NSG/BID/03/2026/2027

TERMS OF REFERENCE

CALL FOR PARTNERSHIP WITH HIGHER EDUCATION INSTITUTIONS TO PERFORM VARIOUS EDUCATION, TRAINNING AND DEVELOPMENT FUNCTIONS WITH THE NATIONAL SCHOOL OF GOVERNMENT FOR PERIOD OF FIVE (5) YEARS.

BIDDING DOCUMENT

Index	Documentation included in the bidding document:
SBD 1	Invitation to Bid
SBD 4	Declaration of Interest
SBD 6.1	Preference points claim form in terms of Preferential Procurement Regulations 2022
RFP	Request for Proposal and Terms of Reference
SCC	Special Conditions of Contract
GCC	General Conditions of Contract

Bid Advertisement:

Date issued: 1 5 September 2026

Document available on:

www.thensg@gov.za
https://www.etenders.gov.za/

Bid Closing detail:

Closing date and time: 15 October 2026 at 11:00
National School of Government
20 Greeff Street / 70 Meintjies Street
Sunnyside
Pretoria

Bid Validity Period: 120 Days

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)						
BID NUMBER:	**NSG/BID/03/2026/2027**	CLOSING DATE:	**15 October 2026**	CLOSING TIME:	**11:00**	
DESCRIPTION	**PROVISION FOR PARTNERSHIP WITH HIGHER EDUCATION INSTITUTIONS TO PERFORM VARIOUS EDUCATION, TRAINNING AND DEVELOPMENT FUNCTIONS WITH THE NATIONAL SCHOOL OF GOVERNMENT FOR PERIOD OF FIVE (5) YEARS**.					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*						
ZK Matthews Building						
70 Meintjies Street (walk-in) or 20 Greeff Street (visitor parking) Trevena / Sunnyside						
Pretoria						
ZK Matthews Building						

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**ME ROOS**	CONTACT PERSON	**Dr. Phillemon Makgopela**
TELEPHONE NUMBER	**n/a**	TELEPHONE NUMBER	**n/a**
FACSIMILE NUMBER	**012 441 6089**	FACSIMILE NUMBER	**012 441 6075**
E-MAIL ADDRESS	Mottie.Roos@thensg.gov.za	E-MAIL ADDRESS	**Phillemon.Makgopela@thensg.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.

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: ……………………………

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

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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.

2.3.1 If so, furnish particulars:

……………………………………………………………………………………
……………………………………………………………………………………
……………………………………………………………………………………

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……………………………………………………..............................., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

………………………………… ……………………………………………
Signature Date

………………………………… ………………………………………...
Designation Name of bidder

SBD 6.1- NSG VERSION 01 OF 2026/2027

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 **Preference Points System**

The applicable preference point system for this tender is the 80/20 preference point system.

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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**

$$\boldsymbol{Ps} = \mathbf{80}\left(\mathbf{1} - \frac{\boldsymbol{Pt - P\,min}}{\boldsymbol{P\,min}}\right) \quad \text{or} \quad \boldsymbol{Ps} = \mathbf{90}\left(\mathbf{1} - \frac{\boldsymbol{Pt - P\,min}}{\boldsymbol{P\,min}}\right)$$

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**

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

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

(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,

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

SPECIFIC GOALS AND POINTS ALLOCATION

GOAL	Points out of 20 (80/20)	Points out of 10 (90/10)
(HDI/Black Owned)	Max = 8 Points	Max = 4
100% Black owned	8 Points	4 Points
75% - 99% black owned	6 Points	3 Points
60% - 74% Back owned	4 Points	2 Points
51% - 59% Black owned	2 Points	1 Point
0 – 50% Black Owned	0 Point	0 Point
Black Women Owned	Max = 5 Points	Max = 2 points
100% Black Owned	5 Points	2 Points
75% - 99% black owned	4 Points	1 Point
60% - 74% Back owned	3 Points	0 Point
51% - 59% Black owned	2 Points	0 Point
0 – 50% Black Owned	0 Point	0 Point
Black Youth	Max = 4 Points	Max = 2 Points
100% Black Owned	4 Points	2 Points
75% - 99% black owned	3 Points	1 Point
60% - 74% Back owned	2 Points	0 Point
51% - 59% Black owned	1 Point	0 Point

0 – 50% Black Owned	0 Point	0 Point
Black People with Disability	Max = 3 Points	Max = 2 Points
100% Black Owned with disability. 75% - 99% black owned with disability 60% - 74% Back owned with disability. 51% - 59% Black owned with disability. 0 – 50% Black Owned with disability	3 Points 2 Points 1 Point 1 point 0 Point	2 Points 1 Point 0 Point 0 Point 0 Point

Refer to page 7 to indicate the points claimed for each specific allocated goal.[1]

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

[1] For points claimed by the bidder, the required valid proof must be submitted together with SBD 6.1. Failure to submit **valid proof** will result in the claimed points not allocated to the bidder.

proof to the satisfaction of the organ of state that the claims are correct;

iv) 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 –

(a) 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:	………..……………………………………………
	……..…………………………………………………
	…..……………………………………………………
	…..

SPECIFIC GOALS AND POINTS ALLOCATION

FOR POINTS CLAIMED BY THE BIDDER, THE REQUIRED VALID PROOF MUST BE SUBMITTED TOGETHER WITH SBD 6.1. FAILURE TO SUBMIT VALID PROOF WILL RESULT IN THE CLAIMED POINTS NOT ALLOCATED TO THE BIDDER.

GOAL	Points out of 20 (80/20)	Valid Evidence (Proof) to substantiate Points Claimed	Actual Points Claimed	Proof Attached Yes / No
(HDI/Black Owned)	Max = 8 Points	Valid CIPC Certificate and copy of IDs		
Black Women Owned	Max = 5 Points	Valid CIPC Certificate and copy of IDs		
Black Youth	Max = 4 Points	Valid CIPC Certificate and copy of IDs.		
Black People with Disability	Max = 3 Points	Valid CIPC Certificate and copy of IDs. *To claim points on disability the person / bidder needs to provide proof of disability (medical report, letter from authorised body or person before points can be claimed in this category).*		

ANNEXURE A

school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

Call for Partnerships with Higher Education Institutions to perform various Education, Training and Development functions with the National School of Government for a period of five (5) years

NSG/BID/03/2026/2027

Date issued:

15 September 2026

Closing date and time:

15 October 2026 11:00am

Bid Validity Period: 120 days

TENDER BOX ADDRESS:

ZK Matthews Building
70 Meintjies Street
Trevenna / Sunnyside
Pretoria

Contents

1. BACKGROUND

1.1. The National School of Government (NSG) is a State capacity institution tasked to build public sector capacity to implement the South African Government's developmental agenda. The NSG aims to contribute towards establishing a capable, professional and responsive public service that is committed to the progressive realisation of human rights under a public administration dispensation that is governed by democratic values and principles of development. The NSG thus places itself at the forefront of learning and development to influence the levels of public service performance and delivery at the three spheres of Government.

1.2. The NSG is responsible for learning and development programmes in a uniform public sector with the objective of developing a professional, responsive and capable public sector, driven by the imperative of a developmental state. The NSG fulfils its mandate through the provision of relevant, quality education, training and development (ETD) that empowers all public servants and public sector officials to learn, grow and serve in support of Government's transformation agenda. The main focus of the NSG is to build the capacity of the state across all three spheres of government. Therefore, beneficiaries of the NSG courses and programmes include officials at national, provincial and local government, and their related sectors. In addition to its domestic obligations, the NSG also works with a network of similar institutions in Africa and around the world to promote democratic governance and development of the public sector on the African continent. The five-year strategy of the NSG places an emphasis on expanding ETD reach across the three spheres of government and emphasising the quality thereof. To achieve, its objectives of delivering relevant and quality ETD interventions at the right scale, the NSG, in line with the Public Administration Management Act, is reinforcing the use of strategic partnerships with various partners including Higher Education Institutions (HEIs).

2. PURPOSE OF THE CALL

2.1. The purpose of the call is to establish strategic partnerships with Public HEIs that will contribute to various strategic objectives of the NSG on a needs basis.

2.2. The Public HEIs will form part of NSG partners that will be appointed from time to time for specific projects.

3. CONTRACT OBJECTIVES, ASSUMPTIONS AND RISKS

3.1. Consistent with the purpose, the objective of the call is to:

3.1.1. Establish a solid network base of partners who will contribute to the development and delivery of quality and relevant NSG ETD offerings and emerging ETD needs to the public sector as identified from time to time; and

3.1.2. Attract and harness a diversity of skills, expertise and innovation relating to NSG priorities for public sector development.

4. SCOPE OF WORK

4.1. The scope of work, of which the HEIs will be responsible for execution, are indicated in the Lots below. The HEI must specify the preferred area of specialisation, interest or preferred responsibility.

4.2. The work, as determined by the NSG will entail:

4.2.1. Curriculum design (the systematic design, organisation, and improvement of a course/ learning programme) Content development / multimedia development. Quality assurance and where possible and agreed upon, joint certification of programmes;
4.2.2. Delivery of NSG programmes or co-developed programmes using HEI human resources/expertise;
4.2.3. Provide expert input in various areas of the Lot(s) as subject matter experts related to trainer professionalisation, digital transformation and innovation;
4.2.4. Undertake research projects with the NSG;
4.2.5. Provide coaching services to various levels of public sector officials; and
4.2.6. Provide Mentoring services.

4.3. The performance of the work in any of these areas must embrace innovation and be done in a way that would contribute to the following outcomes:

4.3.1. Improved leadership, governance and accountability;
4.3.2. Functional, efficient and integrated government;
4.3.3. Professional, meritocratic and ethical public administration;
4.3.4. Social compact and engagement with key stakeholders; and
4.3.5. Mainstreaming of inclusivity by gender, race, age and ability, among others.

Lot No.	Area	Description
1	Co-design and delivery of learning programmes and qualifications	This will entail the co-design and delivery/facilitation of learning programmes and development aligned to the NQF or the institutions Qualifications Matrix and issuing of jointly owned qualifications as determined by the NSG informed by public sector needs.
2	Development of online programmes	Work with the NSG in the development of online courses / programmes and migration of some face-to-face programmes to online learning, both self-paced and facilitated as determined by the NSG from time to time.
3	Access to subject matter specialists	This will entail provision of subject matter specialist(s) to facilitate training, sit in a panel of thought leaders and give subject matter expertise in the development of curriculum in areas relevant for the public sector as determined by the NSG. These may include areas such as digital transformation and innovation in the public sector, public finance, leadership, governance, personal development, growth and interpersonal relations, etc.

4	Access to multi-media specialists	This will entail the provision of suitably qualified personnel who can support the design and development of digital learning materials. This includes assistance with creating and editing videos, graphics, audio, and interactive content, as well as advising on the effective use of multimedia in teaching and learning.
5	Co-hosting of thought leadership platforms	The NSG intends to host high impact thought leadership platforms that promotes transformative dialogue that influences public sector practice and performance. The HEIs will be responsible for organising with the NSG, a series of thought leadership platforms drawing various expertise from South Africa, the African continent and around the world depending on themes discussed.
6	Recognition or endorsement of courses and programmes	Strategy and process in place that clearly maps and communicate procedures to be followed on how to gain access to or advanced standing and portability in accredited programmes.
7	Professionalisation initiatives	Contribute to the Professionalisation of certain categories of employees across the three spheres of government through recognition by professional bodies.
8	Organisational development initiatives	Provision of organisational development services
9	Mentoring and / or Coaching services	Similar to subject matter expertise, provide high level impact coaching services to a select cohort of management and leadership in the public sector on matters relating to public sector performance and development
10	Research and innovation services	This will entail provision of research in terms of established scholarship in the fields of governance, leadership, public administration/public management and other fields of interest as identified from time to time.
11	Access to multi-media specialists	This will entail the provision of suitably qualified personnel who can support the design and development of digital learning materials. This includes assistance with creating and editing videos, graphics, audio, and interactive content, as well as advising on the effective use of multimedia in teaching and learning.

12	Shared use of facilities and resources	Make available facilities, physical and technological for the facilitation and delivery of NSG programmes in various locations in South Africa.

5. GEOGRAPHIC EXTENT

5.1 The work will be done throughout the country depending on where an intervention is needed.

5.2 The work may also be extended to other African countries in the context of the African Management Development Institute (AMDIN) as determined by the NSG.

5.3 Meetings will happen in Pretoria at the premises of the NSG, virtually, or as decided and agreed by the NSG and the partner HEI.

6. RESPONSIBILITIES OF HEIs

The HEI will be responsible for:

6.1.1. Availability of human and project resources to service/perform responsibilities in their chosen Lot(s);

6.1.2. Satisfactorily perform tasks in their chosen Lot(s);

6.1.3. Adhere to the requirements of the NSG in the performance of their responsibilities;

6.1.4. Adhere to national standards and principles of the HEQC, QCTO and NSG Quality Management Systems for programme management and facilitation, learner management, assessment and moderation, training logistics and records; and

6.1.5. Comply with the NSG processes and requirements for the selection and appointment of facilitators, assessors and moderators.

7. RESPONSIBILITIES OF THE NSG

The NSG will oversee the project and provide support as follows:

7.1. The NSG will appoint a Project Manager who will be responsible for all administrative and coordination processes related to the respective projects;

7.2. All presenters and facilitators will be approved by the NSG. This will include adherence to issues such as the economically active percentages inclusive of expertise in the country and in the public sector;

7.3. The NSG will be responsible for the arrangement of venues and catering for the contact sessions. Where the venue is organised by the client department, the NSG will guide the client departments as far as possible to organise a venue, which meets NSG standards for venues and training logistics;

7.4. The HEI will issue certificates on a design pre-approved by the NSG. These certificates will be co-branded and co-signed by the Principal of the NSG. Certificates will be co-branded accordingly in line with the Government Communication and Information Systems (GCIS) and relevant HEI protocols. The wording on the certificates shall be in accordance with the HEI articulation rules and SAQA guidelines for qualifications and short learning programmes;

7.5. The NSG will be responsible for the distribution of certificates to participants that have successfully completed each programme;

7.6. The HEI will take responsibility in collaboration with the NSG to host a Certificate Ceremony as may be required by a client department;

7.7. Monitoring and evaluation of programmes; and other projects and programmes.

7.8. Approval of reports and outputs in adherence with acceptable quality and time lines.

8. QUALIFICATIONS AND EXPERTISE REQUIRED

The HEI should demonstrate relevant experience and expertise in the selected Lot(s), and where required by the Education, Training and Development service, meet the following minimum requirements:

8.1. In-depth knowledge of and experience in public administration, management leadership, and governance.

8.2. In-depth knowledge of public sector reforms including innovation and digital transformation.

8.3. Knowledge of South African developmental state,

8.4. Professional and specialised skills in personal development and interpersonal relationship skills and tools.

8.5. Record of accomplishment in research and scholarship linked to global trends in public sector development and performance.

8.6. Relevant formal qualifications, as well as experience and expertise in public sector work and related areas.

8.7. Experience in professional development and norms and standards for professionalization.

8.8. Experience in curriculum and instructional design.

8.9. Experience in Multi-media design to be able to enhance the quality of the learning content.

8.10. Experience in building programmes that lead to recognised qualifications.

8.11. Knowledge of global trends and adult learning methodologies.

8.12. Ability to strike a balance between theory and the world of work.

8.13. Knowledge of the legislative framework governing the South African public service, local government, public entities, and organs of state.

8.14. Understanding of the NQF and the quality management requirements for education, training and development (ETD) providers.

8.15. Hands-on approach in terms of project management and the availability of key people to provide the service as and when required.

8.16. Extensive capacity (human resources, physical facilities and technology) to present NSG programmes on a large scale.

9. SIGNING OF THE CONTRACT

Both parties shall aim to sign a contract within five (5) business days of the HEI accepting the appointment.

10. TERMINATION OF THE CONTRACT

In the event of non-compliance with any conditions in this terms of reference or the contract resulting from the tender process or poor performance by the appointed HEI, the NSG reserves the right to take whatever reasonable remedial action it may deem necessary, including termination of the contract. In addition, if the services rendered are deemed unsatisfactory by the NSG and are not remedied within 14 (fourteen) days following notification by NSG, the contract can be summarily terminated by the NSG.

12. INTELLECTUAL PROPERTY

The intellectual property rights are as recorded in the Special Conditions of Contract (SSC) paragraph 37 are vested in the NSG.

13. REPRESENTATION

The HEI will deliver the scope of work described in this terms of reference related their areas of expertise for or on behalf of the NSG. The HEI will act as a representative of the NSG, and will actively promote the NSG's interests and image. The HEI must adhere to the NSG's code of conduct.

14. DISPUTE RESOLUTION

14.1. If any dispute or difference of any kind whatsoever arises between the NSG and the HEI in connection with or arising out of the service level agreement/contract entered into as a result of this tender process, the parties shall make every effort to resolve amicably such dispute or difference by mutual consideration.

14.2. If, after 14 (fourteen) days, the NSG and the expert have failed to resolve their dispute or difference by such mutual consultation, then either the NSG or the expert may give notice to the other party of their intention to commence with arbitration.

14.3. Arbitration shall be conducted in accordance with the rules of the Arbitration Foundation of South Africa by an arbitrator appointed by the Foundation.

14.4. Should it not be possible to settle the dispute by means of arbitration, the dispute must be settled in a South African court of law.

18. SUBMISSION AND APPROVAL OF REPORTS

All reports and documents required for the finalisation of each project should be forwarded to the respective manager. The NSG, ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. The project manager must approve the documents before the final payment can be made. All reports must be written in English. The final report should be issued in triplicate and must also be made available electronically.

19. CONTRACT VALUE

The contract value will be determined on a project basis, as negotiated at the time of the project or request for quotation.

20. INVOICING

Valid Invoices should be forwarded to the NSG with all reports in order to expedite payments within 30 days from receipt of correct and a complete invoice and relevant supporting documents. If these are not received payments will be delayed until outstanding documents have been received. Constant failures to submit the required documents may constitute reason for terminating the contract between the NSG and the HEI.

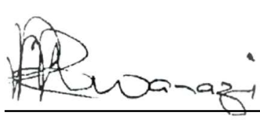
23. CONTRACT DURATION

The contract term will be for a period of five (5) years.

24. CLOSE OUT REPORT

At the end of the contract, the appointed HEI shall provide a final evaluation report covering the entire assignment period. The final report will include an overview of experiences, inter alia, lessons learnt and recommendations on the further implementation of the project, as well as suggested measures for further enhancements and improvements, as indicated in the NSG's prescribed format.

26. APPROVAL OF TERMS OF REFERENCE



Ms Phindile Mkwanazi
Acting Principal
Date: 16/04/2026

ANNEXURE B

school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA

SPECIAL CONDITIONS OF CONTRACT

Call for Partnerships with Public Higher Education Institutions to perform various Education, Training and Development functions with the National School of government 9NSG) for a period of five (5) years.

NSG/BID/03/2026/2027

CLOSING DATE AND TIME OF BID:

15 October 2026 11:00am

BID VALIDITY PERIOD: 120 DAYS

NATIONAL SCHOOL OF GOVERNMENT

Table of Contents

LIST OF ABBREVIATIONS

BAC	Bid Adjudication Committee
BEC	Bid Evaluation Committee
CSD	Central Supplier Database
NSG	National School of Government
PPPFA	Preferential Procurement Policy Framework Act
PPR	Preferential Procurement Regulations 2022
SA	South Africa
SARS	South African Revenue Service
SBD	Standard Bidding Document
SCC	Special Conditions of Contract
VAT	Value Added Tax

RETURNABLE DOCUMENTS

Table 1: Returnable Bid Document Checklist and Submission format (Annexure A)

Phase 1 consists of: Part A: Administrative Mandatory Compliance Requirements. PART B: Mandatory Requirement			
#	**Document Name**	**Included in the published bid document?**	**To be returned by bidder**
PHASE I: PART A: ADMINISTRATIVE MANDATORY COMPLIANCE DOCUMENT			
1	SBD 1 Invitation to bid	Yes	Yes
2	SBD 4 Declaration of Interest	Yes	Yes
3	SBD 6.1 Preference Points Claim Form	Yes	Yes
4	Proof of Registration on the Government's National Treasury Central Supplier Database (CSD)./ MAAAA		
"NB: The NSG reserves the right to contact bidders after the tender closing date if administrative documents are incomplete or unsigned, to ensure compliance with the Promotion of Administrative Justice Act (PAJA)."			
PHASE I: PART B: MANDATORY REQUIREMENTS			
5	Legislative Requirements Documents	Yes	Yes
6	Company Profile		
7	Proof of Registration as a Public Higher education institute		
PHASE II: TECHNICAL REQUIREMENTS EVALUATION – DESKTOP EVALUATION			
5	Documentation and evidence as per the Terms of Reference and desktop evaluation criteria	No	Yes

#NB 1: All the prospective bidders are required to return these documents as per the above sequence.

#NB 2: The above table for returnable documents is a guide only on how and which documents must be submitted.

#NB 3: It is the responsibility of the bidder to ensure that they read each paragraph in the Special Conditions of Contract and Bid to determine all documents required and templates must be completed and submitted accordingly.

1. LEGISLATIVE AND REGULATORY FRAMEWORK

1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2022 Regulations. The Special Conditions of Contract (SCC) are supplementary to that of General Conditions of Contract. However, where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

1.2 Standard Bidding Documents

The following standard bidding documents must be submitted with the bid at the closing date and time of bid.

➢ SBD 1 – Invitation to bid
➢ SBD 4 – Declaration of interest
➢ SBD 6.1 – Preference Points Claimed

1.3 Tax Compliance Requirement

1.3.1 It is a condition of this bid that the tax matters of the successful bidder(s) are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1.3.2 The Tax Compliance status requirements are also applicable to potential foreign bidders/individuals who wish to submit bids.

1.3.3 It is a requirement that bidders grant a written confirmation when submitting this bid response that SARS may on an ongoing basis during the tenure of the transversal contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

1.3.4 Bidders are required to be registered on the Central Supplier Database (CSD) and NSG shall verify the bidder's tax compliance status through the CSD or through SARS.

1.3.5 Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the CSD, and their tax compliance status will be verified through the CSD or through SARS.

2. SPECIFICATIONS AND SCOPE OF WORK

2.1 REFER TO ALL ANNEXURES

- **Annexure A – Returnable Bid Document Checklist and Submission Format**
- **Annexure B – Evaluation Criteria**

SECTION A

CONDITIONS OF BID

3. PART 1: EVALUATION CRITERIA

The bid shall be evaluated in two (2) phases as per the table below:

Table 2: Evaluation Criteria

PHASE I	PHASE II
Compliance with administrative compliance requirement and mandatory requirement.	**Technical Evaluation Desktop Evaluation**
Compliance with mandatory and other bid requirements	Documentation and evidence as per TOR evaluation criteria

3.1 PHASE I: MANDATORY BID REQUIREMENTS

3.1.1 Phase 1 will be evaluated in in two phases, Part A which is Administrative mandatory requirements and Part B which is Mandatory requirements.

3.1.2 Bidders' must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. Bidders who fail to comply with any of the mandatory criteria will be disqualified.

3.1.3 Part A: Administrative Mandatory requirements

SBD 1 – Invitation to bid.

SBD 4 - Declaration of interest

SBD 6.1 (Complete and signed the document, non-submission will lead to a zero (0) on Preference Points

Proof of Registration on the Government's National Treasury Central Supplier Database (CSD).

Part B: Mandatory requirements - Documents that must be submitted in Phase I	
Service Provider Profile	The bidder **MUST** submit a company profile that includes but not limited to the following: • Overview of the company. • A clear Description of the services rendered. • A risk mitigation strategy to ensure continued service delivery; and • Physical Address (or National Footprint of the company where applicable.

Company Financial Statements	The bidder shall submit a copy of the bidder's latest available reviewed or audited financial statements, alternatively submit a confirmation from the bidder's auditors that the bidder is a going concern, with the bid documents at the closing date and time of the bid
Shareholding Portfolio	The bidder **MUST** submit valid proof of registration of the company with CIPRO/CIPC with the bid documents at the closing date and time of the bid. If by law registration with CIPRO/CIPC is not required, proof of ownership/shareholding must be provided.
Proof of registration	The Bidder must be registered as a Public Higher Education Institution

3.2 PHASE II EVALUATION: TECHNICAL EVALUATION: DESKTOP EVALUATION (ANNEXURE C)

Bidders' must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the criteria set out on the bid and submission of supporting documents.

3.2.1 Bidders will be evaluated on the below criteria with a total point of 100 points:

No	Description	Maximum points
1	Institutional Capacity and Accreditation Status	15
2	Experience in Curriculum Design, Qualification Development, and Quality Assurance	15
3	Capacity to Deliver Learning Programmes and Qualifications	15
4.	Digital Learning and Multimedia Development Capability	10
5	Subject matter Expertise and Specialist Resources	10
6	Research, innovation, and Thought Leadership Capability	10
7	Professionalization, Coaching and Mentoring Capability	10
8	Organizational development and Public Sector Support Capability	5
9	Geographic Reach, Infrastructure and Shared Resources	5
10	Partnership Approach and Alignment to NSG Outcomes	5
Total points		**100**

NB: Refer to ANNEXURE C for a detailed evaluation criteria.

3.2.2 Bidders must score a minimum of 70% to be reviewed further on preference points.

Table 3: Preference Point System

GOAL	Points out of 20 (80/20)
(HDI/Black Owned)	Max = 8 Points
100% Black Owned	8 Points
75% - 99% black owned	6 Points
60% - 74% Back owned	4 Points
51% - 59% Black owned	2 Points
0 – 50% Black Owned	0 Point
Black Women Owned	Max = 5 Points
100% Black Owned	5 Points
75% - 99% black owned	4 Points
60% - 74% Back owned	3 Points
51% - 59% Black owned	2 Points
0 – 50% Black Owned	0 Point
Black Youth	Max = 4 Points
100% Black Owned	4 Points
75% - 99% black owned	3 Points
60% - 74% Back owned	2 Points
51% - 59% Black owned	1 Point
0 – 50% Black Owned	0 Point
Black People with Disability	Max = 3 Points
100% Black Owned with disability.	3 Point
75% - 99% black owned with disability.	2 Points
60% - 74% Back owned with disability.	1 Point
51% - 59% Black owned with disability.	1 Point
0 – 50% Black Owned with disability.	0 Point

3.2.2.1 Bidders are required to complete the preference claim form SBD 6.1 and submit valid proof of the CIPC Certificate and copies of IDs at the closing date and time of the bid in order to claim the points for specific goals indicated.

3.2.2.2 The points scored by a bidder in respect of the specific goals will be added to the points scored for price.

3.2.2.3 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a **valid CIPC certificate, and copies of IDs** will be considered for preference points.

3.2.2.4 The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.

3.2.2.5 The points scored will be rounded off to the nearest two (2) decimals.

3.2.2.6 In the event that two (2) or more bids have scored equal total points, the award will be to the bidder scoring the highest number of preference points for specific goals.

3.2.2.7 Should two (2) or more bids be equal in all respects, the award shall be decided by the drawing of lots.

3.2.2.8 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

4. RECOMMENDATION AND APPOINTMENT OF BIDDERS (AWARD CRITERIA)

4.1 The Bid Evaluation Committee will recommend a preferred responsive bidder based on the evaluation criteria stipulated above.

4.2 The award of the Contract is subject to meeting all the requirements of the bid.

4.3 NSG requires last three (3) years Audited Financial Statement (AFS), If Audited Financial Statements are not available, the bidder should provide justifiable reasons and provide the NSG with a copy of the latest Unaudited AFS/ Management Accounts signed off by the directors/members/ management " certifying accuracy and completeness of the said AFS and

4.4 The NSG reserves the right not to award a bid if the bidding entity's financial statements and/or supporting financial information creates doubt to the NSG, in its sole discretion, that the bidder would not be able to meet its short- and longer-term financial commitments.

PART 2: ADDITIONAL BID REQUIREMENT

Introduction

All bidders must comply with the requirements below as well as submit all required documents referred to below. Unless the requirements specifically provide for mandatory compliance, the National School of Government reserves the right to disqualify a bid that does not comply with any of the requirements.

5. TERMS AND CONDITIONS

5.1 Third Party Agreements and Subcontractor Agreements

5.1.1 No Agreement between the bidder and any third party will be binding to the State.

5.1.2 The bidder must declare as required in terms if SBD 6.1 its intention to subcontract voluntarily and the percentage of subcontracting thereof and must provide full description of the subcontractor.

6. SUPPLIER DUE DILIGENCE

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

3.2 The Department also reserves the right to request presentation and/ or verification of services/ hardware rendered/ provided where it deems appropriate.

7. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

8. FRONTING

8.1 The NSG supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the NSG does not support any form of fronting.

8.2 The NSG, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in this bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the DTI, be established during such enquiry/investigation, the onus will be on the bidder to prove that fronting does not exist. Failure to do so by the bidder within a period of fourteen (14) days from the date of notification by NSG may invalidate the bid/contract and may also result in the restriction of the bidder from conducting business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the NT may have against the bidder concerned.

9. RIGHT OF AWARD

The State reserves its following rights:

- To award the bid in part or in full.
- Not to make any award in this bid.
- Award the bid to more than one (1) bidder for the same item.
- Request further technical information from any bidder after the closing date.
- Verify information and documentation of the service provider.
- Not to accept any of the bids submitted.
- To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to the closing of the bid and post award; and
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

10. PANEL UTILISATION GUIDELINE

a) The panel will consist of service providers that reach a minimum threshold of 70 out of 100 points on desktop evaluation under functionality.

b) The selection of service providers from the panel for the RFQ process will occur on the basis of service delivery with the most efficient cost implications or be guided by the specific service(s) required.

c) All the service providers listed on the panel will be approached in terms of the RFQ process.

d) The contracting of service providers for a specific work assignment will be facilitated by the NSG Supply Chain Management (SCM).

e) There is no guarantee that a service provider on the panel will be contracted for a specific work assignment during the tenure of this contract.

f) Bidders shall be required to be competent and experienced in all aspects related to a specific area of specialization, unless the NSG, in its sole discretion, deems it necessary to deviate from this requirement.

g) No other communication in any form from any other official shall constitute a valid appointment to the Panel.

h) The NSG seeks the services of an appropriate professional with suitable experience to render specialized services which are not available in-house, on an “as-and-when required” basis. However, briefs may be allocated depending on the relevant circumstances of the matter, inter alia, based on previous involvement in a matter, relevant experience, availability, business urgency, nature and complexity of the matter, and the service provider’s location.

i) Request for quotations may be required based on the service required during the duration of the contract.

j) The NSG may withdraw a bidder from the appointed panel or a provider requesting to be removed, due to poor performance.

k) This is a non-exclusive panel and the NSG may, at its sole discretion, source service outside the panel.

11. SOURCING PROCESS

a) The NSG will firstly identify a need and secure resources for the required services.

b) When the NSG is in need of a specific professional service to be rendered, a Request for Quotation (“RFQ”) will be issued to those service providers on the panel who indicated expertise in that specific area of work. Prices/quotations will be used for evaluation on the specific assignment.

c) Price on the quotations for a specific assignment will be utilized in the evaluation process to determine the successful service provider.

d) RFQ’s received will be evaluated based on the 80/20 (Price and preference points (B-BBEE).

e) As and when a need arises, the bidder will be given a minimum of three (3) days to submit a quotation.

f) Bidders who are successfully appointed to the panel will not be required to re-complete the Standard Bidding Documents during the tenure of the contract.

g) The NSG reserves the right to negotiate hourly charge-out rates/quotes submitted by bidders;

h) An order is then issued to the successful bidder(s) from the panel.

12. NEGOTIATION

The State reserves the right to negotiate with the preferred bidders in line with the legislative requirements.

13. SUBMISSION OF BIDS

13.1 Bidders must respond to the bid as follows:

13.2 Bidders **MUST** be submitted at the National School of Government, 70 Meintjies Street (walk-in) or 20 Greeff Street (visitor parking), Trevenna, Sunnyside, Deposit the bid in the tender box at the reception.

13.2.1 Bidders need to submit 1 x printed hard copy and 1 (one) x USB containing a pdf version of the hard copy saved on the USB.

13.2.2 Bidders must ensure that the bid is submitted in a sealed envelope or sealed suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly visible.

13.2.3 **#NB:** Bid documents are required to be submitted in the order as indicated in Table 1 -Returnable Documents Checklist.

14. LATE BIDS

Bids received after the closing date and time will NOT be accepted for consideration and, where practicable, be returned unopened to the bidder.

15. COMMUNICATION AND CONFIDENTIALITY

15.1 The Supply Chain Management Unit within the Office of the Chief Financial Officer (CFO) may communicate with bidders where clarity is sought after the closing date and time of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

15.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NSG (other than minor clerical matters), the bidder must promptly notify the NSG in writing of such discrepancy, ambiguity, error, or inconsistency in order to afford the NSG an opportunity to consider what corrective action is necessary (if any).

15.3 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NSG will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

15.4 All communication between the bidder and the National School of Government must be done in writing.

16. CONTACT DETAILS

16.1 General

National School of Government,
Office of the Chief Financial Officer
Supply Chain Management Unit,
70 Meintjies Street,
Trevenna,
Sunnyside
0001

16.2 Bid Enquiries

All enquiries should be in writing to:

Annetha.debeer@thensg.gov.za / Nkhensani.Nkuna@thensg.gov.za

16.3 Technical Enquiries

All enquiries should be in writing to Phillimon.Makgopela@thensg.gov.za

school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA

Annexure B

DESKTOP EVALUATION TECHNICAL SCORECARD

NSG/BID/03/2026/2027

PARTNERSHIPS WITH HIGHER EDUCATION INSTITUTIONS TO PERFORM VARIOUS EDUCATION, TRAINING AND DEVELOPMENT FUNCTIONS WITH THE NATIONAL SCHOOL OF GOVERNMENT

ADMINISTRATIVE/MANDATORY, COMPLIANCE, FUNCTIONALITY EVALUATION, AND PRICE AND B-BBEE
The bid evaluation process shall be carried out in three (3) phases namely:
Phase 1: Administrative/Mandatory Requirements; (bidders who qualify or meet all bid requirements will proceed to next phase) Bidders must submit all documents as outlined in paragraph 13.1.1 below. Only bidders that comply with ALL these criteria will proceed to Phase II. **Phase 2: Functionality (minimum score of 70 points to proceed to phase 3); and** Bids will be assessed to verify bidder's capability and ability to execute the contract. Evaluation criteria stipulated in **Annexure B – Desktop Evaluation** Only bidders that achieve a **minimum of 70%** will proceed to Phase III. **Phase 3:** Only bidders who achieved a minimum of 70% during the evaluation process will be considered for recommendation and included on the panel.
EVALUATION CRITERIA a) Scores will be tabulated to 100 points. Respondents must score 70 points and above to be assessed on their financial offer and preference score. b) The evaluation of service provider's responses will be based on the following weighting: a. The proposals will be evaluated on a scale of 0 - 3 in accordance with the criteria below. The rating will be as follows: c) 0=non-Submission/less than NSG requirements d) e) 1 = Poor, f) g) 2 = Partial compliance with requirements, h) i) 3 = Full compliance with requirements. NB: Bidders are advised that any proposal of specification regarding items are legally binding, and bidders will be required to fulfill the proposed amendment or adjustment.

Table 1: **Summary of evaluation criteria**

No.	Evaluation Criterion	Weight
1	Institutional Capacity and Accreditation Status	15
2	Experience in Curriculum Design, Qualification Development and Quality Assurance	15
3	Capacity to Deliver Learning Programmes and Qualifications	15
4	Digital Learning and Multimedia Development Capability	10
5	Subject Matter Expertise and Specialist Resources	10
6	Research, Innovation and Thought Leadership Capability	10
7	Professionalization, Coaching and Mentoring Capability	10
8	Organizational Development and Public Sector Support Capability	5
9	Geographic Reach, Infrastructure and Shared Resources	5
10	Partnership Approach and Alignment to NSG Outcomes	5
	TOTAL	100

Table 2: Technical Evaluation Criteria

EVALUATION CATEGORY	SUPPORTING EVIDENCE REQUIRED TO SUBSTANTIATE POINTS CLAIMED	DESCRIPTION	MAX SCORE
Institutional Capacity and Accreditation Status (15).	The bidder must submit either of the following document to substantiate the points scoring: ○ Proof of registration as a Higher Education Institution, ○ DHET registration certificate (where applicable) ○ Council/University profile, Organogram, Campus/facility profile	The bidder must demonstrate experience in capacity and Accreditation Status. ○ **Evaluation rating 1 equals to 5 points** Institution profile submitted but limited evidence of accreditation or capacity. ○ **Evaluation rating 2 equals to 10 points** Accredited institution with adequate capacity and supporting evidence. ○ **Evaluation rating 3 equals to 15 points** ○ Fully accredited institution with comprehensive institutional capacity and governance structures demonstrated.	**15**

		○ **Evaluation rating 0 equals to non-allocation** ○ No evidence. ○ Submitted irrelevant information.	
Experience in Curriculum Design and Quality Assurance (15 Points)	The bidder must submit either of the following document to substantiate the points scoring: ○ Portfolio of curriculum development projects, Examples of qualifications/programmes developed , ○ Accreditation or quality assurance reports, ○ Reference letters from clients	The bidder must demonstrate experience in Curriculum design and Quality Assurance. ○ **Evaluation rating 1 equals to 5 points** Evidence of 1–2 relevant projects. ○ **Evaluation rating 2 equals to 10 points** Evidence of 3–5 relevant projects. ○ **Evaluation rating 3 equals to 15 points** Evidence of more than 5 relevant projects, including quality assurance and qualification development. ○ **Evaluation rating 0 equals to non-allocation** ○ No evidence. ○ Submitted irrelevant information.	**15**
3.Learning Programme Delivery (15 Points)	The bidder must submit either of the following documents to substantiate the points scoring: ○ List of programmes delivered during the last five years ○ Evidence of training delivery ○ Learning programme schedules ○ Client reference letters ○ Proof of learner numbers trained.	The bidder must demonstrate experience in Learning Programme Delivery. ○ **Evaluation rating 1 equals to 5 points** Limited delivery experience but without supporting reference. ○ **Evaluation rating 2 equals 10 points** **Moderate experience with supporting references.** ○ **Evaluation rating 3 equals to 15 points** Extensive experience delivering large-scale learning programmes and qualifications. ○ **Evaluation rating 0 equals to non-allocation** ○ No evidence. ○ Submitted irrelevant information	**15**

Digital Learning and Multimedia Capability (10 Points)	The bidder must submit either of the following documents to substantiate the points scoring: ○ Examples of online programmes , ○ Learning Management System (LMS) capability profile ○ Multimedia portfolio (videos, e-learning materials, podcasts, etc.) ○ • CVs of multimedia specialists	The bidder must demonstrate experience in digital learning and multimedia capability. ○ **Evaluation rating 1 equals to 5 points** Basic online learning capability. ○ **Evaluation rating 2 equals 8 points** Established online learning capability with some multimedia resources. ○ **Evaluation rating 3 equals 10 points** Mature digital learning environment with demonstrated multimedia expertise. ○ **Evaluation rating 0 equals to non-allocation** ○ No evidence. ○ Submitted irrelevant information	**10**
Subject Matter Expertise (10 points	The bidder must submit either of the following documents to substantiate the points scoring: • CVs of proposed subject matter specialists Academic qualifications • Professional registrations/memberships • Publications, research papers or conference presentations	The bidder must demonstrate experience in subject matter expertise. ○ **Evaluation rating 1 equals to 5 points** Limited specialist resources. ○ **Evaluation rating 2 equals 8 points** Sufficient specialists in relevant fields. ○ **Evaluation rating 3 equals 10 points** Highly qualified multidisciplinary experts with significant public sector experience. ○ **Evaluation rating 0 equals to non-allocation** ○ No CVs or specialist resources. ○ Submitted irrelevant information	**10**
Research and Innovation Capability (10 Points)	The bidder must submit either of the following documents to substantiate the points scoring:	The bidder must demonstrate experience in Research and Innovation Capacity. ○ **Evaluation rating 1 equals to 5 points**	**10**

	• List of completed research projects Published research outputs • Conference papers • Evidence of thought leadership events hosted • Research partnerships	Limited research activities. ○ **Evaluation rating 2 equals 8 points** Demonstrated research capability with some outputs. • **Evaluation rating 3 equals to 10 points** Extensive research record, publications and innovation initiatives. ○ **Evaluation rating 0 equals to non-allocation** ○ No evidence. ○ Submitted irrelevant information	
Professionalization, Coaching and Mentoring (10 Points)	The bidder must submit either of the following documents to substantiate the points scoring: • Coaching and mentoring framework • CVs of coaches and mentors • Professional coaching certifications • Reference letters for coaching/mentoring assignments	The bidder must demonstrate experience in Professionalization, Coaching and Mentoring. ○ **Evaluation rating 1 equals to 5 points** Limited experience. ○ **Evaluation rating 2 equals 8 points** Demonstrated experience and resources. ○ **Evaluation rating 3 equals 10 points** Extensive professionalization, coaching and mentoring capability supported by credentials and references. ○ Evaluation rating 0 equals to non-allocation **of points, to the bidders** ○ No evidence. ○ Submitted irrelevant information	**10**
Partnership Approach and Alignment to NSG Outcomes (10 Points)	The bidder must submit either of the following documents to substantiate the points scoring: • Partnership implementation plan and Financing structuring • Approach and methodology document • Strategy demonstrating contribution to	The bidder must demonstrate experience in Partnership Approach and Alignment to NSG Outcomes. ○ **Evaluation rating 1 equals to 5 points** Generic methodology.	**10**

	NSG outcomes and public sector priorities	○ **Evaluation rating 2 equals 8 points** Methodology is partially aligned to NSG outcomes. ○ **Evaluation rating 3 equals 10 points** Comprehensive partnership model clearly aligned to NSG outcomes, innovation and public sector impact. ○ **Evaluation rating 0 equals to non-allocation** ○ No methodology submitted. ○ Submitted irrelevant information	
Infrastructure and Geographic Reach (5 Points)	The bidder must submit either of the following documents to substantiate the points scoring: • List of campuses and facilities available nationally • Photographs/brochures of facilities • ICT infrastructure profile • Facility utilization model	The bidder must demonstrate experience I Infrastructure and Geographic Research. ○ **Evaluation rating 1 equals to 2 points** Limited facilities and reach. ○ **Evaluation rating 2 equals to 4 points** Facilities are available in multiple locations. ○ **Evaluation rating 3 equals to 5 points** National footprint with extensive facilities and technology infrastructure. ○ **Evaluation rating 0 equals to non-allocation** ○ No evidence. ○ Submitted irrelevant information	**5**
Total			**100**

ANNEXURE C

SECTION B:

CONDITIONS OF CONTRACT

17. CONCLUSION OF CONTRACT

17.1 The Contract between the National School of Government and the preferred bidder/s (Service Provider), collectively referred to as the Parties shall come into effect after the service provider has been issued with an unconditional letter of acceptance to their bid.

17.2 The Service Provider (s) shall be appointed in terms of this bid.

17.3 In the event that there is any contradiction between the abovementioned documents, the special conditions of the contract shall take precedence. For purpose of Section B, the term "service provider "shall refer to the preferred bidder appointed in terms of the contract.

18. CONTRACT MANAGEMENT: ROLES AND RESPONSIBILITIES

18.1 Supplier Performance Management

18.1.1 Supplier performance management will be the responsibility of the Project Leader and where supplier performance disputes cannot be resolved between the contractor and the relevant purchasing institution, NSG Legal Services and/or NSG SCM must be contacted for corrective actions.

19. SECURITY AND CONFIDENTIALITY INFORMATION

19.1 The Supplier will regard all information that he/she obtains or is entrusted with concerning the NSG whilst executing the contract, as confidential, secret, or top secret.

19.2 The Supplier, his/her employees, sub-contractors, or agents may not make any such information obtained or entrusted with to any other person or to the media.

20. MERGERS, TAKEOVERS AND CHANGES IN SUPPLIER DETAILS

20.1 Where a contracted supplier plans to merge with or is going to be acquired by another entity, the contracted supplier must inform the NSG in writing 90 days prior to such event of relevant details.

20.2 NSG reserves the right to agree to the transfer of contractual obligations to the new supplier under the prevailing conditions of the contract or to cancel the contract.

20.3 A contracted supplier must inform the NSG within 7 days of any changes of address, name, contact or banking details.

21. REGISTRATION ON DATABASES OF PARTICIPATING AUTHORITIES

21.1 The awarded bidder must ensure continuous compliance with all statutory requirements which may affect their complying status on the Central Supplier Database managed by National Treasury.

22. TERMINATION

22.1 The State shall be entitled to terminate this agreement if one or more of the following occur:

- The service provider decides to transfer the contract or cede the contract.
- The service provider does not honour contractual obligations, including submission of information.
- The service provider is provisionally or finally liquidated, making it impossible for the service provider to perform its functions in terms of this contract.
- The service provider enters into settlement arrangements with their creditors.
- The service provider commits an act of insolvency.
- In the event that the service provider is a member of an unincorporated joint venture or consortium and the membership of such joint venture or Consortium changes.
- There is a change in ownership of the service provider that has the effect that over 50% ownership of the service provider belongs to the new owner without prior written approval of the State.
- Overall poor performance rating during the contract period

23. APPROVAL

Approval of request for proposal, Terms of Reference, and Special Conditions of Contract:

NSG/BID/03/2026/2027: Call for Partnerships with Public Higher Education Institutions to perform various Education, Training and Development functions with the National School of Government (NSG) for a period of five (5) years.

ACTING PRINCIPAL
DATE 11/09/2026