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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU NO: 12 - 2025/26

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE SPACE (LEASE) FOR ETDP SETA WESTERN CAPE PROVINCIAL OFFICE

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector. The ETDP STEA is thus a public entity listed in schedule 3, Annexure A of the Public Finance Management Act, No.1 of 1999 and was established in March 2000.

The ETDP SETA will host a **Compulsory** virtual briefing session for **BID NO: SCMU: 12 - 2025/26 – Procurement of office space (lease) for the Western Cape Provincial Office** on **20 January 2026** at **11h00**. Access details will be available on www.etdpseta.org.za as from **15 December 2025**. Kindly note that interested service providers may submit their questions until **22 January 2026** at **16h30**. ***No further questions will be accepted after this date.*** We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1 PURPOSE OF THE PROJECT

The purpose of this proposal is to invite bidders to submit proposals for the leased office space for the ETDP SETA Western Cape Provincial office for a period not exceeding five years, starting from the day of the last day of signature until the 31 March 2030.

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3. PROJECT SCOPE AND REQUIREMENTS

The following details indicate specific and preferred office space requirements:

Provincial Office	DESIRED/PREFERRED LOCATIONS	TOTAL LETTABLE AREA PER M ²	TOTAL PARKING BAYS
Western Cape	<ul style="list-style-type: none"> Desired location: <ul style="list-style-type: none"> - Tyger Valley Area - Bellville Area - Century City area - Within 1-3 KM radius from public transport (Taxi ranks and Bus stops). 	- A lettable area of 350m ²	-9 covered parking bays for ETDP SETA staff and visitors. All parking bays to be within the office site

Detailed Western Cape requirements are attached in **Annexure A (Inherent Requirements Checklist)**.

NB: If the square meter sizes are more, the ETDP SETA will only pay for the space it has indicated in the event it favourably considers the bid proposal. Also, the Bidder must be willing to negotiate and consequently enter into a Service Level and Lease Agreement ("SLLA") with the ETDP SETA without any administrative costs thereto.

3.2 Location, amenities, and property information.

The property must:

- Be in a secure area and easily accessible to public transport which must be between 1-3 kilometres.
- Be located near public amenities.
- Have and indicate correct zoning for commercial/office area.
- Must have a registered property stand number and street address.
- Be registered under the service provider as the landlord and or lessor. However, should the property be managed by a Leasing Agent, the representatives' details must be correctly provided.
- In an event that a third-party leasing premises from the rightful owner of the property wishes to sub-lease a part or portion of the premises to ETDP SETA, we require a submission of a signed Agreement between the landlord and the party intending to sub-lease hereto authorising and permitting sub-leasing together with undertaking of liabilities in respect of such.
- In the event the bidder is the owner of the building or it's a family trust, a copy of a title deed containing the name of the property owner, trustees, description of the building, location etc must be submitted.

3.3 Building classification:

Grading must be either Grade A or B building type as per the South African Property Owners Association (SAPOA) and Rhode report.

- **Grade A:** As per South African Property Owners Association (SAPOA) and Rhode Report, a Grade A is a high-quality property providing good access and are professionally managed with continued above average maintenance. High quality modern finishes, air conditioning, adequate on-site parking. Clearly articulated entrance, lobby with clear circulation. High ceiling heights, flexible floorplates likely.
- **Grade B:** As per South African Property Owners Association (SAPOA) and Rhode Report, a Grade B is Generally older buildings, but accommodation and finishes are close to modern standards because of refurbishments and renovation from time to time. Airconditioning and on-site parking or bays dedicated to the building is essential. Minimum ceiling height, less flexible floorplates. Modest landscaping with minimal exterior space.

4. SCOPE OF WORK

4.1 Building technical services requirements: National Building Regulations and Buildings Standards Act 103 of 1997

4.1.1 Parking requirements

- 9 covered parking bays for ETDP SETA staff and visitors. *All parking bays to be within the office site.*

4.1.2 Heating, ventilation, and air conditioning

- The building must have provision for air conditioning and ventilation system which must comply with the Occupational Health & Safety (OHS) Act 85 of 1993 in terms of air quality.
- All offices must have individual air conditioners. If the air conditioner is centralized, a provision must be made for individuals to control and or /adjust the temperature in their own demarcated areas.
- All air conditioners must be energy efficient, low vibrant, low noise, and remote controlled.
- A Valid Compliance certificate must be provided by an accredited service provider or relevant engineer with the bid. *The certificate must valid at the closure of the bid.*
- The service provider must provide maintenance records and Schedule Maintenance plans.

4.1.3 Escalators and lifts

- If the building has more than one floor it must have a lift or escalators to carry passengers to respective floor(s).
- Both the lift and escalators must comply with SANS 10400.
- A Valid Compliance certificate must be provided by an accredited service provider or relevant engineer with the bid. *The certificate must be valid at the closure of the bid.*
- The service provider must provide maintenance records and Schedule Maintenance plans.

4.1.4 Power supply and Electrical

- The lettable space to ETDP SETA must have its own distribution boards.
- The power supply to ETDP SETA must be metered separately.
- Power factor correction and Auto Vault regulation to be installed, the installations should comply with all relevant laws.
- Each person/office should be allocated two (2) white plugs and one red plug.
- The building should be fitted with suitable lights and all offices and sections to have their independent control switches.
- Energy saving automatic lights switch (**occupancy sensor**) is compulsory and proof of such facilities must be available during site visit.
- A Valid Compliance certificate must be provided by an accredited service provider or relevant engineer with the bid. *The certificate must be valid at the closure of the bid.*
- The service provider must provide maintenance records and Schedule Maintenance plans.
- A building should have a back-up power (Generator/Solar) in case of power outages.

4.1.5 Ablution and Kitchen Area

- Male and female ablutions, either shared with other tenants or not
- Must accommodate persons with disabilities.
- Premixed water (hot and cold) must be provided

4.1.6 Fire equipment

- The building fire safety and control systems should be compliant with the OHS Act 85 of 1993,
- The building should be equipped with fire panel system and other fire detection and fighting equipment such as fire extinguishers, horse reels, smoke detectors and sprinklers, etc and the testing report from an accredited service provider/ engineer for functionally must be provided.
- A Valid Compliance certificate must be provided by an accredited service provider or relevant engineer with the bid. *The certificate must be valid at the closure of the bid.*
- The service provider must provide maintenance records and Schedule Maintenance plans.

4.1.7 Water supply

- ETDP SETA will require a separate meter for supply of water to its leased space/premises.
- Building must have a back-up water supply (From a minimum of 1000 litres)
- Building must have a premixed water (hot and cold) for the kitchen and ablution facilities.

4.1.8 OHS People with Disabilities Requirements

- The building should be friendly to persons with disabilities.
- It must have facilities which include but not limited to ramp(s), lift(s) , designated and well-equipped ablutions for persons with disability.
- The building should comply with the OHS Act and OHS Regulations in terms of emergency/escape routes, as well as comply with National Building Regulations and Buildings Standards Act in relation to access for people with disabilities.
- All relevant OHS signages to be fully installed.
- The building to comply with OHS Act 85 of 1993 in terms of air quality, ventilation and lighting. (A Valid Compliance certificate must be provided by an accredited service provider or relevant engineer with the bid. *The certificate must be valid at the closure of the bid.*)

4.1.9 IT infrastructure

The proposed building must have the following IT Infrastructure in place:

- Fibre network infrastructure visibility.
- Server room with the following:
 - Fire extinguisher.
 - Air conditioner.
 - Minimum of two power points.
 - 12U wall-mounted cabinet with patch and brush panels installed to accommodate one 48-port switch (ETDP SETA will provide the network switch).
- The building must have LAN cabling for all offices and open-plan workstations with two network points each.
- Two network points for the boardroom.
- Network and power points for wall mount boardroom screen.
- Dedicated network and power source for printing.
- Two ceiling-mounted network points for Wireless Access Points.
- All network points must be labelled and traceable to the switch.

4.1.10 Security management and systems

- The service provider to secure building perimeters and common areas , ***should the premises be shared with other tenants.***
- The ETDP SETA will secure its own lettable space if the building has mixed tenants.
- ***The ETDP SETA will be responsible for costs in terms of installations of*** the access control system (Biometric), CCTV cameras , armed response, intercom and its own security personnel for lettable space (in case ***the premises are shared with other tenants).***
- Bidders to provide the scope of work of their in-house security services with the bid documents so as to avoid any overlapping of responsibilities.
- ***NB: Should the building not be shared with other tenants (stand-alone) the ETDP SETA will be responsible for all security responsibilities.***

4.1.11 Cleaning and Hygiene Service

- ETDP SETA will provide Its own cleaning and hygiene services for the lettable area.

4.1.12 Beneficial occupancy

- This is to enable ETDP SETA and the Space Planner to modify the space within a period of a month.
- The lease commencement date will be on the last day of signature until the 31 March 2030.
- This provision (**beneficial occupancy**) should be rent free for the period of **one month** as it will enable ETDP SETA to prepare the building to its needs before lease commencement date.

4.1.13 Tenant installation and allowance

- Bidders must include the cost of tenant installation in the costing model ***by providing one month's gross rental for each year of the lease period.***
- Tenant installation project is to be completed in one (1) month after signing of the Service Level Agreement (SLA).
- The tenant installation must include the following at the cost of the landlord:
 - Power plugs
 - Carpet (all offices)
 - Tiles (kitchen, bathrooms, and common areas)
 - Installation of air-conditions (individual or centralized)
 - Dry wall partition
 - Doors with glass panel
 - Frosted glass doors
 - Ceiling
 - Renovation or alteration of office space
 - Office blinds
 - Lights and lights fittings
 - Installation of energy saving sensors

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- Fire equipment
- IT installation/network cabling **as per paragraph 4.1.9 above**
- Branding and interior decorations in line with the ETDP SETA corporate identity (**corporate identity and guidelines will be shared with during the briefing session**).

4.1.14 Building maintenance, rates and security charges

The service provider must include all future maintenance charges for the leased period and annual adjustments. Operational rate charges should include, but not be limited to the following preventative maintenances:

- Heating, ventilation, and air conditioning (HVAC) (as and when needed)
- Plumbing (as and when needed)
- Electrical supply (distribution boards (as and when needed)
- Fire system and equipment' (annually)
- Server room environmental control equipment (Bi-annual)
- Washing external windows and facades (quarterly)
- Security operating costs
- Power back up system (generator/ Solar System)
- Lifts / Escalators (quarterly or as and when required)

4.1.15 Property Insurance

* The property must be fully insured and such valid proof to be submitted with the bid proposal.

4.1.16 Compliance Certificate post Occupation and tenant installation

The winning bidder must ensure that post tenant installation, the following certificates of compliance and reissued. Failure to comply with this requirement will constitute contract breach and will be remedied accordingly.

Electrical COC

Occupancy Certificate

Fire COC

5. COSTING MODEL (PRICE SCHEDULE)

To Note:

- Bidders to include annual escalation percentages for lettable area, parking bays and operational costs.
- THE TOTAL COST SHOULD BE INCLUSIVE OF BUILDING INSTALLATIONS, DEINSTALLATION AND RESTORATION.
-

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL, AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

ITEM DESCRIPTION	Monthly	YEAR 1	Monthly	YEAR 2	Monthly	YEAR 3	Monthly	YEAR 4	Monthly	YEAR 5	TOTAL
Monthly Rental Rate per m ²											
Monthly Rate per parking bay											
Monthly Operational costs (including security)											
Annual escalation percentage											
*Tenant Installation cost to be provided as per one month's gross rental for each year of the lease period. Including IT's requirements as per paragraph 4.1.9											

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Website: www.etdpseta.org.za | e-mail: info@etdpseta.org.za | Anti-Corruption Hotline: 0800 204 937 | SMS: 49017

E-mail: etdpseta@behonest.co.za



Once off rental deposit						
SUB-TOTAL						
VAT @ 15% (If applicable)						
TOTAL COSTS VAT INCL						

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

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Education, Training and Development Practices Sector Education and Training Authority

6. METHOD OF SUBMISSION

ETDP SETA will not accept physical documents for bid submission. Bidders must submit a USB stick in a clearly marked envelope with bidder's details and bid reference number.

There must be three folders in the USB cover the following stages.

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Phase A: Mandatory Requirements
Phase B: Site Inspection Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the USB to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the tender submissions

7. DURATION OF THE PROJECT

- The duration of the lease agreement for the ETDP SETA Western Cape Provincial Office is valid for a period not exceeding five years, starting from the day of the last day on the signature until the 31 March 2030.
- Both parties will sign the ETDP SETA Service Level Agreement (SLA) together with the Lease Contract.

8. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

8.1. STAGE 1: Administrative Compliance [Folder A (USB)]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: <ul style="list-style-type: none"> • SBD 1 - Invitation to Bid • SBD 4 - Declaration of Interest • SBD 6.1 - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - <i>(If claiming preferential points) - this will be used to verify points to be allocated for specific goals</i> 	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

8.2. STAGE 2 – PHASE A_MANDATORY REQUIREMENTS [Folder B (USB)]

Mandatory Requirement	Method of Evaluation
a. Proof of Building Compliance	<ol style="list-style-type: none"> 1. Floor plans, depicting office space and furniture layout including common areas is required. The floor plan inclusive of the furniture layout must be in Computer-Aided Design (CAD) in 3D depicting ETDP SETA office requirements as per the Annexure A: <i>Inherent Requirements Checklist</i>. Bidders are required to complete in full, all line items, sign and submit the Annexure A: Inherent Requirements Checklist which is legally binding and in line with bid condition no: 13. 2. Occupancy Certificate fully signed by a Municipality official is required. (Please note that no letter of undertaking and partially signed documents will be accepted). 3. Signed Zoning certificate from Municipality showing the rights and responsibilities of the property use. 4. The bidder to provide the structural integrity report compiled by engineers who are registered by the statutory body South African Institution of Civil Engineering (SAICE)/ The Institution of Structural Engineers Southern Africa (IStroCE SA) and submit proof of registration or certified by Engineering Council of South Africa (ECSA). 5. Electrical Certificate of Compliance (COC) issued by registered electrician. 6. Occupational Health and Safety (OHS) compliance certificates for the following:

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	<ul style="list-style-type: none"> •Signed Fire clearance certificate issued by the municipality for the building. •Lift or escalator COC issued by the lift inspector or an engineer and accredited by the Department of Labour. •Air quality and Ventilation report issued by a ISO certified laboratory •Lighting and emergency lighting report <ol style="list-style-type: none"> 7. Beneficial Occupancy confirmation signed letter to confirm one month rent free occupation. 8. Tenant Installation cost to be provided as per one month's gross rental for each year of the lease period. Including IT's requirements as per paragraph 4.1.9. 9. Valid proof of property insurance cover for the lettable area. 10. Current proof of building grading either Gade A or B as , issued by either a member of South African Council for the Architectural Profession (SACAP) or South African Institute of Architects (SAIA).
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Bidders will be evaluated on the submission of the requested mandatory documents. Failure to submit will lead to a disqualification.

8.3. STAGE 2_ Phase B – SITE INSPECTION (BIDDERS ARE NOT TO COMPLETE THIS SECTION)

SITE INSPECTION MANDATORY REQUIREMENTS.

To Note:

- Bidders must comply with all the below site inspection mandatory requirements, failure to comply will lead to elimination.

NO	ITEMS	COMPLIANT/NON-COMPLIANT	REMARKS
1.	Parking requirements: <ul style="list-style-type: none"> • 9 covered parking bays for ETDP SETA staff and visitors. • All parking bays to be within the office site 		
2.	Location, amenities, and property information <ul style="list-style-type: none"> • The building is 1-3 kilometres from the nearest public transport such as: <ul style="list-style-type: none"> ○ Taxi ranks ○ Bus stops ○ Train Stations • The building is located near public amenities. 		
3	Heating, Natural ventilation, and air conditioning Must be in working condition		
4	Back-up power supply: <ul style="list-style-type: none"> • Renewable energy (green energy) or Generator or Solar System 		
5	Water supply: <ul style="list-style-type: none"> • Building has a back-up water supply (From a minimum of 1000 litres). 		
6	Escalators and lifts Only if the building has more than one floor.		
7	OHS requirements: <ul style="list-style-type: none"> • The building is accessible and friendly to persons with disability. • The building has emergency/escape routes. • The building is equipped with fire detectors, extinguishers and hose reels. • The building must be habitable as per structural integrity report. • Lighting and emergency light must be measure as prescribed by an engineer 		
8	Security management : <ul style="list-style-type: none"> • Building has security for all common areas and 		

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	perimeters. NB! Bidders to provide the scope of work of their in-house security services during site inspection.		
9	Energy saving sensors		

NB: Failure to comply with any of the above-requested site inspection mandatory documents will lead to disqualification.

Only the bidders that are compliant will move to stage 3 of the evaluation process.

8.4. STAGE 3_PRICING & SPECIFIC GOALS

PRICING SCHEDULE DOCUMENTS

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. Signature of the Annexure A (inherent checklist) is legally binding, and the requirements should be met accordingly.
15. In the event that a bid is submitted by an Estate Agent or third party or submitted together with an Estate Agent or third party (in co-operation, partnership or joint venture etc.) or is made with the assistance of an Estate Agent or third party then that bid must include proof of that Estate Agent or third party's:
Registration with the Property Practitioners Regulatory Authority (PPRA)
16. In an event that a third-party leasing premises from the rightful owner of the property wishes to sub-lease a part or portion of the premises to ETDP SETA, we require a submission of a signed Agreement between the landlord and the party intending to sub-lease hereto authorising and permitting sub-leasing together with undertaking of liabilities in respect of such.
17. In the event the bidder is the owner of the building or it's a family trust, a copy of a title deed containing the name of the property owner, trustees, description of the building, location etc must be submitted.

10. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
 - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **15 December 2025**.

The financial proposal will only be opened when the tender is responsive or at the discretion of the ETDP SETA.

All Bids/Proposals **(completed in [one (1) USB])** must be **courier or hand delivered** to:

The ETDP SETA – Gauteng Provincial Office
112 Main Street
9th Floor
Marshalltown
Johannesburg CBD

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **03 February 2026**.

No late submission will be accepted!

12. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 03 February 2026.

13. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.