



BID DOCUMENT

TRAINING OF ELEMENTARY EDUCATION DEVELOPMENT (EED) OFFICIALS, AND BOARD MEMBERS AND MATRONS ON ECD CENTRE MANAGEMENT AND ADMINISTRATION BASED NPO ACT, 1997 (Act No. 71 of 1997)

PERIOD: THREE YEARS FROM DATE OF APPROVAL

BID NUMBER: E20/2023/2024

CLOSING DATE: 20 OCTOBER 2023

TIME: 11:00

VALIDITY PERIOD: 90 DAYS

BRIEFING SESSION: NO BRIEFING WILL BE CONDUCTED

NB: All documents must be completed with original black ink.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

DOCUMENTS IN THE BID DOCUMENT PACK

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

SECTION 1

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.1 and Pricing schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

SECTION 2

- ❖ Standard Conditions of Bid

SECTION 3

- ❖ Specification/Terms of Reference
- ❖ Functionality Criteria

SECTION 4

- ❖ Dividers for attachments
- ❖ Joint Venture Annexure (to be completed if applicable)
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SECTION 1

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	E20/2023/2024	CLOSING DATE:	20 OCTOBER 2023	CLOSING TIME:	11:00
DESCRIPTION:	TRAINING OF ELEMENTARY EDUCATION DEVELOPMENT (EED) OFFICIALS, AND BOARD MEMBERS AND MATRONS ON ECD CENTRE MANAGEMENT AND ADMINISTRATION BASED NPO ACT, 1997 (Act No. 71 of 1997)				
PERIOD:	THREE YEARS FROM DATE OF APPROVAL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: N8 Gateway Office Park, Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire, BLOEMFONTEIN, 9301 THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	K Rampai		CONTACT PERSON	Mr LT Tladi / TS Phakoa	
TELEPHONE NUMBER	051-4041873		TELEPHONE NUMBER	066 015 9086/051 4044321	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za		E-MAIL ADDRESS	LT.Tladi@fseducation.gov.za TS.Phakoa@fseducation.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES	☐ 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]

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

OFFERED?			
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:

.....
.....
.....

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: E20/2023/2024
Closing Time 11H00 on 20 OCTOBER 2023	

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

BID NUMBER	DESCRIPTION
E20/2023/2024	TRAINING OF ELEMENTARY EDUCATION DEVELOPMENT (EED) OFFICIALS, BOARD MEMBERS AND MATRONS ON ECD CENTRE MANAGEMENT AND ADMINISTRATION BASED ON THE NON-PROFIT ORGANISATION ACT, 1997 (ACT NO 71 OF 1997)
PERIOD	THREE YEARS FROM DATE OF APPROVAL (CONTINUATION OF THE TRAINING IN YEAR 2 AND YEAR 3 AS WELL AS THE NUMBER OF TRAINEES DEPENDS ON THE AVAILABILITY OF FUNDS.)
PRICE	PLEASE COMPLETE THE ATTACHED PRICING SCHEDULE
QUANTITIES	AS PER PRICING SCHEDULE. PLEASE NOTE THAT THE QUANTITIES INDICATED IS AN ESTIMATE. THE DEPARTMENT HAS THE RIGHT TO REDUCE THE QUANTITIES DEPENDING ON THE AVAILABILITY OF FUNDS.

Does offer comply with specification? ***YES/NO (Make an x on your answer)**

If not to specification, indicate deviation(s)

.....

Is price Firm for contract period ***YES/NO (Make an x on your answer)**

Delivery basis (all delivery costs **must** be included in the bid price)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Year	Item	Quantity per District	Price Per Trainee (all inclusive)	Total price																
Year 1	Compulsory registration and orientation	The breakdown for each district per year is as follows:	R	R																
	Module 1: - Basic Training On NPO Act As It Relates To ECD Sites Module 2: - Apply Accounting Principles And Procedures In The Preparation Of Reports And Decision Making	<table><tr><th>District</th><th>No.</th></tr><tr><td>Social Workers</td><td>47</td></tr><tr><td>Fezile Dabi</td><td>666</td></tr><tr><td>Lejweleputswa</td><td>732</td></tr><tr><td>Motheo</td><td>1281</td></tr><tr><td>Thabo Mofutsanyana</td><td>1278</td></tr><tr><td>Xhariep</td><td>303</td></tr><tr><td>TOTAL</td><td>4 307</td></tr></table>			District	No.	Social Workers	47	Fezile Dabi	666	Lejweleputswa	732	Motheo	1281	Thabo Mofutsanyana	1278	Xhariep	303	TOTAL	4 307
	District	No.																		
	Social Workers	47																		
Fezile Dabi	666																			
Lejweleputswa	732																			
Motheo	1281																			
Thabo Mofutsanyana	1278																			
Xhariep	303																			
TOTAL	4 307																			
Module 3: - Apply Selected GRAP (Generally Recognised Accounting Practices) To Periodic Accounting Reporting Process Module 4: - Support for ECD sites to develop 4 policies.	47 Social Workers																			
SUB-TOTAL FOR YEAR 1			R	R																
Year 2	Compulsory registration and orientation	The breakdown for each district per year is as follows:	R	R																
	Module 1: Basic Training On NPO Act As It Relates To ECD Sites Module 2:	<table><tr><th>District</th><th>No.</th></tr><tr><td>Subject Advisors</td><td>13</td></tr></table>			District	No.	Subject Advisors	13												
District	No.																			
Subject Advisors	13																			

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. E20/2023/2024

Portion 1: Tender

Part T2.1: Returnable Documents



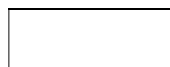
education

Department of
Education
FREE STATE PROVINCE

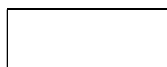
art 72.7: Notamable Documents

FREE STATE PROVINCE

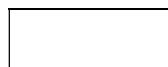
Year	Item	Quantity per District		Price Per Trainee (all inclusive)	Total price
	Apply Accounting Principles And Procedures In The Preparation Of Reports And Decision Making	Fezile Dabi	444		
		Lejweleputswa	488		
		Motheo	854		
		Thabo Mofutsanyana	852		
		Xhariep	202		
		TOTAL	2 853		
	Module 3: - Apply Selected GRAP (Generally Recognised Accounting Practices) To Periodic Accounting Reporting Process Module 4: - Support for ECD sites to develop 4 policies.	13 Subject Advisors		R	R
SUB-TOTAL FOR YEAR 2			R	R	
Year 3	Compulsory registration and orientation	The breakdown for each district per year is as follows:		R	R
	Module 1: - Basic Training On NPO Act As It Relates To ECD Sites Module 2: - Apply Accounting Principles And Procedures In The Preparation Of Reports And Decision Making	District	No.		
		Fezile Dabi	444		
		Lejweleputswa	488		
		Motheo	854		
		Thabo Mofutsanyana	852		
		Xhariep	202		
TOTAL	2 840				
SUB-TOTAL FOR YEAR 3			R	R	
GRAND TOTAL AMOUNT FOR YEAR 1 – 3 (All inclusive)			R	R	



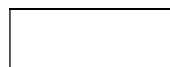
Contractor



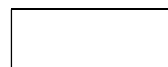
Witness 1



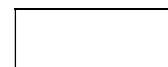
Witness 2



Employer



Witness 1



Witness 2

Note the following:

- All prices should include training costs, course material, certificates, graduation ceremony and VAT.
- * The FSDoE reserves the right to decrease the number of participants based on availability of funds.

CONTACT DETAILS:

For enquiries regarding the specification: Mr. LT Tladi or TS Phakoa must be contacted at (051) 4044321 during office hours and/or via email:

LT.Tladi@fseducation.gov.za

TS.Phakoa@fseducation.gov.za

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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.

Contractor

Witness 1

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Employer

Witness 1

Witness 2

SBD 4

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Contractor

Witness 1

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Employer

Witness 1

Witness 2

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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:

$$Ps - 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps - 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI: Race: Black owned:	10 points : (1%-25% black owned= 3 points 26%-50% black owned= 5 points 51% and more black owned = 10 points)	
Promotion of enterprises located in a specific province (Free State based companies)	10 points	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - (a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SECTION 2

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

STANDARD BID CONDITIONS

1. PRICES SBD 3.1/ PRICING SCHEDULE

- 1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.2 The pricing schedule **must** be completed in pen ink. **Failure to do so will invalidate your offer.**
- 1.3 Service provider must ensure correct calculations as the department will not take responsibility for incorrect prices.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

- 2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4. Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 6.1:**
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.4 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.5 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.6 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

C. BID FORMS

- 2.7 The bid forms should not be retyped or redrafted.
- 2.8 Only the bid documents issued by the Department of Education Free State must be used.
- 2.9 Bid documents to be completed in full.

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- 2.10 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION

- 2.11 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.12 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301**

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.13 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.14 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.15 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

OR

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

4. NO BRIEFING SESSION WILL BE CONDUCTED

Contractor

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5. FUNCTIONALITY

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

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

6. EVALUATION ON PRICE AND PREFERENCE (80/20) preference point system)

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

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

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

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

$$P_s = 80/90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

- 6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.
- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.
- 6.4 Only Bidders who have completed and signed SBD 6.1 AND who submitted the relevant proof for specific goals will be considered for preference points.
- 6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.
- 6.6 **Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

Contractor

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7. SPECIFIC GOALS

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

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

8. JOINT VENTURE AGREEMENT

- 8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement should be submitted together with the bid. Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture)** and register on the CSD as a Joint Venture.
- 8.2 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium** will render the bid non-responsive and your offer will be **disqualified**.
- 8.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 8.4 It is expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract.

Contractor

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Employer

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

9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. LEGISLATION / LAWS

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

11. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents (**90 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

13. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

14. QUALIFICATIONS OF BIDDERS

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

Contractor

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15. COMPLIANCE TO CONTRACT

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

16. JOB CREATION

- 16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:

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

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

YES ☐ NO ☐ [TICK APPLICABLE BOX]

17. CENTRAL SUPPLIER DATABASE (COMPULSORY)

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

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

18. LOCAL CONTENT

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

19. MAXIMUM DELIVERY PERIOD

As indicated in specification.

20. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

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21. SUCCESSFUL BIDDERS

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

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

23. VALID TAX MATTERS

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

Submit the following documentation as proof that your tax matters are in order:

- Submit a **Centralized Supplier Database (CSD) report** which proof valid and compliant tax matters (in case of Joint Venture a CSD print out report for each party in the JV should be submitted).

24. SUPPLIER DUE DILIGENCE

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

25. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

Contractor

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26. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____ in my capacity as _____ of
_____(Company), hereby certifies that I take note and accept the
above-mentioned Standard Conditions, Special Conditions of the Contract and the General
Conditions of a Contract. I further declare that the information submitted is correct.

SIGNATURE

Contact person of company: _____

Tel. of company: (____)_____

Fax of company: (____)_____

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Contractor

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Witness 2

SECTION 3

SPECIFICATION/ TERMS OF REFERENCE AND FUNCTIONALITY

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



SPECIFICATION

Contractor

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Employer

Witness 1

Witness 2

SPECIFICATIONS ON TRAINING OF ELEMENTARY EDUCATION DEVELOPMENT (EED) OFFICIALS, AND BOARD MEMBERS AND MATRONS ON ECD CENTRE MANAGEMENT AND ADMINISTRATION BASED NPO ACT, 1997 (Act No. 71 of 1997)

1. BACKGROUND

The purpose of this intervention is to assist our Elementary Education Development (EED) officials, and board members and Matrons on ECD Centre management and administration based NPO Act, 1997 (Act No. 71 of 1997). The achievement of this objective resides in our ability to empower officials, board members and matrons to support, manage and administer ECD Centres to be financially viable and administer the finances in line with the intent of the NPO Act, 1997 (Act No. 71 of 1997) and PFMA, 1999 (Act No. 1 of 1999 as amended). This will ensure that children receive quality ELEMENTARY education development to prepare them for formal schooling.

Phase 1: 1st Layer of Support (Officials responsible for supporting ECD Sites and Management of Curriculum)

What is our biggest challenge with the support and monitoring of the management, administration, and governance of ECD Sites?

- Our Subject Advisors and Social Workers are not empowered to support and monitor the management and administration of ECD Sites by board members and matrons as per the NPO Act.
- Board members and matrons of ECD Sites have limited skills to:
 - manage and administer ECD Sites as per the requirements of the NPO Act.
 - apply selected GRAP (Generally Recognized Accounting Practices) to periodic accounting reporting process
 - apply accounting principles and procedures in the preparation of reports and decision making
 - manage funds of ECD Sites in line with the prescripts of PFMA.

This training will ensure that officials are able to provide focused support and monitor effective management and administration of ECD Sites.

Phase 2: 2nd Layer of Support (Board Members and Matrons)

What is our biggest challenge with management and administration of ECD Sites?

- AGSA findings of the previous years made reference to the following:

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- some of the ECD Sites not having adequate information and controls to manage their sites in line with the NPO Act and PFMA,
 - non-availability of ECD policies such as, financial management policy (petty cash management), emergency exit policy, admission policy, maintenance policy, labour relations policy, leave management policy, employment contract, conditions of service, and health and safety policy,
 - failure to adequately manage the finances of the ECD sites.
 - failure to renew ECD site registration certificates (form 12)
- Other areas of concern observed during the on-site support and monitoring of ECD sites reveal that Board members and matrons of ECD Sites have limited skills to:
- manage and administer ECD Sites as per the requirements of the NPO Act and PFMA.
 - apply selected GRAP (Generally Recognized Accounting Practices) to periodic accounting reporting process
 - apply accounting principles and procedures in the preparation of reports and decision making
 - manage funds of ECD Sites in line with the prescripts of PFMA.
 - ensure that their ECD programmes are registered.
 - govern the affairs of the ECD sites in line with King III report on corporate governance.
 - source sponsorship for ECD sites and not rely entirely on government for funding

The training should provide board members and matrons of ECD sites with necessary skills to manage, administer and govern their Sites in a way that will ensure that children from these Sites will be ready for formal schooling.

2. WHAT DO WE WANT FROM THIS TRAINING?

A training solution to empower officials, ECD board members and matrons from basic level which incorporates all components of ECD management including but not limited to the following;

- administration,
- financial management,
- human resource management, and
- governance.

Contractor

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The training must prepare our officials to support and monitor the effective and efficient management, administration, and governance of ECD Sites. Equip board members and matrons of ECD sites with skills that will help them to effectively manage, administer and govern ECD Sites according to the NPO Act No. 17 of 1997 and Public Finance Management Act, 1990 (Act No. 1 of 1990) (PFMA) while ensuring that children are provided with quality elementary education development that prepares them for formal schooling.

The training of Elementary Education Development (EED) officials, and board members and Matrons on ECD Centre management and administration based NPO Act No. 17 of 1997 should be a **one-year** course to be provided to three cohort of trainees within a period of three years. The one-year course should cover the four modules outlined below:

MODULE 1: BASIC TRAINING ON NPO ACT AS IT RELATES TO ECD SITES

The initial need is to train EED officials, and board members and matrons of ECD Sites on Nonprofit Organisations Act No. 7 of 1997 as it relates to ECD Sites. This initial training should focus on the following aspects:

Session 1: NPO Act and Governance

- Introduction to NPO Act
- Governance (NPO Act)
 - Policies (policies such as, financial management policy (petty cash management), emergency exit policy, admission policy, maintenance policy, labour relations policy, leave management policy, employment contract, conditions of service, and health and safety policy)
- NPO Administration and Management
- Human Resource Management

Session 2: Financial Management

- Introduction to PFMA
- Financial Management (Reporting, Record Keeping, etc.)
- Project Management
- Resource Mobilisation
- Business Plans
- Risk Management

Target groups for module 1 are as follows:

Group 1: Officials (Subject Advisors and Social Workers)

The training sessions should be conducted within a week (5 Days – 40 Notional Hours)

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A compulsory one-day registration and orientation session to be conducted prior to the commencement of the formal training.

Group 2: Board members and Matrons of ECD Centres

The training sessions should be conducted within two weeks (10 Days – 80 Notional Hours)

A compulsory one-day registration and orientation session to be conducted prior to the commencement of the formal training.

MODULE 2: APPLY ACCOUNTING PRINCIPLES AND PROCEDURES IN THE PREPARATION OF REPORTS AND DECISION MAKING (5 Days)

Session 3:

At the end of this training, EED officials, and ECD Sites' board members and matrons should be able to demonstrate an understanding of accounting principles and reporting requirements and nature of functions in public sector. They will be expected to further demonstrate the following skills of:

- Using accounting techniques and approaches to process financial information
- Applying end of period accounting procedures in the preparation of financial statements
- Applying procedures necessary for control over cash transactions and balances
- Utilising procedures for reporting and recording accounts receivables
- Utilising procedures for recording and reporting on liabilities in the public sector

The course should be offered as per the requirements of SAQA (South African Qualifications Authority) unit standard 119350: Apply accounting principles and procedures in the preparation of reports and decision making at level 5 with 15 credits for full 5 days.

Target groups for module 2 are as follows:

Group 1: Officials (Subject Advisors and Social Workers)

The training sessions should be conducted within a week (3 Days – 24 Notional Hours)

A compulsory one-day registration and orientation session to be conducted prior to the commencement of the formal training.

Group 2: Board members and Matrons of ECD Centres

The training sessions should be conducted within two weeks (8 Days – 64 Notional Hours)

A compulsory one-day registration and orientation session to be conducted prior to the commencement of the formal training.

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MODULE 3: APPLY SELECTED GRAP (GENERALLY RECOGNISED ACCOUNTING PRACTICES) TO PERIODIC ACCOUNTING REPORTING PROCESS

Session 4:

At the end of this training, EED officials will be expected to demonstrate the ability of doing the following:

- Defining and applying GRAP in the context of public finance and administration
- Defining a conceptual framework for accounting reporting
- Defining measurement criteria for determining financial position and performance
- Identifying financial reports and identifying and resolving discrepancies

The course should be offered as per the requirements of SAQA (South African Qualifications Authority) unit standard: Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process at level 5 with 12 credits for full 5 days.

Target group for module 3 is as follows:

Group 1: Officials (Subject Advisors and Social Workers)

The training sessions should be conducted within a week (2 Days – 16 Notional Hours)

A compulsory one-day registration and orientation session to be conducted prior to the commencement of the formal training.

MODULE 4: POLICY DEVELOPMENT

Session 4 (6 Sessions)

Appointed service provider will be expected to assist ECD sites to develop the following policies:

- financial management (petty cash management),
- admission and attendance,
- leave management,
- conditions of service, and
- occupational health and safety.

The service provider should conduct two compulsory sessions for first three terms to ascertain progress. In the fourth term, service provider to provide evidence that all ECD sites have the above policies.

Target group for module 4 is as follows:

Group 1: Officials (Subject Advisors and Social Workers)

The training sessions should be conducted within a week (30 Days – 240 Notional Hours).

A compulsory one-day registration and orientation session to be conducted prior to the commencement of the formal training.

Contractor

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Witness 2

Employer

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Witness 2

3. EXPECTATION OF THE NPO TRAINING PROGRAM

The training programme must be SAQA accredited for module 2 and 3 as follows:

YEAR	COURSE	BENEFICIARIES	ENDORSEMENT / SAQA ACCREDITATIONS
YEAR 1:	Compulsory registration and orientation	1st Cohort: Group 1: Officials 47 Social Workers Group 2: Members 2840 Board Members 1420 Matrons	Group 1: 1 Day Group 2: 1 Day
	Module 1: Basic Training On NPO Act As It Relates To ECD Sites		Group 1: 5 Days Group 2: 10 Days
	Module 2: Apply Accounting Principles And Procedures In The Preparation Of Reports And Decision Making		SAQA Accredited Unit Standard: 119350 Level: 5 Credits: 15 Group 1: 3 Days Group 2: 8 Days
	Module 3: Apply Selected GRAP (Generally Recognised Accounting Practices) To Periodic Accounting Reporting Process	Group 1: Officials 47 Social Workers	SAQA Accredited Unit Standard: 119348 Level: 5 Credits: 12 Group 1: 2 Days
	Module 4: Support for ECD sites to develop 4 policies.		Group 1: 30 Days
YEAR 2	Compulsory registration and orientation	2ND Cohort: Group 3: Officials 13 Subject Advisors Group 4: Members 2840 Board Members	Group 3: 1 Day Group 4: 1 Day
	Module 1: Basic Training On NPO Act As It Relates To ECD Sites		Group 3: 5 Days Group 4: 10 Days
	Module 2: Apply Accounting Principles And Procedures In The Preparation Of Reports And Decision Making		SAQA Accredited Unit Standard: 119350 Level: 5 Credits: 15 Group 3: 3 Days Group 4: 8 Days
	Module 3: Apply Selected GRAP (Generally Recognised Accounting Practices) To	Group 3: Officials 13 Subject Advisors	SAQA Accredited Unit Standard: 119348 Level: 5

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	Periodic Accounting Reporting Process		Credits: 12
	Module 4: Support for ECD sites to develop 4 policies.		Group 3: 2 Days
			Group 3: 30 Days
YEAR 3	Compulsory registration and orientation	3rd Cohort: Group 5: Members 2840 Board Members	Group 4: 1 Day
	Module 1: Basic Training On NPO Act As It Relates To ECD Sites		Group 4: 10 Days
	Module 2: Apply Accounting Principles And Procedures In The Preparation Of Reports And Decision Making		SAQA Accredited Unit Standard: 119350 Level: 5 Credits: 15 Group 4: 8 Days

The Training Programme should be a **one year** course and be provided to three cohort of trainees within a period of three years as outlined above.

4. THE SUCCESSFUL BIDDER'S OBLIGATION

The successful bidder is obliged to:

- Conduct a kick off meeting with the FSDoE.
- Offer the course through face to face contact sessions.
- Conduct contact session during school holidays and weekends so that trainees can be able to attend the course while still working.
- Conduct pre-assessment of trainees before the commencement of the course.
- Conduct a registration and orientation session with the trainees before the course starts.
- Conduct continuous assessment activities that will lead to production of Portfolio of Evidence (PoE) resulting in the attainment of a Certificate of Competency.
- Conduct post-assessment of trainees at the end of the course and provide a detailed report.
- Conduct after-care with the intention to ensure that all trainees succeed and the remaining 10% of the cost will be paid after evidence that after-care was conducted and close-out report is submitted at the end of the training of each cohort. This must happen within 3 months after concluding the formal training per year.
- Adhere to deadlines agreed upon for the commencement and completion of the course.
- Provide training in identified venues per district, namely; Fezile Dabi, Lejweleputswa, Motheo, Thabo Mofutsanyana and Xhariep.

Contractor

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Witness 2

Employer

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- Provide training material for trainees
- Ensure that all materials are user friendly
- Provide progress reports (two weeks after each training session including attendance registers).
- Provide on-site support after each training session.
- Provide trainees with an NQF accredited certificate for module 2 and 3 on completion of the course.
- Arrange a graduation ceremony for all trainees.
- Adhere to all COVID-19 precautionary measures during all training sessions.
- Provide close-out report on annual basis after each year of the training.

The estimated number of trainees to be trained on the course per year:

District	Town	Year 1	Year 2	Year 3	Total
Officials	Bloemfontein	47	13		60
Fezile Dabi	VENUE 1: Sasolburg	219	146	146	511
	VENUE 2: Frankfort	144	96	96	336
	VENUE 3: Kroonstad	177	118	118	413
	VENUE 4: Parys	126	84	84	294
	SUB-TOTAL	666	444	444	1554
Lejweleputswa	VENUE 1: Welkom	342	228	228	798
	VENUE 2: Henneman	135	90	90	315
	VENUE 3: Dealesville	105	70	70	245
	VENUE 4: Wesselsbron	150	100	100	350
	SUB-TOTAL	732	488	488	1708
Motheo	VENUE 1: Bloemfontein	369	246	246	861
	VENUE 2: Botshabelo	381	254	254	889
	VENUE 3: Thaba Nchu	351	234	234	819
	VENUE 4: Ladybrand	180	120	120	420
	SUB-TOTAL	1281	854	854	2989
Thabo Mofutsanyana	VENUE 1: Bethlehem	339	226	226	791
	VENUE 2: Qwaqwa	498	332	332	1162
	VENUE 3: Ficksburg	258	172	172	602
	VENUE 4: Warden	183	122	122	427
	SUB-TOTAL	1278	852	852	2982
Xhariep	VENUE 1: Rouxville	81	54	54	189
	VENUE 2: Trompsburg	132	88	88	308
	VENUE 3: Koffiefontein	90	60	60	210
	SUB-TOTAL	303	202	202	707
TOTALS		4307	2853	2840	10000

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



5. THE FREE STATE DEPARTMENT OF EDUCATION OBLIGATION

The Free State Department of Education (FSDoE) is obliged to:

- select trainees to be trained
- provide lists of trainees to be trained per district per year,
- provide venues for the training sessions,
- monitor training sessions and share findings with service provider.
- pay all amounts due and payable to the Service Provider as provided for in this agreement.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

CRITERIA

Contractor

Witness 1

Witness 2

Employer

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Witness 2

FUNCTIONALITY CRITERIA

EVALUATION / ADJUDICATION CRITERIA: E20/2023/2024

1. The bid will be evaluated as follows:
 - 1.1 Assessment on Functionality (**Separate from price**): **50** points
 - 1.2 Assessment on price: **80** points
 - 1.3 B-BBEE grading: **20** points
2. The value of this bid is estimated to be less than R50 000 000 and therefore the **80/20** system shall be applicable.

3. FUNCTIONALITY CRITERIA

All bids will be subject to **functionality evaluation** and will be required to achieve a minimum of **score minimum of 35 points for functionality** in total to be further evaluated for price.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

FUNCTIONAL CATEGORY	MAXIMUM POINTS	ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST
CAPABILITY AND CAPACITY IN SIMILAR TRAINING AND MANAGEMENT SERVICES	Total = 20 Points			
	Signed Appointment letter/proof of contractual agreement/purchase order (Maximum 10 points)		ANNEXURE A 1 Signed Appointment letter/proof of contractual agreement/purchase order in the name of the bidder for similar training and management services.	APPOINTMENT LETTER/PURCHASE ORDER attached? YES ☐ NO ☐
	1 Letter which stipulate a value of delivery from at least R500 000.00 up to R1 Million	→2 point	The appointment letter/purchase order should: • Be signed. • Be on the letterhead of the department/company and in case of purchase order the department should be reflected. • Should indicate the description/details. • Have contact details.	IS FOLLOWING INDICATED? Signed? ☐ YES ☐ NO
	1 Letter which stipulate a value of delivery above R1 Million to R 2 Million	→4 points	The following should reflect on the required documentation: • Date of appointment/date of order should be indicated. • Value of contract/order. • Contactable reference.	On letter head/indication of department/company ordered ☐ YES ☐ NO
	1 Letter which stipulate a value of delivery above R2 Million to R 3 million	→7 points		Description and details of goods delivered/service rendered? ☐ YES ☐ NO
	1 Letter which stipulate a value of delivery of more than R 3 million	→10 points		Contact details? ☐ YES ☐ NO
				Date indicated? ☐ YES ☐ NO
				Date: _____
				Value of contract: ☐ YES ☐ NO
				R _____
				Contactable reference? ☐ YES ☐ NO
				POINTS SCORED _____ /10

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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education

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FREE STATE PROVINCE

	AND Signed reference letter which stipulate a minimum value of (Maximum 10 points): 1 Letter which stipulate a value of delivery from at least R500 000.00 up to R1 Million →2 point 1 Letter which stipulate a value of delivery above R1 Million to R 2 Million →4 points 1 Letter which stipulate a value of delivery above R2 Million to R 3 million →7 points 1 Letter which stipulate a value of delivery of more than R 3 million →10 points		ANNEXURE A 2 <u>Signed reference letter from referees (corresponded with the appointment letter) for similar training and management services</u> <u>The letter must comply with all the under-mentioned criteria for points to be allocated:</u> ✓ Date of letter should not be older than 5 years ✓ Letter should be on official letterhead of institution to whom services were rendered/project was carried out. ✓ Quality of service must be stipulated. ✓ Value of service must be stipulated. The reference letter should be addressed to the company that bid.	<table border="1"> <tr> <td colspan="2">REFERENCE LETTER attached?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>YES</td> <td>NO</td> </tr> <tr> <td colspan="2">Does letter correspond with the appointment letters</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td>DATE OF LETTER NOT older than 5 years Indicate date:</td> <td>Indicate value</td> <td></td> <td></td> </tr> <tr> <td>Date of letter: _____ R</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">On OFFICIAL LETTERHEAD of institution to whom services were rendered?</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Indicate client: _____</td> <td></td> <td></td> </tr> <tr> <td colspan="2">QUALITY Indicated?</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2">POINTS SCORED</td> <td colspan="2">/10</td> </tr> <tr> <td colspan="2">TOTAL POINTS SCORED</td> <td colspan="2">/20</td> </tr> </table>	REFERENCE LETTER attached?		YES	NO							YES	NO	Does letter correspond with the appointment letters								DATE OF LETTER NOT older than 5 years Indicate date:	Indicate value			Date of letter: _____ R				On OFFICIAL LETTERHEAD of institution to whom services were rendered?				Indicate client: _____				QUALITY Indicated?								POINTS SCORED		/10		TOTAL POINTS SCORED		/20	
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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Structured organogram		→ 5 points																
		Structure = 2 Roles and Responsibilities = 3	ANNEXURE B 1) <u>Structured Organogram/reporting structure indicating the:</u> ✓ Proposed Team structure (posts) with reporting lines (2 points) ✓ Role and responsibilities (2 (points) of the team to undertake work to provide effective, efficient and quality service as well as ✓ CV's of team (1 point)															
		STRUCTURED ORGANOGRAM attached? <table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>		YES		NO												
YES		NO																
		<table border="1"> <thead> <tr> <th>IS FOLLOWING INDICATED ON ORGANOGRAM?</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Team structure (posts) with reporting lines (2 points)</td> <td></td> <td></td> </tr> <tr> <td colspan="3">POINTS SCORED</td> </tr> <tr> <td>Role and responsibilities of the team to undertake work to provide effective, efficient and quality service as well as CV's of the team (3 points)</td> <td></td> <td></td> </tr> <tr> <td>POINTS SCORED</td> <td colspan="2">___/5</td> </tr> </tbody> </table>		IS FOLLOWING INDICATED ON ORGANOGRAM?	YES	NO	Team structure (posts) with reporting lines (2 points)			POINTS SCORED			Role and responsibilities of the team to undertake work to provide effective, efficient and quality service as well as CV's of the team (3 points)			POINTS SCORED	___/5	
IS FOLLOWING INDICATED ON ORGANOGRAM?	YES	NO																
Team structure (posts) with reporting lines (2 points)																		
POINTS SCORED																		
Role and responsibilities of the team to undertake work to provide effective, efficient and quality service as well as CV's of the team (3 points)																		
POINTS SCORED	___/5																	
		<table border="1"> <tr> <td>TOTAL POINTS SCORED</td> <td>___/05</td> </tr> </table>		TOTAL POINTS SCORED	___/05													
TOTAL POINTS SCORED	___/05																	

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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education

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FREE STATE PROVINCE

Detailed delivery strategy/ training plan		→ 20 points
		ANNEXURE C 1) Detailed delivery Strategy / methodology/training plan that clearly demonstrates every aspect on how the training will be conducted: ANNEXURE C1 ✓ Training program with time frames. (2 points) ✓ Detailed activities/deliverables (3 points) ✓ How the project will be managed (approached on training and how the service provider will ensure uninterrupted service and timely delivery (2 points) ANNEXURE C2 ✓ How support will be given to students (matrons / board members / social workers / subject advisors) (2 points) ANNEXURE C3 ✓ Demonstrate how the (matrons / board members / social workers / subject advisors) will be evaluated/moderated continuously leading to completion of Portfolio of Evidence for attainment of Certificate of Competency. (2 points) ✓ Demonstrate how the assessment of students (matrons / board members / social workers / subject advisors) will be evaluated/moderated. (pre-
		ANNEXURE C1 = 7 ANNEXURE C2 = 2 ANNEXURE C3 = 4

DETAILED DELIVERY STRATEGY attached?		
YES		NO
IS FOLLOWING INDICATED ON DELIVERY STRATEGY? Time frames indicated? (2 points) Detailed activities/deliverables indicated? (3 points) POINTS SCORED <u>5</u> How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery (2 points) POINTS SCORED <u>2</u> How support will be given to students (2 points) POINTS SCORED <u>2</u> Demonstrate how the (teachers/subject advisors/provincial coordinators) will be evaluated/moderated continuously leading to completion of Portfolio of Evidence for attainment of Certificate of Competency. (2 points) Demonstrate how the assessment of students will be		

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

and post-tests) (2 points)

Annexure C4 = 4

ANNEXURE C4

✓ Demonstrate ability to provide training on Generally Accepted Accounting Practices (GRAP) at all 19 venues (4 venues per district) (2 Points)

✓ Demonstrate ability to provide training on Policy Development at all 19 venues (4 venues per district) (2 points)

Annexure C5 = 3

ANNEXURE C5

✓ Demonstrate Orientation and graduation arrangements (3 points)

evaluated/moderated (pre and post-tests) (2 points)		
POINTS SCORED	4	
Demonstrate ability to provide training on Generally Accepted Accounting Practices (GRAP) at all 19 venues (4 venues per district) (2 Points)		
Demonstrate ability to provide training on Policy Development at all 19 venues (4 venues per district) (2 points)		
POINTS SCORED	4	
Demonstrate Orientation and graduation arrangements (3 points)		
POINTS SCORED	3	

TOTAL POINTS SCORED **20**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Total = 5 points																																							
PROOF OF SOUND FINANCIAL STABILITY TO DELIVER SERVICE	No Financial Statement	→ 0 points	<u>ANNEXURE D</u> Financial statement signed off by a registered Chartered accountant Or Financial statement signed by registered accountant <i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i> OR ORIGINALLY CERTIFIED Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to your company. The credit provider should be registered with NCR. <i>(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)</i>	<u>FINANCIAL STATEMENTS attached? CIRCLE YES or NO.</u> <table border="1"> <tr> <td><u>YES</u></td> <td></td> <td></td> <td><u>NO</u></td> <td></td> </tr> </table> <u>DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING?</u> <table border="1"> <tr> <th>Financial statement</th> <th><u>YES</u></th> <th><u>NO</u></th> </tr> <tr> <td>Signed?</td> <td></td> <td></td> </tr> <tr> <td>Compiled by CA or accountant?</td> <td></td> <td></td> </tr> <tr> <td><u>POINTS SCORED</u></td> <td colspan="2"></td> </tr> </table> OR <table border="1"> <tr> <th>LETTER FROM CREDIT PROVIDER</th> <th><u>YES</u></th> <th><u>NO</u></th> </tr> <tr> <td>IS LETTER FROM CREDIT PROVIDER ATTACHED?</td> <td></td> <td></td> </tr> <tr> <td><u>POINTS SCORED</u></td> <td colspan="2"></td> </tr> </table> AND <table border="1"> <tr> <th><u>DOES LETTER COMPLY WITH THE FOLLOWING?</u></th> <th><u>YES</u></th> <th><u>NO</u></th> </tr> <tr> <td>IS CREDIT AMOUNT STIPULATED?</td> <td></td> <td></td> </tr> <tr> <td><u>POINTS SCORED</u></td> <td colspan="2"></td> </tr> </table>	<u>YES</u>			<u>NO</u>		Financial statement	<u>YES</u>	<u>NO</u>	Signed?			Compiled by CA or accountant?			<u>POINTS SCORED</u>			LETTER FROM CREDIT PROVIDER	<u>YES</u>	<u>NO</u>	IS LETTER FROM CREDIT PROVIDER ATTACHED?			<u>POINTS SCORED</u>			<u>DOES LETTER COMPLY WITH THE FOLLOWING?</u>	<u>YES</u>	<u>NO</u>	IS CREDIT AMOUNT STIPULATED?			<u>POINTS SCORED</u>		
	<u>YES</u>				<u>NO</u>																																		
	Financial statement	<u>YES</u>		<u>NO</u>																																			
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<u>POINTS SCORED</u>																																							
LETTER FROM CREDIT PROVIDER	<u>YES</u>	<u>NO</u>																																					
IS LETTER FROM CREDIT PROVIDER ATTACHED?																																							
<u>POINTS SCORED</u>																																							
<u>DOES LETTER COMPLY WITH THE FOLLOWING?</u>	<u>YES</u>	<u>NO</u>																																					
IS CREDIT AMOUNT STIPULATED?																																							
<u>POINTS SCORED</u>																																							
Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	→ 0 points																																						
Signed, sound Statement prepared by a Qualified Accredited Accountant/signed agreement letter from credit provider	→ 5 points																																						

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. **E20/2023/2024**
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Part T2.1: Returnable Documents



				<table border="1"><tr><td>TOTAL POINTS SCORED</td><td>/5</td></tr></table>	TOTAL POINTS SCORED	/5
TOTAL POINTS SCORED	/5					
			POINTS SCORED GRAND TOTAL	_____/50		

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2



SECTION 4

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SPECIFIC GOALS

ATTACH:

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

2) CSD report

3) Proof of Free State based company by submitting:

➤ **Municipal/water/electricity account of the bidder's premises:**

- The account must be in the bidders' name/Directors' name/s.
- The account should not be older than 3 months.

Or

➤ **SIGNED Lease agreement:**

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

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF
INCORPORATION/
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT
ETC.**

2) ID DOCUMENTS OF DIRECTORS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH:

Proof of SAQA accreditation for module 2 and 3

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A1:

SIGNED APPOINTMENT LETTER/

PURCHASE ORDER

(Ensure that the letters comply with criteria)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE A2:

SIGNED REFERENCE LETTER

**(Ensure that the letter comply
with criteria)**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE B:

STRUCTURED ORGANOGRAM

- ✓ **Preposed Team structure with reporting lines**
- ✓ **Roles and responsibilities**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE C1:

Detail delivery Strategy/ Training plan

- ✓ Time frames versus detailed activities
- ✓ **How** the project will be managed and how the service provider will **ensure uninterrupted service** and **timely delivery**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE C2:

DEMONSTRATE **SUPPORT TO STUDENTS**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH:

ANNEXURE C3:

Human resources capacity:

- Demonstrate how students will be evaluated/moderated continuously leading to completion of Portfolio of evidence
- Demonstrate how the assessment of students will be evaluated (pre-and post tests)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH:

ANNEXURE C4:

- Demonstrate ability to provide training on:

✓ **GRAP**

✓ **Policy development**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH:

ANNEXURE C5:

- Demonstrate orientation and graduation arrangements

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



FUNCTIONALITY

ATTACH:

ANNEXURE D:

**SIGNED FINANCIAL
STATEMENTS/**

**AGREEMENT LETTER FROM
CREDIT PROVIDER**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



ATTACH:

**IN CASE OF JOINT
VENTURE:**

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

JOINT VENTURE ANNEXURE

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

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

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

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

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

Name and surname: _____

SIGNED ON BEHALF OF BIDDER

Date: _____

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

CHECK LIST:			
SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:			
SBD FORM	DESCRIPTION	TO BE COMPLETED BY	COMMENTS ON COMPLIANCE BY SERVICE PROVIDER
STANDARIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 5	The Naional Industrical Participation Programme	To be completed and signed by the service provider	
SBD 6.1	Preference points claim form	To be completed and signed by the service provider in order to claim points	
SBD 3.1 and pricing schedule	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: • Indicate prices on pricing schedule, • Ensure that you price on ALL items. • Ensure that you indicate on the SBD 3.1 form if your prices are firm. • Indicate if offer comply with specification.	
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
CSD REPORT			
Ensured that it is attached.			
FUNCTIONALITY			
Ensured that all documentation to evaluate functionality criteria is attached.			
SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS			
Ensured that all documentation as requested is attached.			
SPECIFIC GOALS			
Ensured that all documentation to claim points for specific goals is attached.			
CIDB PRINTOUT REPORT			
Ensured that CIDB printout is attached			
JOINT VENTURE AGREEMENT (if applicable)			
Joint Venture agreement (Compulsory if applicable)	In the event that a joint venture bid is submitted a signed joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement (signed by all the parties) will lead to disqualification of the bid.		

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2