



Glenwood Office Park Cnr. Oberon & Sprite Streets
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www.idt.org.za

Ref: Contractor Appointment letter
Enquiries: Zanele
Madzidzela
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T1.1 TENDER NOTICE AND INVITATION TO TENDER

EASTERN CAPE PROVINCE invites tenders for **REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 16 LEARNERS ON TRAINING FOR OCCUPATIONAL SKILLS PROGRAMME: HAIRSTYLIST ID NO SP- 230305 FROM AROUND THE COMMUNITIES OF KWAZAKHELE IN THE NELSON MANDELA MUNICIPALITY**

The Tender Document and Supporting Documents are attached on the tender invitation. IDT will email addendums and responses to any queries related to this tender via the IDT Procurement contact person below and only written correspondence will be accepted.

Queries may only be addressed to:
Procurement Contact Official

zanele@idt.org.za

The cut-off date for written tender enquiries is **five (5) working days** before the tender closing date.

Document will be available on the 26 September 2025 at 08h00. Bid documents with the necessary Terms of Reference may be downloaded at the IDT website www.idt.org.za

The closing time for receipt of tenders is **12h00 on 24 October 2025** at **Independent Development Trust, Palm Square Business Park, Bonza Bay Road, Beacon Bay, East London** at the designated **Tender Box for RFQ NO: EPWP-IDTSKILLS- NATCERTEC-HAIRSTYLIST/RFQ60-2025/2026**

Tenders may only be submitted on the tender documentation that has been issued. Telegraphic, telephonic, telex, facsimile and late tenders will **not** be accepted. Tenderers should ensure that Bids are delivered timeously and to the correct address (reflected on the cover of this document). If the bid is late, or not submitted in the designated tender box, it will not be considered for evaluation.

Evaluation criteria

- **Stage 1:** Mandatory and administrative Requirements
- **Stage 2:** Functionality
- **Stage 3:** Price and specific goals

Board of Trustees: Ms. Zimbini Hill (Chairperson), Prof. Raymond Nkado (Deputy Chairperson), Ms. Lerato Kumalo, Ms. Thobile Maloka, Dr. Deenadayalen Konar, Mr. Neil Jansen, Mr. Derek Naidoo, Ms. Sekadi Phayane-Shakhane, Ms. Bongekile Zulu, Mr. Matodzi Ratshimbilani, Prof. Stella Bvuma, Mr. Wayne Manthe

Acting Chief Executive Officer: Ms. Carmen-Joy Abrahams
Trust Registration No: IT 669/91

STAGE 1: Mandatory Requirements

1. Authority to Sign this Bid
2. Copy of a Letter of Good Standing with Compensation for Occupational and Injuries Diseases Act (COIDA) Registration Certificate
3. Valid Accreditation Certificate with the relevant SETA/ QCTO/ Tertiary institution and any other relevant accrediting institutions.
4. Valid Accreditation certificate of the Assessor with the relevant SETA.
5. Valid Accreditation certificate of the Moderator with the relevant SETA.
6. Proof of Central Supplier Database (CSD) registration
7. Valid Tax Compliance Letter with a unique pin
8. Fully completed and signed SBD Forms.
 - a. SBD1: Invitation to bid
 - b. SBD4: Declaration of interest
 - c. SBD6.1: (Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022)

Note:

- I. Failure to submit the above-required documents shall result in disqualification of the bidder.
- II. If any of the Directors are in the Employment of the State this shall result in disqualification of the bidder.
- III. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the bidder.
- IV. In the case of a Bidder, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the bidder.

The IDT will assess all bids received based on its procurement policy.

Stage 2 Functionality Criteria

Bidders must obtain 70% to pass functionality and will be further be evaluated for price and specific goals.

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STAGE 2: FUNCTIONALITY		
• Previous Experience		30
• Capacity And Expertise		60
• Company Location		10
TOTAL		100
(i)	Traceable record for successful completion of a minimum of three or more on training for Occupational Skills Programme: Hairstylist. <i>(Submit at least three (3) Contract award letters and three letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 1 x SOR (Statement of Results) per project as proof that the learners were evaluated and certificate issued)</i>	30
(ii)	Traceable record for successful completion of a minimum of 2 but not more than 3 on training for Occupational Skills Programme: Hairstylist. <i>(Submit at least Two (2) Contract award letters and two letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 1 x SOR per project as proof that the learners were evaluated and certificate issued)</i>	20
(iii)	Traceable record for successful completion of a minimum of one but no more than 2 on training for Occupational Skills Programme: Hairstylist. <i>(Submit at least One (1) Contract award letter and one letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 1 x SOR per project as proof that the learners were evaluated and certificate issued).</i>	10
CAPACITY AND EXPERTISE (60)		
(i)	Management: Project Leader with NQF Level 6 / Degree / Diploma Qualification in the Hairstyling Industry <i>(Attach CVs and certified copies not older 3 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more than five pages.)</i> Less NQF level 6 = 0	20

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(ii)	1 x Accredited Facilitators: Team members to be accredited with the relevant SETA and ETQA on Occupational Skills Programme: Hairstylist.	
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STAGE 3: 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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest

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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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black Male	2	4
Total points for Price and SPECIFIC GOALS	100	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

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adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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