

PART A

SBD1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	EPWP NSS NPO PROGRAMME- 2026/27-2028/29RI	CLOSING DATE:	14/08/2026	CLOSING TIME:	12H00 PM
DESCRIPTION	REQUEST FOR PROPOSALS FOR PARTICIPATION IN THE EPWP NON-STATE SECTOR PROGRAMME FROM 2026/2027 TO 2028 /2029 FINANCIAL YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
See Section H: Addresses of Regional Offices on page 35 of the tender document					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kwanda Mzobe		CONTACT PERSON	See Section H: Addresses of Regional Offices on page 35 of the tender document	
TELEPHONE NUMBER	012 845 2000		TELEPHONE NUMBER	See Section H: Addresses of Regional Offices on page 35 of the tender document	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kwandam@idt.org.za		E-MAIL ADDRESS	See Section H: Addresses of Regional Offices on page 35 of the tender document	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

SBD1

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:

.....

SECTION B: TERMS AND CONDITIONS FOR BIDDING

1. TERMS AND CONDITIONS

ITEM	DESCRIPTION
1.1 Tender Issue Date	Thursday, 23 July 2026
1.2 Compulsory Briefing	29 July 2026 to 07 August 2026 Bidders MUST complete the Compulsory Briefing Session register. Bidders not on the briefing session register will be eliminated.
1.3 Tender Reference No.	EPWP NSS NPO PROGRAMME-2026/27-2028/29RI
1.4 Enquiries	Any queries shall be directed in writing to the IDT and shall be addressed to the regional contact person at the address indicated on page 35 or Email: SFTenders@idt.org.za
1.5 Mandatory Requirements	1.5.1 Authority to Sign the Bid Document and all Annexures (Page 43 of the bid document). 1.5.2 Valid COIDA Certificate from the Department of Labour (Letter of Good Standing). FEM, RMA certificates and the tender letter will not be acceptable for this tender. The COIDA certificate must be valid for the whole financial year i.e. 2026/2027. It must not be on month-to-month basis. 1.5.3 Proof of UIF Registration (UI54). 1.5.4 NPO Registration Certificate (Only NPOs with a minimum of two years in existence or more). 1.5.5 Department of Social Development Valid Compliance Letter (Valid Compliance Letters for 2025 or 2026). 1.5.6 NPOs must at least attend one district Compulsory Briefing Session in the province where they intend to bid. 1.5.7 Valid Proof of business address (proof of ownership - Tittle Deed or Lease Contract or Municipal Services Bill or letter of Tribal Office or Affidavit of the property owner. All these aforementioned documents except the affidavit must bear the name of the organisation and not the individual person). To be valid the affidavit must contain the following: • Clearly state the physical address. • Confirm the NPO's right of use/occupation.

ITEM	DESCRIPTION
	• Be signed and dated before a Commissioner of Oaths. • Be accompanied by a copy of the utility bill or municipal account in the owner's name for verification. The municipal services bill and letter of tribal office must not be more than three months old from the closing date of the tender. 1.5.8 Valid permission letter/s from the relevant authorities to operate on a specific site(s). <i>Validity in the case 1.5.8 means a signed letter on the letterhead or stamp or both letterhead and stamp of the authorising institution indicating the name, surname, the designation and contact number of the person who signed the letter, a date, the number of work opportunities for the institution, activities, the area / location the participants are going to work in, size of the area where the participants will be working (i.e. Hacters, KMs, Square meters etc.) and the name of the NPO that is given permission.</i> The permission letter must contain all these items mentioned above. FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION OF THE BID.
1.6 Mandatory Administrative Requirement	1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1) 1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4)
1.7 Returnable documents	The following returnable documents shall be submitted together with the bid. The validity of this documentation will be verified at the time of award. 1.7.1 Full Report of Central Supplier Database. 1.7.2 Valid Tax Compliance Letter with a unique pin. 1.7.3 In line with the submission checklist on page 39 and in line with items 1.5 ,1.6 and 1.7. 1.7.4 Returnable documents in line with 1.7.3 except 1.5 are subject to PAJA. Bidders will have seven (7) calendar days from the date of the request to provide missing documents.

ITEM	DESCRIPTION
	Failure to provide the requested documents may be disqualified from further consideration.
1.8 Evaluation Criteria	This bid will be evaluated in three stages 1.8.1 Mandatory Requirements and Mandatory Administrative Requirements. 1.8.2 Functionality Criteria. 1.8.3 Due-diligence. 1.8.4 The minimum threshold for functionality is 80 points. Therefore, bidders must score 80 points for functionality to be considered further. Only bidders who have passed functionality will then be evaluated further on-site during due diligence site visits. 1.8.5 The NPOs must score a total of 90 points for due diligence or site inspection to qualify for participation in the EPWP NSS NPO Programme from 2026/2027 financial year to 31 March 2029. 1.8.6 Only NPOs which pass due diligence evaluation will be recommended to participate in the programme.
1.9 Submission of Bid documents	1.9.1 Bids must be delivered on or before the closing date and the time as per the advert. 1.9.2 Bidders must sign the Bid Submission Register upon delivery of the bid at the regional office. Bidders that are not on the Bid Submission Register will not be considered. This applies to bids which are submitted through Courier Companies. NPOs MUST inform their Courier Companies to sign the Bid Submission Register in the name of the NPO. 1.9.3 Bids submitted after the closing time will not be considered. 1.9.4 Bid documents shall be hand-delivered in 1 combined pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT) and shall be marked as follows: Marked confidential Bid and Indicate the following on the envelope:

ITEM	DESCRIPTION
	• BID NUMBER: EPWP NSS NPO PROGRAMME-2026/27-2028/29RI • BID DESCRIPTION: REQUEST FOR PROPOSALS FOR PARTICIPATION IN THE EPWP NON-STATE SECTOR PROGRAMME FROM 2026/2027 TO 2028 /2029 FINANCIAL YEARS • CLOSING DATE AND TIME • NAME OF THE NPO • CONTACT PERSON'S NAME • CONTACT PERSON'S EMAIL ADDRESS • CONTACT PERSON'S CELLPHONE NUMBER THE BID BOX WILL BE LOCATED AT THE IDT REGIONAL OFFICES MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ON PAGE 35 OF THE BID DOCUMENT. NB: Emailed or Faxed bid documents will be disqualified.
1.10 Notes to bidders	1.10.1 Compulsory Briefing Sessions will take place in the provinces as per the schedule in Section H, point no. 8 on pages 36 – 38 of the tender document. Bidders who did not attend a Compulsory Briefing Session will be eliminated. 1.10.2 The bid shall be valid for 90 calendar days. 1.10.3 Bidders' queries will be attended to only up to 5 calendar days before the closing date. 1.10.4 Should bidders not receive any correspondence after 90 days of tender validity period then bidders should consider their application unsuccessful. 1.10.5 Bids must be submitted on the official forms which are provided as part of the bid document. 1.10.6 The NPOs whose contracts were terminated due to breach of contract in the two previous financial years will not be considered for this bid.

ITEM	DESCRIPTION
	1.10.7 The successful NPOs will be expected to provide the necessary equipment for the focus areas they have selected. 1.10.8 NPOs will be held accountable for participants that are involved in more than one EPWP projects at the same time (double dipping). 1.10.9 Bids which are not completed in permanent blank ink will not be considered. Bidders are not allowed to submit typed bid documents. 1.10.10 Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further evaluation. 1.10.11 Under NO circumstances joint ventures, subcontracting of other NPOs and consortium will be considered for this bid.
1.11 Conditions of Contract	1.11.1 Successful NPOs will be expected to enter into a contract with the IDT. 1.11.2 The special condition of this tender is that only one bid document per NPO will be evaluated. NPOs are encouraged to select carefully the province/region in which they are tendering since IDT will appoint one NPO for one region only for this bid No. NSS NPO PROGRAMME 2026/27 - 2028/29RI. 1.11.3 Should the IDT discover that NPOs have been appointed in more than one region at the time of contracting, the IDT will terminate all other appointments / contracts for the NPO to remain with only one appointment / contract in line with the special condition in clause 1.11.2 above. 1.11.4 Bidders would be expected to support the training programmes under EPWP NSS NPO programme. 1.11.5 The NPOs will be contracted for a period of three (3) financial years from 2026/2027 – 31 March 2028/2029. 1.11.6 The renewal of the contract for the second (2027/2028) and third (2028/2029) financial year is subject to the submission and verification of valid Letter of Good Standing (COIDA),

ITEM	DESCRIPTION
	Central Supplier Database(CSD) and DSD Compliance Letter. 1.11.7 The IDT will contract successful bidders for a minimum of two main sites (50 participants) and a maximum of fourteen (14) main sites (350 participants). These sites must be within the radius of 45km from the office of NPO. Each of the main sites must consist of twenty-five (25) participants. The sub-sites of the main site must be within the radius of five kilometers (5km) to allow for monitoring by one supervisor. The NPOs must indicate the sub-sites that constitute the main site (the link between the main site and its sub-sites must be indicated clearly by the NPO). The main site can be one unit or consist of sub-sites. Sub sites constituting the main site can be a school, clinic, police station etc. The number of participants of different sub sites which constitute the main site must add up to 25. 1.11.8 The IDT will implement the biometric system therefore the contracted NPOs are expected to commit to avail at least 4 GB of RAM memory and entry level of 32GB of storage gadget for each main site. 1.11.9 Permission letters must be per the main site where the main site has 25 participants. Permission letters must be per sub sites where main sites consist of the sub sites. 1.11.10 The successful NPO must recruit the participants in line with EPWP demographic targets. 1.11.11 Work opportunities will be allocated where the NPO has a permission letter to operate.
1.12 NPO Resources	1.12.1 The NPO has to provide details of the (3) human resources (Manager - Diploma (Minimum NQF Level 6) in any qualification; Financial Officer – Certificate in Finance and Administrator – Certificate in Office Administration, Public Administration, Business administration or equivalent). All certified copies must not be more than three months old from the closing date of the tender.

ITEM	DESCRIPTION
	1.12.2 Such human resource shall be available at all times for the project during the contract period. Should assigned human resource be changed for some other reason, he/she should be replaced by a person/s of equivalent or higher qualification.
1.13 Cancellation Costs	1.13.1 Should the programme be cancelled by the client Department due to financial constraints and/or other reasons, the IDT and the Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit.
1.14 NPO address	1.14.1 NPOs will only be considered in provinces where their base / head office is situated. Proof of address (NPO's Property ownership or valid lease agreement or letter from Local Councilor/Tribal Authority or Municipal Bill or Affidavit of the property owner). A letter from Local Authority and Municipal Bill must not be older than three months from the closing date of the tender must be attached.
1.15 IDT's Reservation of Rights	1.15.1 The IDT reserves the right to cancel or withdraw this request for bid without prior notice and without furnishing any reasons whatsoever. 1.15.2 The IDT reserves the right to subject bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed. 1.15.3 The IDT reserves the right to amend, modify, withdraw this bid, or terminate any of the procedures or requirements set out herein at any time and from time to time without prior notice and without liability to compensate or reimburse any person. 1.15.4 IDT reserves the right to contact the Landlord in cases where a lease agreement is provided. 1.15.5 The IDT reserves the right to call the referees. NPOs must ensure they put the contacts of their referees.
1.16 Bid Document	1.16.1 Bidders are advised to ensure that they familiarise themselves with all the contents of the bid documents as those will form the basis of the contract to be entered into.

ITEM	DESCRIPTION
	Any contents of this document that the bidder requires clarity on shall be brought forward before the bid submission date stipulated in this bid document. 1.16.2 Note: The bid document must be completed using permanent black ink. 1.16.3 The bid document must be bound and be in a sealed envelope. 1.16.4 All bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to the bidders. Proprietary information should be identified as such in each proposal. 1.16.5 If the IDT amends this bid document, the IDT will issue an erratum. 1.16.6 This document must be used solely for the purpose it is intended to achieve.
1.17 Duration of Contract	1.17.1 Successful NPOs will be contracted for three financial years (2026/2027 to 2028/29) from the date of appointment in 2026 until 31 March 2029.

SECTION C: EVALUATION METHOD

2. BID EVALUATION METHODOLOGY

The Three-stage evaluation method will be used for the appointment of the NPOs for the EPWP NSS NPO PROGRAMME-2026/27-2028/29 Financial Years.

2.1 Compulsory Requirements

The compulsory requirements are gatekeeper criteria and must be satisfied by the bidders before functionality evaluations. Failure to satisfy any of these requirements will lead to disqualification.

2.2 Functionality Criteria

All bidders who satisfy the Mandatory Requirements are further evaluated for functionality.

2.3 Due Diligence / Site Inspection

Bidders who have passed functionality will be evaluated further on-site through due diligence site visits. Due diligence seeks to confirm and assess the status of the NPOs. The NPO must score a total of **90 points** for due diligence to qualify for participation in the EPWP NSS NPO Programme for the 2026/27– 2028/29 financial years. **Only NPOs that pass due diligence evaluation will be recommended to participate in the programme.**

SECTION D: TERMS OF REFERENCE

3. PROGRAMME BACKGROUND

The Expanded Public Works Programme (EPWP) was introduced in 2004 as one of the measures to reduce the negative impacts of high and persistent levels of unemployment. The programme aims to provide the unemployed with an opportunity to work and an avenue to contribute towards the development of communities and ultimately the country.

To achieve this the Department of Public Works and Infrastructure (DPWI) appointed the Independent Development Trust (IDT) as the implementing agent for EPWP Non-State Sector Non Profit Organisations (NPO) programme. The EPWP NSS NPO programme phase IV is a continuation of the EPWP phase I which commenced in 2004 aimed at enlisting unemployed people in meaningful work. The programme is currently in year three of Phase V. The programme is implemented through the establishment of partnerships with Non-Profit Organisations (NPOs).

The purpose of these terms of reference is to guide the NPOs in all the provinces of South Africa towards bidding for appointment to create work opportunities for the unemployed people as part of the EPWP Phase V Non- State Sector (NSS) NPO Programme Year 3 to Year 5 of Phase of V (2026/27 - 2028/29 financial years).

3.1 PROGRAMME OBJECTIVES

The main objective of the programme is:

“To provide the unemployed poor with meaningful work opportunities through the delivery of community assets and services, and actively build economic inclusion mechanisms that empower sustainable livelihood and contribute to the country’s development agenda”

NPO Services	The NPO will be expected to perform the following services:
	• Recruitment of participants.
	• Contracting with participants. Fully signed copies of contracts must be submitted to the regional offices of the Independent Development Trust (IDT).

	• Ensure participants submit ORIGINAL certified copies of Identity Documents and Bank Letters. Certified copies of participants' IDs must not be older than 6 months while Bank Letters must not be older than 3 months (Not copies of certified copies).
	• Collect specimen signatures for all participants using the Participants' Verification List template provided by the Independent Development Trust. • Assign work to participants for the duration of their contract with NPOs. • Administer the attendance register(s) for all the sites for which the NPO is responsible. Use biometric system to administer the attendance of the participants for all the sites when the system is introduced for application in the programme. • Verify the attendance register(s) to ascertain correctness of the days worked, ensure all participants initialed and signed the attendance register. Submit correct attendance registers to the regional office of the IDT. • Ensure the total amount that is calculated using the attendance register for the days worked by participants for a specific month tallies with the amount for wages on the invoice the NPO submits to the IDT for that specific month.
	• Submit reports on IDT prescribed templates monthly as per agreed scheduled dates.
	• Replace participants who resign from the programme. Submit fully signed contracts, certified ID copies and bank letters for replacement participants to the IDT regional office monthly.
	• Submit the following within a week of the project start date: ○ The Participants' Verification List with the participants' specimen signatures; ○ Copies of the contracts of the participants; ○ Original certified ID copies of the participants; ○ Copies of the participants' bank letters.
	• The sequence of the contracts certified ID copies and Bank Letters of the participants must follow the sequence of the participants in the Participants Verification List mentioned above. • Submit on monthly basis Participants Verification List, contracts, certified ID copies and Bank Letters of the participants who replaced

	those who resigned / terminated / deceased as part of the monthly report.
Project Implementation	Signed and objectively verifiable Project Implementation Plan. The Project Implementation Plan must show the work packages or activities the NPO set aside for implementation by EPWP participants. The NPO must also indicate the proposed number of work opportunities that will be assigned to each work package or activity.
	Creation of allocated work opportunities as per the Service Level Agreement (SLA);
	Appointment and supervision of participants by ensuring that contracts, valid certified ID copies, attendance registers and all relevant reporting templates provided for by the IDT are duly completed and submitted to the relevant Regional Office as per the schedule.
	Monthly reports as per the schedule.
	Valid, accurate and correct invoices submitted to the IDT for all the work which was completed in a particular month.
	- Monthly UIF payment to the Department of Employment and Labour covering all participants who are contracted to the NPO. - IDT will pay COIDA in March of every contracted year and the NPO will provide a receipt.
Payment of participants	The NPOs must pay the wages of the participants through their bank accounts within three days of receiving the funds from the IDT.
Dishonest	Dishonesty in any form will not be tolerated. The NPOs that can be found to have been dishonest will be terminated with immediate effect.
Human Capital	The NPOs are required to provide a minimum of three people to manage the implementation of the programme namely the Manager, Administration Officer and the Financial Officer.
Focus areas	The IDT supports the proposed projects of the NPOs through the EPWP NSS NPO Programme. It is therefore important to fully complete tables 4.3.1 to 4.3.8 for each of the focus area/s the NPO has selected.
Implementation Plan	NPOs must complete the Implementation Plan in line with the Implementation Plan template in Section E below.

SECTION E: PROJECT IMPLEMENTATION PLAN

4. IMPLEMENTATION PLAN

4.1 BACKGROUND OF THE NPO

NPO Details

Please complete the sections required below and where applicable tick the relevant option for your NPO registration status:

Name of the Organisation	
NPO Registration number	
Contact telephone number	
Contact mobile number	
Email address	
Web address (if available)	
Physical Address	
Key Contact person	
Alternative contact person (Name and contact numbers)	

Project Specification

State the NPO objective(s) as they align to the EPWP Phase V Focus Areas:

Key staff complement

MANAGEMENT INFORMATION:				
Manager				
Administration officer				
Financial officer				
EMPLOYEE STATUS:	Number of full time staff members		Number Volunteers	
Total number of volunteers and full time staff				

Geographic information (of the NPO base Office)

Province	
District/ Metropolitan Municipality	
Local Municipality	
Name of Township/Village	
Ward number	
Coordinates	

NB: Base office means the head office of the NPO

Proposed number of work opportunities to be created and demographic targets to be delivered.

Female	No.:	Male	No.:	Total	No.:
---------------	------	-------------	------	--------------	------

Targeted/ Designated group	Number	%
Women		
Youth		
People with Disabilities		

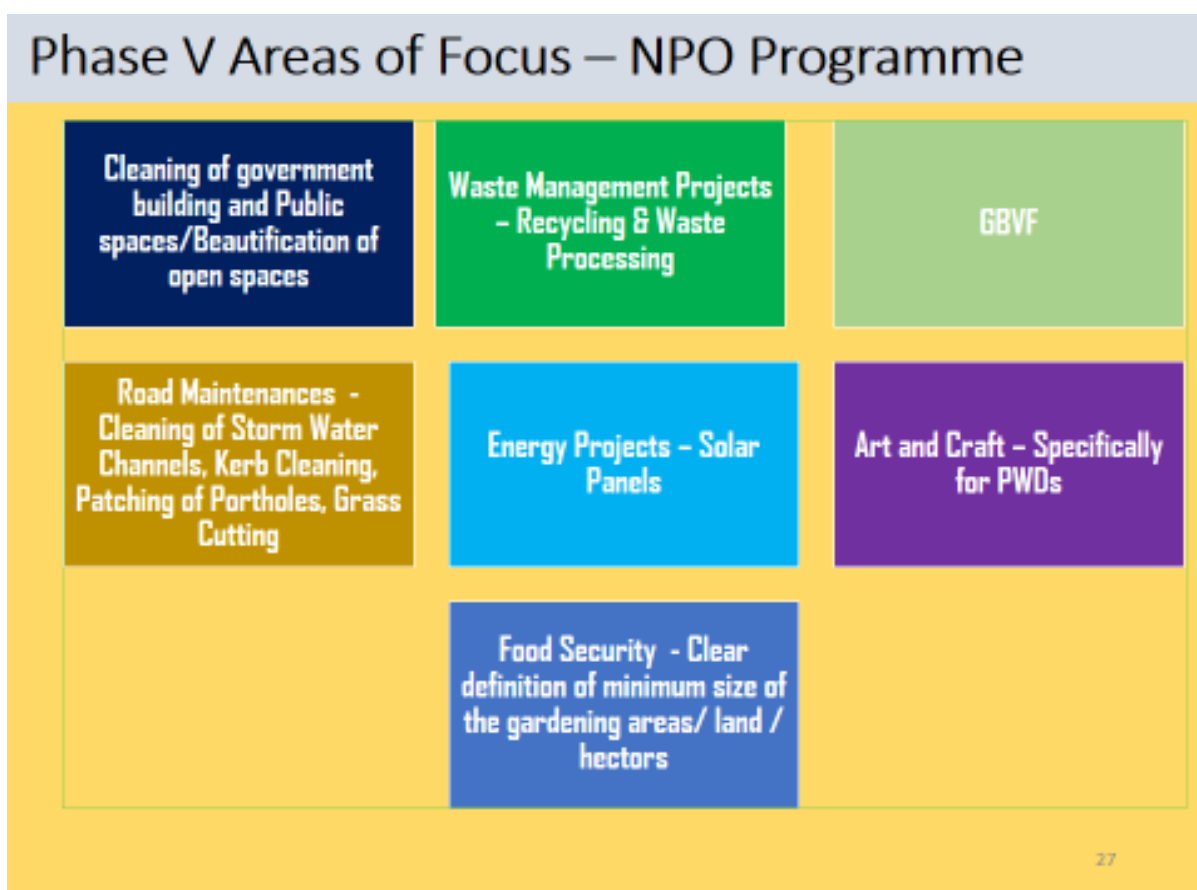
Organisational Capacity

Does the NPO have basic infrastructure (please tick)									
Office space	Yes		No		Computers	Yes		No	
Office furniture	Yes		No		Printing facilities	Yes		No	

Has the NPO received funding in the past? Attach list if space provided is not sufficient		
Name of Funders	Year	Total Value
i)		
ii)		
Is the NPO currently funded by the EPWP? Attach list if space provided is not sufficient		
Sector	Year	Total Value
i)		
ii)		

4.2 EPWP NON-STATE SECTOR NPO PROGRAMME RECOMMENDED FOCUS AREAS IN PHASE V

The EPWP Phase 5 Non-State Sector NPO Programme is comprised of the following projects that NPOs are advised to select.



4.3 NPO SELECTED FOCUS

NPOs are advised to select and bid for focus areas that they are competent to deliver utilizing their own resources:

No.	Focus Area	Tick Relevant Focus Area that the Bidder (Mark with an X)
1	Cleaning and maintenance of public facilities	
2	Cleaning, beautification of public and open spaces	
3	Road maintenance - cleaning of storm water channels, kerb cleaning, portholes, grass cutting	
4	Waste management projects – recycling & waste processing	
5	Energy-related projects	
6	Art and craft – specifically for People with Disabilities (PwD)	
7	Food security and farming support programme	
8	Gender Based Violence and Femicide programme	

4.3.1 CLEANING AND MAINTENANCE OF PUBLIC FACILITIES

Some Government Social Infrastructure and other public facilities such as government offices, schools, clinics, parks, sports fields, cemeteries and other facilities are found to be in a poor state of maintenance. The government-owned buildings are found to be in poor condition. The majority of the buildings are those that are used by the Department of Defense, Police, Health, Correctional Services, Department of Justice and other departments. Commonly, those buildings have maintenance plans but remain unfunded as such, this results in the dilapidation of the portfolio in the country.

Existing partnerships so far include the South African Police Services (SAPS) Western Cape, and the Department of Correctional Services (DCS) national. However, NPOs can identify any government building and conduct the necessary due diligence and preparation for placement into the programme.

Objectives of the public facility maintenance project

The IDT proposed the Programme of Preservation and Maintenance of Government and Public Facilities support entails applying the principles of EPWP to recruit and place beneficiaries in the programme to maintain government and public facilities. Key objectives of the programme:

- To create work opportunities through the cleaning and maintaining government and public buildings targeting mainly women and youths with different skill levels.
- To use government and public facilities (**schools, hospitals, government buildings etc.**) as catalysts for artisanal development in such areas as **landscaping, land management & preservation, electrical, plumbing, boiler makers, building, plastering, and painting.**

Tender Requirements:

NPOs are expected to fulfil the following requirements:

- Identification of suitable government and public facilities that require maintenance in consultation with the Local Municipality and or relevant institution.
- Provide details of the identified sites and the extent/size of the site(s) in hectares
- Obtain permission to work in the facility with the relevant department or institution.
- Define the nature of work that the NPO will be doing in the targeted facility(ies)
- Indicate the total number of targeted work opportunities to be created in the project/s.

NB: Among the success factors is the identification of sites and obtaining permission to implement.

NB: Government and public facilities where there are maintenance plans. In the absence of that, NPOs shall develop a high-level maintenance plan signed by the designated personnel in the targeted public office.

Name of the Department/ Municipality/ Facility	Project location (Province, municipalities and the ward)	Scope of work / activities/nature of work to be done	Number and extent of targeted site/buildings targeted (attach permission to use)	Prove capacity to deliver the project (resources partnership)	Prove capacity to deliver the project	Total number of targeted work opportunities	Reporting timelines

4.3.2 CLEANING, BEAUTIFICATION OF PUBLIC AND OPEN SPACES

The project entails the identification of the public places that need bush clearing, beautification and landscaping among others.

The objective: is to create work opportunities through the cleaning and beautification of the public and open spaces through bush clearing and landscaping among others.

Tender Requirements:

The requirements for participation in the IDT Cleaning, Rehabilitation & Waste Recycling Programme shall cover the following:

- Identification of the public places that require cleaning and rehabilitation (Municipality, towns/townships and ward no)
- Obtain permission/partnership with the affected Municipalities and/or departments
- Describe the scope and the activities and the size of the area/s where the NPO will be working.
- Number of Work Opportunities to be created in the project.

NB: The ability to provide details of the identified site and the permission to work on, are the critical success factors.

Project Location (Province)	Metro / District / Municipalities and the ward	Scope of work / activities/nature of work to be done	The extent of targeted road in KMs (attach permission)	Prove capacity to deliver the project (resources partnership)	Total number of targeted work opportunities	Reporting timelines

4.3.3 ROAD MAINTENANCE - CLEANING OF STORMWATER CHANNELS, KERB CLEANING, PORTHOLES, GRASS CUTTING

The aim of this focus area to create work opportunities through contracting NPOs that will recruit participants to be involved in the maintenance of roads and fixing of potholes. Implementation of the Road Maintenance and fixing of potholes will require extra equipment and the NPO interested in the project will have to prove capacity and partnerships such as the municipality and the Department of Roads and Transport that is responsible for the service. NPOs are advised to select and bid for focus areas that they are competent to deliver utilizing their own resources: (IDT Funds are meant for participants' stipends only)

Road maintenance project will include the cleaning of storm water channels, Kerb cleaning grass and weed cutting,

Tender Requirements:

The NPO shall have to fulfil the following requirements;

- NPO to identify the site(s) or roads in consultation with municipalities and relevant entities.
- Obtain permission from the Local Municipality.
- Describe the work, and activities of the scope of work that the NPO will be working.
- Provide details of the road to be worked and the extent in KMs.

- Prove of capacity to deliver the project (applies to patching of potholes).
- Indicate the number of participants to be recruited in the project.

NB: identified sites/roads and the permission to work in the area will be the determining success factor.

Project location (Province, municipalities and the ward)	Name and road number (Municipal/Regional /National road) and the extent	Scope of work / activities/nature of work to be done	The extent of targeted road in KMs (attach permission)	Prove capacity to deliver the project (resources partnership)	Total number of targeted work opportunities	Reporting timelines

4.3.4 WASTE MANAGEMENT PROJECTS – RECYCLING & WASTE PROCESSING

Littering and Illegal dumping contribute to serious land pollution, ocean pollution and air pollution thus resulting in some serious environmental consequences for humans and animals on land and water as the majority of litter finds itself in the seas.

The Objective of the Waste Management and Cleaning Programme

The main objective of the IDT proposed Environmental Cleaning Programme is to create work opportunities and a clean environment that seeks to contribute to a conducive environment for investments and economic development. The specific objectives of the programme shall include:

- To create work opportunities in the process of managing and processing waste.
- To contribute to maintaining clean towns, public areas and settlement areas in the country;
- To support the creation of enterprises in the recycling of materials and waste.

Scope of the proposed program/project requirements

The scope and requirements for the IDT Cleaning and Rehabilitation & Waste Recycling Programme shall cover the following:

- Identification of the hotspots which are public places that require cleaning and rehabilitation (towns, townships, informal settlements, beaches, harbours, illegal dumping, and cemeteries etc.

- Indicate the municipality and Ward number where the project is located.
- Obtain permission/partnership with the affected Municipalities and/or departments (Primary departments are the Department of Forestry, Fisheries and Environment (DFFE), Department of Water and Sanitation (DWS)) for environment and water projects;
- Describe the scope and the activities (collection or sorting or recycling or all)
- Determine and indicate the number of the identified sites and the extent (in weight of waste and/or ha/km of targeted land).
- Number of Work Opportunities to be created in the project of cleaning and collection of waste materials in collaboration with the affected municipalities;

NB: The ability to provide details of the identified site and the permission to work on it remains a critical success factor.

Project location (Province, municipalities and the ward)	Name of the targeted place where the project will be implemented (attach permission).	Scope of work / activities (nature) of work to be done	The extent (size) of targeted project	Prove capacity to deliver the project (resources partnership)	Total number of targeted work opportunities	Reporting timelines

4.3.5 ENERGY-RELATED PROJECTS

The programmes entail mobilizing NPOs to place participants to roll out activities that contribute towards reducing or countering the effects of energy crises in the country due to load-shedding.

Tender Requirements:

- Identify roads and intercessions where the NPO will be working
- Obtaining permission from the local Municipality to work on the identified roads a

- c. Define the scope or activities to be engaged in the project.
- d. Recruit and place in the programme the youth to work in the scholar patrol activities and traffic control (this will include recruiting qualifying homeless people and organising them to control traffic at the crossroads).
- e. To recruit participants and emerging enterprises in solar maintenance and installation projects.
- f. Indicate the number of targeted participants per site in the projects.
- g. Manage and report participants who will be attending training in electrical and energy training programmes.

NB: training on solar installation and maintenance

Project location (Province, municipalities and the ward)	Name/s of facility/s	Scope of work/activities /nature of work to be done	Prove capacity to deliver the project (resources partnership)	Targeted work opportunities	Reporting timelines

4.3.6 ART AND CRAFT – SPECIFICALLY FOR PwDS (PEOPLE WITH DISABILITY)

The project of Arts and Crafts targets mainly to create work opportunities for People with Disability and Enterprise development support. The NPO will recruit and report on the work opportunities created in the targeted Arts and Craft projects.

Tender Requirements:

- Provide details of the place where the project is located (province, municipality and ward)
- The NPO describes the nature of activities to be implemented in the project.
- Indicate the volume and quantities that are produced per day/ week/month.
- The market where products are sold (if applicable)
- Number of work opportunities to be created in the projects.

Project location (Province, municipalities and the ward)	Scope of work/activities /nature of work to be done	The volume of targeted products to be produced.	The NPO market for the products	Prove capacity to deliver the project (resources partnership)	Total number of targeted work opportunities	Reporting timelines

4.3.7 FOOD SECURITY AND FARMING SUPPORT PROGRAMME

The programme aims to recruit NPOs who will place participants in the communal farming projects (school gardens, land restitution farms, in government / public facilities etc. to support them and build their capacities to sustain their projects while participants gain experience and skills for their development. Over and above the land that NPOs can identify for the programme, IDT has a contract with DCS to recruit and place their beneficiaries in the EPWP NSS to work in the DCS farming projects in all provinces.

Tender Requirements:

- NPOs to identify suitable projects to be placed in the program. The NPO must prove that the owners of the project have the necessary implements since the programme can only provide labour through the NSS NPO programme participants.
- Obtain permission from the facility managers (HOD's School Principals, Directors etc.)
- Details of the identified land, ownership, the extent (Ha) and location.
- Describe the type of activities or scope of work that NPOs will be doing in the project.
- Indicate the number of work opportunities to be created and placed in the selected qualifying farming projects.

Note:

a) The NPO must produce proof of permission from the relevant authority to work on the identified land.

b) Confirmation that the project can provide the applicable implements.

Project location (Province, municipalities and the ward)	Name of the farm/school public facility where the farm project is located (Provide permission to work from the authority)	Scope of work/activities /nature of work to be done and the produce	Prove capacity to deliver the project	Extent of the land (ha)	Total number of targeted work opportunities	Reporting timelines

4.3.8 GENDER-BASED VIOLENCE AND FEMICIDE

The objective is to support NPOs that implement projects that support and empower victims of Gender-based Violence and child abuse.

Tender Requirements:

- NPO geographic area(s) (a place where the service is provided)
- Partnership with relevant authority i.e. SAPS, Clinics, DSD etc.
- Type of activities (scope of work)
- Number of participants to be placed in the programme.

NB: Prove of some partnership with the relevant authority (SAPS, Clinics, DSD etc.)

Project location (Province, municipalities and the ward)	Scope of work/activities /nature of work to be done	Prove capacity to deliver the project (resources partnership i.e. SAPS, Clinics, DSD etc.)	Targeted number of cases to be referred/responded to	Total number of targeted work opportunities	Anticipated results/success rate	Reporting timelines

NPO current funders

Indicate the organisations that are currently funding your NPO and the amount:

DECLARATION:

I..... (Name and Surname),
Identity number.....in
my capacity as.....acknowledge that I have read the
contents of the application form and confirm that I have provided
information which is to the best of my knowledge complete, true and correct.

Signed at..... (Place) on theday
of.....(month) of 2026.

SECTION F: FUNCTIONAL EVALUATION

5. EVALUATION CRITERIA FOR FUNCTIONALITY

5.1 Summary of Functionality Criteria

All bidders who satisfy the Compulsory Requirements are further evaluated for functionality. This part of the evaluation looks at the following:

EVALUATION CRITERIA	SCORE
a) Readiness of the NPO to implement the EPWP focus areas (15 Points) .	15 Points
b) Capacity of the NPO to manage work for the creation of work opportunities (15 Points)	15 Points
c) Governance (10 Points)	10 Points
d) Fair understanding of the EPWP Programme and a detailed Implementation plan with applicable demographic targets (15 Points) .	15 Points
e) Previous experience (EPWP Related projects) (15 Points)	15 Points
f) Financial Capability (15 Points)	15 Points
g) Ability of the NPO to raise funds to sustain the organisation (15 Points)	15 Points

Only NPOs which obtain a threshold of 80 points will be considered further. The NPOs which fail to meet a threshold of 80 points will be eliminated at this stage.

5.2 Detailed functionality evaluation criteria

EVALUATION CRITERIA		SCORE																																									
a. Readiness of the NPO to implement the EPWP focus areas (15 Points).	- Realistic Implementation plan that is aligned to the identified or selected focus areas (items 4.3.1 to 4.3.8) for which there is permission to implement - Fully completed table with relevant information for the selected focus area in the implementation Plant (15 Points) - Incomplete table for the selected focus area in the implementation plan (05 Points) - The table of the selected focus area not completed (0 Points)	15 Points																																									
b. Capacity of the NPO to manage work for the creation of work opportunities (15 Points)	Certified qualification (8 points): - Manager – Diploma (Minimum NQF Level 6) in any qualification. - Financial Officer – Certificate in Finance - Administrator – Certificate in Office Administration, Public Administration, Business administration or equivalent). <table><tr><th>Officials</th><th>Qualification</th><th>Points</th></tr><tr><td rowspan="2">Manager</td><td>Diploma submitted</td><td>4</td></tr><tr><td>No Diploma submitted</td><td>0</td></tr><tr><td rowspan="2">Financial Officer</td><td>Certificate submitted</td><td>2</td></tr><tr><td>No certificate submitted</td><td>0</td></tr><tr><td rowspan="2">Administrator</td><td>Certificate submitted</td><td>2</td></tr><tr><td>No certificate submitted</td><td>0</td></tr><tr><td colspan="2">Total</td><td>8</td></tr></table> Required experience for the three positions (7 points): <table><tr><th>Officials</th><th>Years of experience</th><th>Points</th></tr><tr><td rowspan="3">Manager</td><td>2 years' experience</td><td>3</td></tr><tr><td>1-year experience</td><td>2</td></tr><tr><td>No experience</td><td>1</td></tr><tr><td rowspan="2">Financial Officer</td><td>1-year experience</td><td>2</td></tr><tr><td>No experience</td><td>1</td></tr><tr><td rowspan="2">Administrator</td><td>1-year experience</td><td>2</td></tr><tr><td>No experience</td><td>1</td></tr></table>	Officials	Qualification	Points	Manager	Diploma submitted	4	No Diploma submitted	0	Financial Officer	Certificate submitted	2	No certificate submitted	0	Administrator	Certificate submitted	2	No certificate submitted	0	Total		8	Officials	Years of experience	Points	Manager	2 years' experience	3	1-year experience	2	No experience	1	Financial Officer	1-year experience	2	No experience	1	Administrator	1-year experience	2	No experience	1	15 Points
		Officials	Qualification	Points																																							
Manager	Diploma submitted	4																																									
	No Diploma submitted	0																																									
Financial Officer	Certificate submitted	2																																									
	No certificate submitted	0																																									
Administrator	Certificate submitted	2																																									
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Financial Officer	1-year experience	2																																									
	No experience	1																																									
Administrator	1-year experience	2																																									
	No experience	1																																									
		0 Points																																									

	<table><tr><td>Total</td><td>7</td></tr></table>	Total	7	
Total	7			
	NB: All certified documents must not be older than three months old from the closing date of the tender.			
c. Governance (10 Points)	o Submission of both the NPO constitution stamped by the DSD on each page and minutes of two quarters from January to March and from April to June 2026	10 Points		
	o Submission of one of the following: o Minutes of two quarters from January to March and from April to June 2026 o Submit the NPO constitution stamped by the DSD on each page	5 Points		
	o Non submission of both the constitution and the minutes for the two quarters	0 Points		
d. Delivering on national EPWP demographics (woman, youth and PwDs) targets (15 Points).	o Delivering on all demographics targets	15 Points		
	o Delivering on two of the demographics targets.	10 Points		
	o Delivering on only one of the demographics targets.	5 Points		
	o No delivery of any of the demographics targets.	0 Points		
e. Previous experience (15 Points)	o Previous experience on similar projects i.e. size, budget. Managed and completed a similar project in the past five years. The bidder must provide clear reference letters that bear the critical elements of; size/scope, budget, contact details, signature, appointment date, contract period, project description, and on a letterhead: ❖ Submission of three reference letters not older than five years ❖ Submission of two reference letters not older than five years ❖ Submission of one reference letters not older than five years ❖ Non submission of reference letters	15 Points 10 Points 5 Points 0 Points		
	NB: A reference letter must contain all elements and criteria listed above to be valid.			

f. Financial Capability (15 Points)	○ Managed and completed a project of a value from R500 000.00 to 3 million in the past three financial years (source is audited financial statements for past three financial years) ❖ Manage and completed a project with a value from R2 000 001.00 to R3 000 000.00 and above ❖ Management and completed a project with a value of R1 000 001.00 to R2 000 000.00 ❖ Managed and completed a project with a value of R500, 000 up to 1 000 000.00.	15 Points 10 Points 6 Points
g. Ability of the NPO to raise funds to sustain the organisation (15 Points)	Strong evidence of positive current financial position, and confirmed or highly credible future funding arrangements demonstrating a high likelihood of sustainability. ❖ Multi-year appointment letter with a value of R2 000 001.00 and above ❖ Multi-year appointment letter with a value of R1 000 0001.00 - 2 000 000.00 and above ❖ Multi-year appointment letter with a value of R0 – R1 000 000.00 ❖ No submission of multi-year appointment letter	15 points 10 Points 5 Points 0 Points

NB: All NPOs that achieve 80 points and above for functionality shall be considered for due diligence evaluation.

SECTION G: DUE DILIGENCE / SITE INSPECTION

6. DUE DILIGENCE / SITE INSPECTION

Bidders who have passed functionality will be evaluated further on-site through due diligence site visits. Due diligence seeks to confirm and assess the status of the NPOs and cover the following requirements:

- a. Basic Office Infrastructure (30 Points)
- b. Biometric System (20 Points)
- c. Confirmation of Existing Focus Area (20 Points)
- d. Confirmation of Human Resource (30 Points)

The NPOs must score a total of **90 points** for due diligence to qualify for participation in the EPWP NSS NPO Programme for the 2026/2027 financial year until 31 March 2029.

Only NPOs which pass due diligence evaluation will be recommended to participate in the programme.

DUE DILIGENCE EVALUATION SCORECARD

CRITERIA	EVALUATION CRITERIA	SCORE	EVALUATOR NAME
Basic Office Infrastructure (30 Points)	• Office space (20 Points) • Office furniture (10 Points) ○ Two functional computers and one functional Printer (10 Points) ○ One functional computer and one functional printer (5 Points) ○ Non or one of the two (computer or printer) (0 Points)		
Biometric system (20 Points)	• Compatible and functional Smart Phone per site per supervisor (15 Points)		

	Functional internet connectivity (Wi-Fi) (5 Points) NB: The NPOs must provide a commitment letter to avail a compatible smart phone device to supervisors in accordance with 1.11.8 above.		
Confirmation of Existing Focus Area (20 Points)	- Confirmation of all proposed operational project site/s as per the permission letter. - Confirmation of all project site/s (20 Points) NB: Only confirmed main site/s will be allocated work opportunities		
Confirmation of Human Resource (30 Points)	- Manager and Finance Officer and Administrator as submitted CVs and qualifications on the bid document (proof of ID) (30 Points) - If one of the three is missing (0 Points)		
Total score			100

Bidders are required to achieve a total of **90 points** against **100 points** to participate in the EPWP NSS NPO Programme for 2026/27, 2027/28 and 2028/29 financial years.

SECTION H: CONTACT PEOPLE, ADDRESSES OF REGIONAL OFFICES, COMPULSORY BRIEFING SESSIONS VENUES AND TIMES

7. REGIONAL CONTACT PEOPLE

The table below provides a list of contact people in the regions. Enquiries must be directed to the relevant person in your region as per the following table:

PROVINCE	CONTACT PERSON	CONTACT NUMBERS AND PHYSICAL ADDRESS	E-MAIL ADDRESS
Eastern Cape	Lizo Mhlontlo		LizoM@idt.org.za
		Unit 12 D, first floor , North Wing Building, Beacon Bay , Crossing centre, C/O N2 and Bonza Bay Road, Beacon Bay, East London, 5241	
Free State	Mokete Mokoena		MoketeM@idt.org.za
		46 second avenue, Westdene, Bloemfontein, 9300	
Gauteng	Nceba Njongwe		NcebaN@idt.org.za
		Glenwood Office Park, Cnr. Oberon and Sprite Streets, Faerie Glen, 0043	
KwaZulu- Natal	Babhekile Mngoma		BabhekileM@idt.org.za
		22 Dorothy Nyembe, 4th Floor. The Marine Building, Durban, 4001	
Limpopo	Shalati Makhubela		ShalatiM@idt.org.za
		76E Schoeman Street, Old ABSA Building, Polokwane, 0Wednesday, 15 July 20260	
Mpumalanga	Sylvia Sibiya		SylviaS@idt.org.za
		20 Paul Kruger Street, ABSA Square Building, Lower Ground, Nelspruit, 1200	
Northern Cape	Thabani Mbonambi		ThabaniMb@idt.org.za
		Sanlam Office Park, Block D, 13 Bishops Avenue, Lanbram, Kimberly, 8301	
North West	Malebo Tshwaane		MaleboT@idt.org.za
		4071 Joules Street Industrial Site Mahikeng, 2745	
Western Cape	Nandiswa Nyala		NandiswaNy@idt.org.za
		Independent Development Trust, 14 th Floor, Customs House Heerengracht Street, Foreshore, Cape Town, 8001	

8. COMPULSORY BRIEFING SESSIONS

Compulsory Briefing Sessions will take place in the regions according to the following table:

PROVINCE	CONTACT PERSON	BRIEFING SESSION VENUES	DATES AND TIMES
Eastern Cape	Lizo Mhlontlo	Department of Public Works Regional Office (DPWI), Eben Donges Building, Cnr Hancock & Roberts Street, North End, Gqeberha, 6001	Date: 03 August 2026 Time: 10h00 - 13h00
		Cambridge Town Hall, 110 Queen Street, Cambridge, East London, 5247	Date: 04 August 2026 Time: 10h00 - 13h00
		Thobi Kula Indoor Sports Centre, Victoria Street, Komani, 5319	Date: 05 August 2026 Time: 10h00 - 13h00
		PRD Building, Sutherland Street, Mthatha, 5100	Date: 06 August 2026 Time: 10h00 - 13h00
Free State	Mokete Mokoena	Free State Department of Education, Teachers Development Centre, Corner of Murray and Brand Streets, Kroonstad	Date: 29 July 2026 Time: 10h00 - 13h00
		Lejweleputswa District Municipality Chamber, Corner of Jan Hofmeyer and Tempest Road, Welkom, 9460	Date: 30 July 2026 Time: 10h00 - 13h00
		Koffiefontein MPCC Town Hall, 7 Groot Trek Street, Koffiefontein	Date: 03 August 2026 Time: 10h00 - 13h00
		Department of Public Works, 18 President Brand Street, Bloemfontein	Date: 05 August 2026 Time: 10h00 - 13h00
		Regional Department of Public Works Building, Next to Bethlehem Traffic Department, 4 Muller Street	Date: 07 August 2026 Time: 10h00 - 13h00
Gauteng	Nceba Njongwe	City of Tshwane Metropolitan Municipality	Date: 03 August 2026 Time: 10h00 - 13h00
		The Sammy Marks Chambers 1st Floor, Sammy Marks Square Cnr, Lilian Ngoyi and Madiba Street, Pretoria	
KwaZulu-Natal	Babhekile Mngoma	Department of Public Works & Infrastructure Auditorium – Pietermaritzburg, Head Office: 191 Prince Alfred Street Oliver Tambo House Pietermaritzburg 3200	Date: 31 July 2026 Time: 10h00 - 14h00
		Department of Public Works & Infrastructure-Durban, Mayville Auditorium: 455A Jan Smuts Highway, Mayville, Durban, 4001	Date: 03 August 2026 Time: 10h00 - 14h00

		Empangeni Town Hall: Commercial Road, Empangeni Central, Empangeni, 3880	Date:05 August 2026 Time: 10h00 - 14h00
Limpopo	Shalati Makhubela	Florence Masakona Arts Centre Next to Library Thohoyandou	Date : 30 July 2026 Time:10h00 - 14h00
		UNIGAZ in Giyani Township 0826	Date : 31 July 2026 Time:10h00 - 14h00
		Library Auditorium ,Library Gardens, Polokwane	Date:03 August 2026 Time: 10h00 - 14h00
		Waterberg District Municipality Council Foyer, No 44 Harry Gwala Street, Modimolle ,0510	Date:04 August 2026 Time: 10h00 - 14h00
		Kgaola Mafiri Offices, Hall , Makhuduthamaga (Jane Furse)	Date:05 August 2026 Time: 10h00 - 14h00
Mpumalanga	Sylvia Sibiya	The Auditorium Gert Sibande District office (Mayor's Palour), Cnr. Joubert and Oosthuisen Street, Ermelo,2350	Date: 29 July 2026 Time:10h00 -13h00
		Kgotso Hall, Extesion 12, Embalenhle. Secunda 2302, Mpumalanga	Date : 30 July 2026 Time:10h00 - 13h00
		Presidential Suite, Mbombela Stadium, Mpumalanga	Date:03 August 2026 Time: 10h00 - 13h00
		City Hall @ Civic center Emalahleni Local Municipality, Cnr. Mandela and Arras Streets, Emalahleni, 1035	Date:04 August 2026 Time: 10h00 - 13h00
		Ndzundza Tribal Authority Hall, Kwaggafontein	Date:05 August 2026 Time: 10h00 - 13h00
Northern Cape	Thabani Mbonambi	Department of Public Works and Infrastructure, 21-23 Old Magistrate Court,21-23 Market Square, Kimberley, 8301	Date : 29 July 2026 Time:09h30 - 12h00
		Multi-Purpose Centre, Malay Camp (Nonzwakazi area),Waaï Street De Aar, 7000	Date : 31 July 2026 Time:09h30 - 12h00
		Namakwa Child and Youth Care Centre (NCYCC), 18 Freddie Carstens Street, Bergsig Springbok,8240	Date:04 August 2026 Time: 09h30 - 12h00
		Tol Speelman Civic Centre, Progress, Upington, 8801	Date:05 August 2026 Time: 09h30 - 12h00
		Department of Sports Arts and Culture, 49 Old Skool Street, Kuruman, 8460	Date:06 August 2026 Time: 09h30 - 12h00
North West	Malebo Tshwaane	Department of Public Works and Infrastructure Hall, Industrial Site, Vryburg	Date:04 August 2026 Time: 10h00 - 13h00

		Embassy Hall, Mafikeng	Date:05 August 2026 Time: 10h00 - 13h00
		Rustenburg Old Town Hall, next to Rustenburg Local Municipality	Date:06 August 2026 Time: 10h00 - 13h00
Western Cape	Nandiswa Nyala	Customs House, Heerengracht Foreshore, 3rd Floor Dome, Cape Town,	Date : 29 July 2026 Time:10h00 - 13h00
		58 Long street, Mooresburg, Council Chambers,	Date : 30 July 2026 Time:10h00 - 13h00
		54 York street, George, Garden Route Council Chambers,	Date:04 August 2026 Time: 10h00 - 13h00
		112 Donkin street, Council Chambers, Beaufort West	Date:05 August 2026 Time: 10h00 - 13h00
		Moffat Hall, Mount Pleasant ,Hermanus	Date:07 August 2026 Time: 10h00 - 13h00

SECTION I: RETURNABLE DOCUMENTS / SUBMISSION CHECK LIST

Returnable documents **MUST** be submitted together with the bid document. Failure to submit any of the Compulsory Requirements documents will result in the automatic elimination of the NPO.

RETURNABLE DOCUMENTS / SUBMISSION CHECKLIST	Mark with an (X)
Authority to Sign the Bid Document and all Annexures	
Valid COIDA Certificate (Letter of Good Standing)	
Proof of UIF Registration (UI54)	
NPO Registration Certificate (Registration must be 2 years and above)	
Department of Social Development Compliance Letter (the compliance letter for 2025 or 2026).	
Submission of fully completed and signed Invitation to Bid (SBD 1)	
Submission of fully completed and signed Bidder's Disclosure (SBD 4)	
Full Report of Central Supplier Database	
Valid Tax Compliance Letter with a unique pin	
Valid permission letter/s from the relevant authorities to operate on a specific site.	
Proof of bidder business address (proof of ownership or lease contract or municipal services bill or letter tribal office or Affidavit of the property owner)	
Audited financial statement	
Commitment letter to avail compatible gadgets for each of the main sites that are suitable to support the implementation of the biometric system.	

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

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:

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 NPO.

.....
.....
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.
- 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

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.

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

ANNEXURE 1: AUTHORITY TO SIGN THE BID DOCUMENT

AUTHORITY TO SIGN A BID

Fill in the relevant portion applicable to the type of organisation

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....

Mr./Mrs./Ms.....(whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES: 1.....

2.....