

SPECIFICATIONS

REQUEST FOR APPROVAL TO INVITE BIDS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EQUIPMENT FOR THE MOD CENTRES AND NEIGHBOURING SCHOOL CENTRES THAT FORM PART OF THE JOINT WESTERN CAPE PROVINCIAL SPORT CONFEDERATION (WCPSC) AND DEPARTMENT OF CULTURAL AFFAIRS AND SPORT (DCAS) IMPLEMENTATION STRATEGY AT THE ACTIVITY CENTRES

1. INTRODUCTION

- 1.1 The Mass Participation, Opportunity and Access, Development and Growth (MOD) Programme is an after-school programme with access to specialised coaching that provides school-going children with access to various play-based, recreation-based, and fun-filled modified activities daily.
- 1.2 These programmes are implemented across the province at MOD Centres and selected neighbouring schools, which provide job opportunities for coaches and managers of the programme. Access to sport equipment is vital for delivering high-quality training and ensuring that all participants, including learners at MOD centres, can fully engage in physical activities. This equipment will not only support recreational activities but also the development of competitive athletes, aligning with the Department's goals of fostering talent at the grassroots level and ensuring broader participation in Indigenous games and youth competitions.

2. OBJECTIVE

- 2.1 The Department of Cultural Affairs and Sport (DCAS) is required to purchase equipment for the MOD Centres and the Neighbouring School Centres within the Sport and Recreation Programme, from bidders registered on the Central Supplier Database (CSD) of the National Treasury and the Western Cape Supplier Evidence Bank (WCSEB).

3. REQUIREMENTS

- 3.1 The Department is requesting suitable bidders to submit bid proposals for the provisioning of equipment as per the attached **Annexures**.
- 3.2 The equipment must be provided in accordance with the specification indicated in the attached **Annexures**.
- 3.3 Delivery must take place no later than 14 March 2025.

4 BID CONDITIONS

4.1 Confidentiality

4.1.1 The successful bidder must ensure confidentiality in respect of all services rendered to DCAS, including but not limited to:

- (a) documents provided to perform a specific task;
- (b) discussions in meetings or otherwise; and
- (c) all other information of which the bidder is aware of.

5. BID PROPOSALS

5.1 Bid proposals must be submitted by closing time (as indicated on the WCBD 1 form) to be considered. No late bid submission, for whatever reason, will be considered and such submission will be returned unopened (where practical) to the bidder.

5.2 Bid proposals must include the following:

5.3 Proof by prospective bidders that their tax matters are in order, or that they are in arrangement with SARS to bring it in order at time of bid closure. Proposals not complying with this condition can be considered non-responsive and can be disqualified.

5.4 All Western Cape bidding documents attached to this bid invitation must be completed and submitted with your proposal. The applicable WCBD forms for this bid are:

- (i) WCBD 1 (Invitation to Bid), duly completed. Please note that this form must be signed by a duly authorized representative of the company submitting bids.
- (ii) WCBD 3.1 (Pricing schedule: firm prices), duly completed. Please also use the detailed pricing schedule as per the Annexures to cost your proposal.
- (iii) WCBD 4 (Declaration of Interest), duly completed and signed.
- (iv) WCBD 6.1 (Preference Points Claim Form), duly completed and signed. If preference points are claimed, an original valid B-BBEE status level verification certificate or affidavit (or certified copy thereof) should also be submitted.

5.5 The Department requires the proposal to be valid for 90 days from date of closure.

5.6 The Department will only contract with businesses duly registered on CSD. Therefore, all prospective bidders who are currently not registered on the CSD are requested to register as such, as bidders' offers may be regarded as non-compliant if found that they are not registered on the CSD. Information in this regard is included in this bid invitation. Prospective bidders are also encouraged to register on the Western Cape Supplier Evidence Bank (WCSEB) as this database is currently utilised as a repository for all compliance documents that are required for audit purposes. The CSD is not providing this repository service.

- 5.7 Prices must include delivery costs and VAT.

6. REFERENCES AND SUB-CONTRACTING

- 6.1 Bidders and subcontractors must provide reference letters on the official letterhead from at least two (2) contactable clients. Failure to do so will render proposals invalid and will be disqualified.
- 6.2 If prospective bidders intend to use the services of any sub-contractors, the information must be supplied on the bidding document / be indicated on the WCBD 6.1 form in the applicable paragraph pertaining to sub-contracting.
- 6.3 Changing of sub-contractors after award of the bid must be pre-approved by the Department. The new sub-contractor must be assessed against the same quality standards as used during the bidding process by the Department.

7. BID EVALUATION

The bids will be evaluated and adjudicated in two phases, namely:

7.1 Phase 1: Compliance Evaluation

These Specifications prescribe several requirements to be met by prospective bidders. Failing to comply with these requirements may render bids invalid and bidders can thus be disqualified in this phase.

Please ensure that these requirements are met by completing the checklist below with a √.

Origin: Paragraph	Requirement	Checked	
		YES	NO
5.3	Bid proposals must include proof by prospective bidders that their tax matters are in order, or that they are in arrangement with SARS to bring it in order at time of bid closure.		
5.4 (i)	WCBD 1 (Invitation to Bid) must be duly completed and signed by a duly authorized representative of the company submitting bids.		
5.4 (ii)	WCBD 3.1 (Pricing schedule: firm prices) must be duly completed.		
5.4 (iii)	WCBD 4 (Declaration of Interest) must be duly completed and signed.		
5.4 (iv)	WCBD 6.1 (Preference Points Claim Form) must be duly completed and signed. If preference points are claimed, an original valid B-BBEE status level verification certificate or affidavit (or certified copy thereof) should also be submitted.		
5.5	The Department requires the proposal to be valid for 90 days from date of closure.		
5.6	Duly registered on the National Treasury's Central Supplier Database (CSD). If not, please do so as soon as possible.		
5.6	Prospective bidders are also encouraged to register on the Western Cape Supplier Evidence Bank (WCSEB) if not already registered.		
5.7	Prices must include delivery costs and VAT. Delivery will be at various locations within the Western Cape. Cost of delivery, if any, must be detailed separately in the costing		
10	Attendance of a Compulsory Briefing Session		

8. **Phase 2: Final Price Evaluation (Price and BEE status)**

- 8.1 This bid is subject to the Preferential Procurement Regulations 2022. The bids that passed Phase 1 will be evaluated in accordance with the preference points system as indicated in paragraph 2.2(a) of the attached WCBD 6.1 form.
- 8.2 The bid will be awarded to the bidder scoring the highest points based on the price and BBBEE points allocated.
- 8.3 The Department reserves the right to adjudicate this bid to more than one bidder. Prospective bidders are however requested to submit proposals for all items.

- 8.4 The Department reserves the right to reduce or increase the equipment quantities.
- 8.5 The Department reserves the right not to award this bid.
- 8.6 The Department reserves the right to negotiate with the shortlisted bidders prior to the award and with the successful bidder, post award, based on market conditions.
- 8.7 The onus is on the bidder to ensure that all costs are included. There will be no hidden costs. Any cost not disclosed will not be considered during evaluation, award, and post award phases.

9. CLOSING DATE

This bid will close on 16 January 2025 at 11:00. Completed proposals must be dropped into the bid box situated on the Ground Floor, Protea Assurance Building, Greenmarket Square, Cape Town.

10. COMPULSORY BRIEFING SESSION

- 10.1 A compulsory briefing session will be held as follows:

Place: Microsoft Teams

Date: 10 December 2024

Time: 10:00

Contact Person: Ms. Marlene Petersen

Contact Number: 021 483 9651

11. BIDDING FORMS / BIDDING ENQUIRIES:

Mr Zolisa Nomandla, telephone (021) 483-9835, Directorate Financial Management, Private Bag X9067, Cape Town, 8000, Protea Assurance House, 6th Floor, Greenmarket Square, Cape Town, 8001. E-mail: zolisa.nomandla@westerncape.gov.za

12. SPECIFICATION ENQUIRIES:

Ms. Marlene Petersen

Directorate Sport Development

021 483 9651

Marlene.Petersen@westerncape.gov.za

Protea Assurance House, 4th Floor, Greenmarket Square, Cape Town, 8001

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NOTICE

In terms of the Protection of Personal Information Act 2013 (POPIA), we process your personal information as needed to establish and maintain a business relationship with the Department. Your personal information may be disclosed to third parties in the normal course of business or as needed to comply with law. A complete privacy notice is available on

<https://www.westerncape.gov.za/general-publication/privacy-notice-department-cultural-affairs-and-sport-respects-and-protects-your-privacy>