIEFING SESSION:	NO BRIEFING SESSION WILL BE CONDUCTED.

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DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

PART ONE OF BID DOCUMENT:

SECTION 1

STANDARD BID DOCUMENT/FORMS:

- SBD 1: Invitation to Bid
- SBD 3.1: Price Schedule
- SBD 4: Declaration of Interest
- SBD 5: NIP declaration
- SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

SECTION 2

- Standard Conditions of Bid

SECTION 3

- Specification/Terms of Reference
- Functionality Criteria

SECTION 4

- Dividers for attachments
- Joint Venture Annexure
- Checklist
- General Conditions of Contract (GCC)

PART TWO OF BID DOCUMENT:

- Pricing Schedules (Excel spreadsheet)

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LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
Bid Document Name
SBD 1: Invitation to Bid
SBD 3.1: Pricing schedule
SBD 4: Declaration of Interest
SBD 5: NIP declaration
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation for evaluation on Functionality Criteria
Documentation to claim points for Specific Goals

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Priced and signed pricing schedule (Part 2 of bid document: excel spreadsheet) *(Please print both sheets: Itemised billing schedule and summary schedule.)*

Name of Bidder	**Signature**	**Date**

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SECTION 1

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**E12/2025/2026**	CLOSING DATE:	**5 SEPTEMBER 2025**	CLOSING TIME:	**11:00**
DESCRIPTION:	**SUPPORT GRADE 12 LEARNERS FROM IDENTIFIED SCHOOLS ACROSS THE PROVINCE**				
PERIOD:	**THREE YEARS 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	**MP MOFOKENG/ JT MPHUTHI**
TELEPHONE NUMBER	**051-4041873**	TELEPHONE NUMBER	**072 5954 177/081 6161 882**
E-MAIL ADDRESS	**K.Rampai@fseducation.gov.za**	E-MAIL ADDRESS	**Mp.mofokeng@fseducation.gov.za** **t.mphuthi@fseducation.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.....**
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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

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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: ……

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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: **E12/2025/2026**

Closing Time **11H00 on 5 SEPTEMBER 2025**

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

BID NUMBER	**DESCRIPTION**
E12/2025/2026	**SUPPORT GRADE 12 LEARNERS FROM IDENTIFIED SCHOOLS ACROSS THE PROVINCE**
PERIOD	**THREE YEARS FROM DATE OF APPROVAL**
PRICE	**PLEASE ENSURE THAT YOU CAPTURE THE PRICES ON THE EXCELL SPREADSHEET (PART 2 OF BID DOCUMENT: PRICING SCHEDULE).** **<u>TAKE NOTE: THERE ARE TWO SHEETS ON THE PRICING SCHEDULE:</u>** ➢ **Sheet 1: Itemised billing sheet: Capture on this sheet prices per learner, per day, per identified commodity and per program). (Totals will automatically be calculated).** ➢ **Sheet 2: Summary sheet: Prices captured on sheet 1 will automatically be transferred to this sheet and therefore it will not be necessary to complete sheet 2.** **PRINT BOTH SHEETS AND SUBMIT THE SIGNED PRICING SCHEDULE WITH BID DOCUMENT.**
QUANTITIES	**AS PER PRICING SCHEDULE.** **PLEASE NOTE THAT THE QUANTITIES INDICATED IS AN ESTIMATE.** **THE DEPARTMENT HAS THE RIGHT TO ADJUST THE QUANTITIES ACCORDING TO THE AVAILABILITY OF BUDGET AND NEEDS.**

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) …….

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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 interest[1] 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**

[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.

2.2 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 consortium[2] will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to

[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.

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**

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SBD 5

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of

US$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful

bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a

contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works 2 or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.8 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the

DTI with the information required, the following steps will be followed:

a. the contractor and the DTI will determine the NIP obligation;
b. the contractor and the DTI will sign the NIP obligation agreement;
c. the contractor will submit a performance guarantee to the DTI;
d. the contractor will submit a business concept for consideration and approval by the DTI;
e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
f. the contractor will implement the business plans; and
g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number …….. Closing date:……

Name of bidder……

Postal address ……

……

Signature…….. Name (in print)……..

Date……..

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SBD 6.1

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

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

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

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1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**90**
SPECIFIC GOALS	**10**
Total points for Price and SPECIFIC GOALS	**100**

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid

invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 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**

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

$$Ps - 80\left(1 + \frac{Pt - Pmax}{Pmax}\right) \quad \text{or} \quad Ps - 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to

determine the applicable preference point system; or
any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	**Number of points allocated (90/10 system) (To be completed by the organ of state)**	**Number of points claimed (90/10 system) (To be completed by the tenderer)**
HDI: Race: Black owned:	**5 points:** (1%-25% black owned =2 points 26%-50% black owned = 3 points 51% and more black owned = 5 points)	
Promotion of enterprises located in a specific province (Free State based companies)	**5 points**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

(a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME:	…….
DATE:	……
ADDRESS:	……

SECTION 2

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STANDARD BID CONDITIONS

1. PRICES: SBD 3.1/PRICING SCHEDULE:

1.1 The department issued a pricing schedule/specification on an excel spreadsheet (available as part two of the bid document on e-portal and on departmental website) as a soft copy on which prices must be captured/typed.

1.2 Prices should be typed/captured on the excel spreadsheet/pricing schedule which includes formulas that will automatical calculate total amounts.

TAKE NOTE: THERE ARE TWO SHEETS ON THE PRICING SCHEDULE:

- **Sheet 1: Itemised billing sheet: Capture on this sheet prices per learner, per day, per identified commodity and per program. (Totals will automatically be calculated).**
- **Sheet 2: Summary sheet: Prices captured on sheet 1 will automatically be transferred to this sheet and therefore it will not be necessary to complete sheet 2.**

1.3 Bidder must **quote on all items on the itemised billing sheet**. Failure to price/quote on ALL ITEMS will lead to disqualification of the offer.

1.4 No hand written prices on the spreadsheet (pricing schedule) **will be accepted**. Your offer will be disqualified if prices are hand written.

1.5 After capturing, prices on the itemised billing sheet, the excel spreadsheets (sheet 1 and sheet 2) must be printed and signed where the space is provided. **Attach the signed hard copies with the bid documents.**

1.6 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.

1.7 Service provider must ensure that correct prices are captured as the department will not take responsibility for incorrect prices.

1.8 The attached **excel pricing schedule** (part two of the bid document) **should NOT be re-typed/re-drafted.** If you re-type/re-draft the pricing schedule or use your own format, your offer will be disqualified.

1.9 Should funds no longer be available to pay for the execution of the services, the Free State Department of Education may terminate this Agreement in its own discretion or temporarily suspend all or part of the services by notice to the SERVICE PROVIDER who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the SERVICE PROVIDER shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

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 SBD 4.

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 2022: Should be completed and signed by service provider if points are claimed. Failure to do so will result in zero points.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS AND PRICES

2.5 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.**

2.6 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.

2.7 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

2.8 The bid forms should not be redrafted.

2.9 Only the bid documents issued by the Department of Education Free State must be used.

2.10 Bid documents to be completed in full.

2.11 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

2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.

2.13 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.

2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.

2.15 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.

3. 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.

4. NO BRIEFING SESSION WILL BE CONDUCTED.

5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

Functionality Evaluation criteria and details of documentation to be submitted is outlined in the functionality criteria document.

A bidder who scored less than **35 OUT OF 50 POINTS on the total functionality points will automatically be disqualified.

6. EVALUATION ON PRICE AND PREFERENCE (90/10 preference point system)

6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

"If it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— *(a)* an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or *(b)* any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. "

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

$$Ps = 80/90 \left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.

6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.

6.4 Only Bidders who have completed and signed SBD 6.1 **AND** who submitted the relevant proof for specific goals will be considered for preference points.

6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.

6.6 Criteria for breaking deadlock in scoring: If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

Specific goal	**Total Number of Points allocated**	**Documents that should be attached in order to claim points:**
HDI: Race: **Black owned:**	**5** **(1%-25%= 2 points** **26%-50%= 3 points** **51% and more =** **5 points)**	**Valid and original/original *certified* copy of accredited BBBEE certificate or valid and original/original *certified* copy of sworn affidavit**
The promotion of enterprises located in the Free State province for work to be done or services to be rendered in that province: **Locality:** **Free State based**	**5**	**Municipal/water/electricity account of the bidder's premises** • **The account must be in the bidders name/Directors' name/s.** • **The account should not be older than 3** • **Months.** **Or** **SIGNED Lease agreement:** **In case of lease agreement the following should be submitted with the lease agreement:** • ***Certified* copies of invoices (from Lessor) for the last three consecutive months; and** • **Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.**
TOTAL POINTS:	**10**	

8. JOINT VENTURE AGREEMENT

8.1 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 should be submitted together with the bid.**

8.2 **Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture).**

8.3 **Failure to submit** a Joint Venture **agreement that are signed by all the parties in the Joint Venture/Consortium** will render the bid non-responsive and your offer will be **disqualified**.

8.4 Individual entity/ies must be registered on the CSD and after closing/awarding, register a Joint Venture or a Consortium on the CSD.

8.5 It is recommended that a joint venture/consortium should open a joint bank account .Proof of the bank

account should be submitted within 30 days after the awarding of the contract.

8.6 A Joint Venture or consortium must submit a consolidated B-BBEE status level verification certificate/sworn affidavit in order to claim points for specific goals.

9. 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.

10. LEGISLATION / LAWS

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

11. 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.

12. 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 availabiltity 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.

13. 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.

14. QUALIFICATIONS OF BIDDERS

14.1 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.

14.2 The department **will disqualify** any bid from a bidder whose **name appears on the national list of restricted bidders/suppliers/persons.**

14.3 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.

14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

15. COMPLIANCE TO CONTRACT

15.1 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.

15.2 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.

16. JOB CREATION

16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid: _____

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

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

YES ☐ **NO** ☐ **[TICK APPLICABLE BOX)**

17. CENTRAL SUPPLIER DATABASE (COMPULSORY)

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

18. LOCAL CONTENT

Service providers are being encouraged to make use of local production and local content.

19. MAXIMUM DELIVERY PERIOD

As indicated in specification.

20. 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.

21. SUCCESSFUL BIDDERS

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

22. 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.

Acccording 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.

23. VALID TAX MATTERS

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

24. SUPPLIER DUE DIILIGENCE

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 misreprensentation thereof may disqualify the bid in whole or parts thereof.

25. 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.

26. 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: (____)_____

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SECTION 3

SPECIFICATION/ TERMS OF REFERENCE FUNCTIONALITY

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SPECIFICATION

SPECIFICATIONS FOR IMPROVING PERFORMANCE OF GRADE 12 LEARNERS

SUPPORT GRADE 12 LEARNERS FROM IDENTIFIED SCHOOLS ACROSS THE PROVINCE

PERIOD: THREE (3) YEARS FROM THE DATE OF APPROVAL

The Free State Department of Education intends to appoint a service provider with experience of supporting underperforming learners to perform at the required level with a proven track record of turning around schools.

1. EXPECTATIONS FROM THE APPOINTED SERVICE PROVIDER

The service provider to be appointed must design and develop a program to support grade 12 learners and to regularly administer the pre and post tests to track learner performance per subject.

Management of the program for grade 12

- Develop a database of all learners and schools per district per circuit participating in the project.
- Submit monthly report accompanied by copies of attendance registers to the Provincial Department on the support provided.
- Submit quarterly reports with evidence on all the types of support provided to all identified schools in the province.

The following documentation must be submitted by the successful service provider together with the first report:

- List of tutors/teachers and center managers and their profiles.
- Curriculum support material (Subject manuals – revised annually)
- Menu for learners:
    - Breakast to be served only when there are camps.
    - Lunch: (1 starch; 1 protein; 1 vegetable and 1 fruit plus beverage).
    - Supper:(1 starch; 1 protein; 1 vegetable and 1 fruit plus beverage).
- Complete programme including timetables.
- Attend planning meetings as per the request of the Chief Director: Curriculum Management.

NB. The appointed service provider must inform the Provincial Department of Education timely of any challenges experienced so that the intent of the program must be realized. This must be done in writing and challenges must be clearly stipulated and proposed interventions be suggested as well.

2. **DELIVERABLES FOR THE 3 YEARS**

Notabene:

- The service provider to be appointed must ensure that the program to be implemented is at all times compliant with the Curriculum, Assessment and Policy Statement (CAPS) of the department of Education.
- At the beginning of each academic year, the appointed service provider must conduct baseline tests in two subjects in each stream to ascertain gaps to be addressed due to the trimmed Annual Teaching Plans (ATPs).

2.1 The Academic support program during the normal school days should take form of weekend and public holiday classes and target specific streams of subjects as per the request of the school or the District.

2.2 The program will also be conducted over the duration of school holidays and will take form of camps.

2.3 Suggested interventions to improve the overall performance of participating schools for grade 12:

SUGGESTED ACTIVITIES FOR THE LEARNER SUPPORT PROGRAM	**WEEKENDS/WALK- INNS**	**CAMPS**	**TARGET GROUP**
Extra Academic support program (Autumn)	5 days for Support		All learners in the project.
Extra Academic support program (Winter)		10 days	
Extra Academic support program (Spring)		5 days	
Revision program/last push towards the end of the year during normal school hours.		10 days	

- Service provider should provide learners with hard copies of support materials for participating subjects, lunch for Walk-inns and three meals during Camps.
- Service provider should use School facilities, namely, classes, halls, etc. as venues to support/teach learners or facilities not more expensive than our schools.

2.4 The program will cover the following subjects and may include other subjects as per the school's or district's needs or Curriculum at no additional costs:

- Mathematics
- Physical Sciences
- Accounting
- Life Sciences
- Mathematical Literacy
- Geography
- History
- Economics
- Business Studies
- Sesotho Home Language
- English First Additional Language
- Technical Mathematics
- Technical Sciences

3. SPECIAL CONDITIONS

A SERVICE PROVIDER MUST HAVE A TRACK RECORD OF SUPPORTING SCHOOLS IN A FORM OF A PORTFOLIO OF EVIDENCE WITH REFERENCES. FAILURE TO PROVIDE PROOF OF SUCH TRACK RECORD WILL RESULT IN THE OFFER BEING INVALIDATED.

4. TUTORS

The tutors of the listed subjects must have the following:

- Suitable qualifications for the subjects he/she will teach.
- Minimum of 3 years teaching experience of the subject at Grade 12 level unless otherwise.
- Track record of producing good result at his/her school/department at Grade 12 level.
- Knowledge of the Curriculum, Assessment and Policy Statement (CAPS) for the FET band.

5. **LIST OF BENEFICIARIES**

See the table below for the number of schools per district for grade 12. The Department will identify schools per district to participate in the project as per its own criteria in consultation with districts.

DISTRICTS	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	ESTIMATED NUMBER OF SCHOOLS	ESTIMATED NUMBER OF LEARNERS	ESTIMATED NUMBER OF SCHOOLS	ESTIMATED NUMBER OF LEARNERS	ESTIMATED NUMBER OF SCHOOLS	ESTIMATED NUMBER OF LEARNERS
XHARIEP	04	297	04	297	04	297
MANGAUNG METRO	13	877	13	877	13	877
LEJWELEPUTSWA	25	2096	25	2096	25	2096
THABO MOFUTSANYANA	25	1754	25	1754	25	1754
FEZILE DABI	07	522	07	522	07	522
TOTALS	74	5491	74	5491	74	5491
TEACHER LEARNER RATIO	1: 35		1: 35		1: 35	

NB: The ratio is 1:35 during the time of implementation and the full duration of the contract

<u>CONTACT PERSONS</u>:

MR MP MOFOKENG: CELL NUMBER: 072 5954 177
MR JT MPHUTHI: CELL NUMBER: 0816161882

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FUNCTIONALITY CRITERIA

Bidders must ensure that they mark their documents submitted for functionality according to the Annexure number as indicated in the functionality criteria.

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FUNCTIONALITY CRITERIA: E12/2025/2026

NB: ***Bidders who score below 35 Points out of 50 Points in the assessment of functionality will not be considered.***

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

Bidders must ensure that they mark their documents submitted for functionality according to the Annexure number as indicated in the functionality criteria.

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FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST
CAPABILITY AND CAPACITY IN PROVIDING SUPPORT TO GRADE 12 LEARNERS	**Total = 25 Points**			
	<u>Signed Appointment letter/purchase order/contractual agreement (Maximum 13 points)</u> **1** Appointment letter/purchase order/contractual agreement which stipulate a value of service delivery from at least R200 000 up to R500 000.00 **1** Appointment letter/purchase order/contractual agreement which stipulates a value of service delivery above R500 000.00 to R750 000.00 **1** Appointment letter/purchase order/contractual agreement which stipulate a value of service delivery above R750 000.00 to R850 000.00 **1** Appointment letter/purchase order/contractual agreement which stipulate a value of service delivery of above R850 000.00 to R2 million **1** Appointment letter/purchase order/contractual agreement which stipulate a value of delivery of above R2 million	1 point 3 points 5 points 8 points 13 points	**<u>ANNEXURE A 1</u>** Signed Appointment letter/purchase order/proof of contractual agreement reflecting the name of the bidder for similar learner support and management services. The appointment letter/purchase order/contractual agreement should: ● Be signed. ● Be on the letterhead of the department/company and in case of purchase order the department should be reflected. ● Should indicate the description/details. The following should reflect on the required documentation: ● Date of appointment/date of order should be indicated. ● Value of contract/order. ● Contactable reference.	**<u>APPOINTMENT LETTER/PURCHASE ORDER/CONTRACTUAL AGREEMENT attached?</u>** **YES** ☐ **NO** ☐ **<u>IS FOLLOWING INDICATED?</u>** **Signed?** YES ☐ NO ☐ **Is name of bidder reflecting?** YES ☐ NO ☐ **On letter head/indication of department/company ordered?** YES ☐ NO ☐ **Description/details of service rendered? Is it for similar services?** YES ☐ NO ☐ **Is date indicated?** YES ☐ NO ☐ **Date: _____** **Value of contract:** YES ☐ NO ☐ **R_____** **Contact details indicated?** YES ☐ NO ☐ **POINTS SCORED** **/13**

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FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST
	Signed Reference letter which stipulate a minimum value as indicated. **(Maximum 12 points):** **1** Reference letter which stipulate a value of service delivery from at least R200 000 up to R500 000.00 **1** Reference letter which stipulate a value of service delivery above R500 000.00 to R750 000.00 **1** Reference letter which stipulate a value of service delivery above R750 000.00 to R850 000.00 **1** Reference letter which stipulate a value of service delivery of more than R850 000.00 to R2 million **1** Reference letter which stipulate a value of service delivery of more than R2 million	1 point 3 points 5 points 8 points 12 points	**ANNEXURE A2** Signed reference letter from referees (corresponded with the appointment letter/purchase order/contractual agreement) for similar learner support and management services.. *Each letter must comply with* ***all*** *the under-mentioned criteria for points to be allocated:* ● It should be **signed.** ● The reference letter should make reference to the bidder. ● **Date** of letter should **not be older than 5 years.** ● V**alue of service must be stipulated.** ● Letter should be on **official letterhead/s of institution** to whom services were rendered/project was carried out. ● **Quality of service** must be stipulated.	**REFERENCE LETTER attached?** **YES** ☐ **NO** ☐ **Does letter correspond with the appointment letter/purchase order/contractual agreement?** YES ☐ NO ☐ **Is it signed?** YES ☐ NO ☐ **Is it for similar learner support and management services.?** YES ☐ NO ☐ **Does it make reference to the bidder?** YES ☐ NO ☐ **DATE OF LETTER** **NOT older than 5 years** **Indicate date:** **Date of letter:** _____ **Indicate value** **R** _____ YES ☐ NO ☐ **On OFFICIAL LETTERHEAD of institution to whom services were rendered?** YES ☐ NO ☐ **Indicate client:** _____ YES ☐ NO ☐ **QUALITY indicated?** **Description:** YES ☐ NO ☐ **POINTS SCORED** **/12** **TOTAL POINTS SCORED** **/25**

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DELIVERY STRATEGY/ METHODOLOGY AND PROOF OF CAPACITY	**TOTAL= 20 POINTS**			
	Detailed delivery strategy that clearly states every aspect on how the grade 12 support programme will be conducted and proof of capacity. *Clearly state how the grade 12 support programme will be managed. Conducting pre and post tests,development of learner support material and management of extra classes.*	**20 points**	**<u>ANNEXURE B</u>** Detailed delivery strategy that clearly states every aspect on how the supply and delivery will be conducted and proof of capacity. **<u>Annexure B1</u>** **<u>Delivery plan</u>** ● Learner support programme **time frames (2 points) versus** ● **detailed activities (3 points)** **<u>Annexure B2</u>** ● **Demonstrate how** the project will **be managed** and how the service provider will **ensure uninterrupted service** and **timely support** ***(2 points)***	

<u>DETAILED DELIVERY STRATEGY attached?</u>

YES			**NO**	

<u>IS FOLLOWING INDICATED ON DELIVERY STRATEGY?</u>		
Realistic **time frames** indicated?	/2	
Detailed activities indicated?	/3	
POINTS SCORED	**/5**	
<u>COMMENTS:</u>		
How the project will be managed and how the service provider will **ensure uninterrupted service** and **timely delivery** indicated?	**YES**	**NO**
<u>COMMENTS:</u>		
POINTS SCORED	**/2**	

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Annexure B3

- Demonstrate how will support be provided to grade 12 learners **(2 points)**

How will the support be provided to grade 12 learners? Is the support strategy indicated?	YES	NO
COMMENTS:		
INTS SCORED	**/2**	

Annexure B4
Proof of material developed: ***(4 points)***
Proof that material developed in the past is CAPS compliant:

- Attach copies of material developed for: mathematics; physical sciences; life sciences; accounting and geography. **(4 points)**

(Will only get full points if material is submitted for all 5 subjects mentioned above and the material is CAPS compliant.)

Is material developed CAPS aligned?	YES	NO
Is sample material for ALL 5 subjects attached?	**YES**	**NO**
COMMENTS:		
POINTS SCORED	**/4**	

Annexure B5
Human resources capacity: ***(Total 4 points)***

- Attach proposed organogram/team structure that will demonstrate number of people that will be involved in the process **(2 points)**
- Indicate roles and responsibilities of the team to undertake work to provide effective and quality services. **(2 points)**

Organogram attached?	YES	NO
Number of people involved in the process indicated?	/2	
Roles and responsibilities of people indicated?	/2	
COMMENTS:		
POINTS SCORED	**/4**	

			<u>Annexure B6</u> Demonstrate how the assessment of grade 12 learners will be evaluated and moderated **by submitting samples of pre- and post tests** for the following subjects: ▪ mathematics; ▪ physical sciences; ▪ life sciences; ▪ accounting and ▪ geography. **(3 points)** *(Will only get full points if pre- and post tests are submitted for all 5 subjects mentioned above.)*	

Was Evidence on how assessment of grade 12 learners will be evaluated been submitted?	**YES**	**NO**
Samples of pre- and post tests for ALL FIVE the selected subjects submitted.	**YES**	**NO**
<u>COMMENTS:</u>		
POINTS SCORED	**/3**	
TOTAL POINTS SCORED	**/20**	

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PROOF OF FINANCIAL STABILITY TO DELIVER THE SERVICE	**TOTAL = 5 POINTS**			
	No Financial Statement	**0 points**	**ANNEXURE C** Financial statement signed off by a registered Chartered Accountant. ***OR*** Financial statement signed by registered accountant. **The registration number of the registered accountant/registered chartered accountant should be reflected/indicated.** ***(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)*** ***OR*** Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to *your* company. The credit provider should be registered with NCR. ***(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)***	**FINANCIAL STATEMENTS attached?** **YES** ☐ **NO** ☐
	Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	**0 points**		**DOES FIN STATEMENTS COMPLY WITH THE FOLLOWING?** **Signed?** YES ☐ NO ☐ **Compiled by CA or accountant?** YES ☐ NO ☐ **Is registration number reflected/indicated?** YES ☐ NO ☐
	Signed Financial Statement prepared by a Qualified Accredited Accountant/signed agreement letter from credit provider	**5 points**		***OR*** **IS LETTER FROM CREDIT PROVIDER ATTACHED?** **YES** ☐ **NO** ☐ **DOES LETTER COMPLY WITH THE FOLLOWING?** **Is Credit amount stipulated** YES ☐ NO ☐ **TOTAL POINTS SCORED** /5
			GRAND TOTAL POINTS SCORED	**/50**

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PRICING SCHEDULE

PLEASE ENSURE THAT YOU CAPTURE THE PRICES ON THE EXCELL SPREADSHEET.

PRINT THE COMPLETED SHEETS AND SUBMIT THE SIGNED PRICING SCHEDULES WITH BID DOCUMENTS

SECTION 4

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SPECIFIC GOALS

ATTACH:

1)Proof of HDI status: Black owned by submitting:

- Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.

2) Proof of Free State based company by submitting:

- **Municipal/water/electricity account of the bidder's premises**:
  - The account must be in the bidders' name/Directors' name/s.
  - The account should not be older than 3 months.

Or

- SIGNED **Lease agreement**:

In case of lease agreement, the following should be submitted with the lease agreement:

- Certified copies of invoices (from Lessor) for the last three (3) consecutive months.

  AND

- Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.

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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

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ATTACH:

CSD PRINTOUT REPORT

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PORTFOLIO OF EVIDENCE

WITH REFERENCES AND TRACK RECORD OF SUPPORTING SCHOOLS

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ATTACH:

ANNEXURE A1:

SIGNED APPOINTMENT LETTER/ PURCHASE ORDER/CONTRACTUAL AGREEMENT

(Ensure that the letter comply with criteria)

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ANNEXURE A2:

SIGNED REFERENCE LETTER

(Ensure that the letter comply with criteria)

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ANNEXURE B1:

Strategy/delivery methodology plan

Indicate:

- ✓ **time frames versus**
- ✓ **detailed activities**

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ANNEXURE B2:

Strategy/delivery methodology plan

Demonstrate:

- ✓ **How** the project will be **managed** and
- ✓ how the service provider will **ensure uninterrupted service** and **timely delivery**

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ANNEXURE B3:

Strategy/delivery methodology plan

Demonstrate:

- ✓ **HOW** will the **support** be provided to **grade 12 learners**

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ANNEXURE B4:

Copies of material developed for:

- ✓ Mathematics
- ✓ Physical Sciences
- ✓ Life Sciences
- ✓ Accounting
- ✓ Geography

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ATTACH:

ANNEXURE B5:

Human resources capacity:

Organogram that:

- Demonstrate number of people that will be involved in the process.
- Indicate roles and responsibilities.

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ATTACH:

ANNEXURE B6:

SAMPLES OF PRE- AND POST TESTS FOR THE FOLLOWING SUBJECTS:

- ✓ **Mathematics**
- ✓ **Physical Sciences**
- ✓ **Life Sciences**
- ✓ **Accounting**
- ✓ **Geography**

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ATTACH:

ANNEXURE C:

SIGNED FINANCIAL STATEMENTS PREPARED BY A REGISTERED ACCOUNTANT OR CHARTERED ACCOUNTANT

Or

AGREEMENT LETTER FROM CREDIT PROVIDER

IN CASE OF JOINT VENTURE:

ATTACH SIGNED JOINT VENTURE AGREEMENT (signed by both parties) and complete under-mentioned annexure:

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JOINT VENTURE ANNEXURE

ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE COMPLETED:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;

2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;

3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;

4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and

5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.

6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

_____
SIGNED ON BEHALF OF BIDDER

Date: _____

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CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS AND SUBMIT THE HARD COPIES THEREOF TOGETHER WITH YOUR SUPPORTING DOCUMENTS BEFORE OR ON THE CLOSING OF THE BID:			
SBD FORM	**DESCRIPTION**	**TO BE COMPLETED BY**	**COMMENTS ON COMPLIANCE BY SERVICE PROVIDER**
STANDARIZED 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 5	The Naional Industrical Participation Programme	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/ Excel spreadsheet/ pricing schedule (Part 2 of bid document)	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: • Ensure that you indicate on the SBD 3.1 form if your prices are firm. • Indicate if offer comply with specification . • Capture/type prices on excel spreadsheet/pricing schedule. • Ensure that you capture prices for **ALL** items. • No hand-written prices will be accepted. • Ensure that the excel spreadsheet is signed. • Submit hard copy of completed and signed excel spreadsheets together with your bid documents.	
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
CSD REPORT			
Ensure that it is attached.			
FUNCTIONALITY SUPPORTING DOCUMENTS			
Ensure that all documentation to evaluate functionality criteria is attached.			
SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS			
Ensure that all documentation as requested is attached.			
SPECIFIC GOALS			
Ensure that all documentation to claim points for specific goals is attached.			
JOINT VENTURE AGREEMENT (if applicable)			
Joint Venture agreement *(Compulsory if applicable)*	In the event that a joint venture bid is submitted a **signe**d 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.		

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GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

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