



NATIONAL YOUTH DEVELOPMENT AGENCY  
**OUR YOUTH. OUR FUTURE.**

### REQUEST FOR QUOTATION (RFQ)

|                     |                                                                                                   |                            |                |
|---------------------|---------------------------------------------------------------------------------------------------|----------------------------|----------------|
| To:                 | All Participating Bidders                                                                         | From NYDA                  | Mmabatho Tseko |
| Date:               | 18 August 2025                                                                                    | Number of Pages            | 20             |
| Contact details     | 087 158 6345                                                                                      | Mmabatho.Tseko@nyda.gov.za |                |
| Project description | Request for Quotations for Integrated Youth Development Strategy Progress Report (IYDS) 2024/2025 |                            |                |
| RFQ number          | RFQ2025/091-04777/NYDA                                                                            |                            |                |

**CLOSING DATE: 22/08/2025 at 17:00**

**SUBMISSION EMAIL ADDRESS: [Quotations@nyda.gov.za](mailto:Quotations@nyda.gov.za)**

**Issued by:**

National Youth Development Agency  
54 Maxwell Drive  
Woodmead  
2157

**Name of Bidder:** .....

**ADDRESS :** .....

**LAND LINE :** ..... **Cell No:** .....

**EMAIL:** .....

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## PART A INVITATION TO BID

|                                                                                                                                                                                                                     |                                                                                                      |               |                                                                          |                               |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                                                                    |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| BID NUMBER:                                                                                                                                                                                                         | RFQ2025/091-04777/NYDA                                                                               | CLOSING DATE: | 22 August 2025                                                           | CLOSING TIME:                 | 17:00                                                                                                |
| DESCRIPTION                                                                                                                                                                                                         | <b>Request for Quotations Integrated Youth Development Strategy Progress Report (IYDS) 2024/2025</b> |               |                                                                          |                               |                                                                                                      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                          |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| NATIONAL YOUTH DEVELOPMENT AGENCY                                                                                                                                                                                   |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| 54 MAXWELL DRIVE                                                                                                                                                                                                    |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| WOODMEAD                                                                                                                                                                                                            |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                                      |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                               |                                                                                                      |
| CONTACT PERSON                                                                                                                                                                                                      | Mmabatho Tseko                                                                                       |               | CONTACT PERSON                                                           |                               |                                                                                                      |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 087 158 6378                                                                                         |               | TELEPHONE NUMBER                                                         |                               |                                                                                                      |
| FACSIMILE NUMBER                                                                                                                                                                                                    |                                                                                                      |               | FACSIMILE NUMBER                                                         |                               |                                                                                                      |
| E-MAIL ADDRESS                                                                                                                                                                                                      | Mmabatho.Tseko@nyda.gov.za                                                                           |               | E-MAIL ADDRESS                                                           |                               |                                                                                                      |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| 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                                                                                                 |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                        | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                 |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                               | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                               |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                   |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART THE QUESTION BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                                      |               |                                                                          |                               |                                                                                                      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                                      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                                      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                                      |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                 |                               |                                                                                                      |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                                      |               | <input type="checkbox"/> YES <input type="checkbox"/> 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

|                                       |                                                                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>             |                                                                                                                                                                                                                                           |
| 1.1.                                  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 1.2.                                  | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                                    |
| 1.3.                                  | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4.                                  | <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                         |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                                           |
| 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 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: .....

## A. ADMINISTRATIVE COMPLIANCE

|       | QUOTATION DATA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Compliance |    |       |                           |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|-------|---------------------------|
|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes        | No | Noted | If no, indicate deviation |
| 1.    | EVALUATION PROCESS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |    |       |                           |
| 1.1   | <b><u>STAGE ONE:</u></b><br>ADMINISTRATION COMPLIANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |    |       |                           |
| 1.1.1 | <p>All quotes will be evaluated to determine compliance with quotation requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <p>(a) Eligibility/mandatory requirements</p> <p>Quotes will only be compliant if bidder has submitted the following documents:</p> <ul style="list-style-type: none"> <li>• A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin <b>prior</b> to the award of the bid.</li> <li>• SBD1 - Invitation to bid</li> <li>• SBD 4 (Bidders Disclosure) - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive</li> <li>• A completed and signed pricing schedule using the template provided.</li> </ul> <p><b>Failure to provide any mandatory information required will result in the submission being considered non-responsive</b></p> |            |    |       |                           |
| 1.2   | <p><b><u>STAGE TWO</u></b></p> <p><b>PRICE AND SPECIFIC GOALS</b></p> <p>In order for the bidder to claim specific goals:</p> <ul style="list-style-type: none"> <li>• The bidder must indicate how they claim points for each preference point system in the SBD 6,1 form, and;</li> <li>• A BBBEE Certificate/Sworn Affidavit must be attached.</li> </ul> <p><b>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.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |    |       |                           |

|            | QUOTATION DATA                                                                                                                                                                                                                                                                                                                                                                                         | Compliance |    |       |                           |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|-------|---------------------------|
|            |                                                                                                                                                                                                                                                                                                                                                                                                        | Yes        | No | Noted | If no, indicate deviation |
| 1.2.1      | Price and Specific Goals evaluation will only be done to bidders who went pass Stage 1                                                                                                                                                                                                                                                                                                                 |            |    |       |                           |
| <b>1.3</b> | <b>ADJUDICATION OF BID</b>                                                                                                                                                                                                                                                                                                                                                                             |            |    |       |                           |
| 1.3.1      | The bid shall be awarded at the sole and absolute discretion of NYDA. NYDA hereby represents that it is not obliged to award this bid to any bidder. NYDA is entitled to <b>retract</b> this bid at any time as from the date of issue and is not obliged to award this bid to the bidder that quotes the lowest.                                                                                      |            |    |       |                           |
| 1.3.2      | A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of NYDA regarding this bid from the date the offer is submitted until the date of award of the bid.                                                                                                                                            |            |    |       |                           |
| <b>1.4</b> | <b>Awarding of contract</b>                                                                                                                                                                                                                                                                                                                                                                            |            |    |       |                           |
| 1.4.1      | This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and specific goals will amount to 20 points. The award of business will be made to a bidder who has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder |            |    |       |                           |
| 1.4.2      | <b><u>Objective criteria</u></b><br>NYDA will give preference to disabled-owned companies who will score a minimum total of 60 points on Price and Specific goals.                                                                                                                                                                                                                                     |            |    |       |                           |
| 1.4.3      | NYDA reserves the right to award this bid in full or in Part.                                                                                                                                                                                                                                                                                                                                          |            |    |       |                           |

## **B. TERMS OF REFERENCE TO INTEGRATED YOUTH DEVELOPMENT STRATEGY PROGRESS REPORT**

### **1. INTRODUCTION**

The National Youth Development Agency (NYDA) is a South African-based agency established primarily to tackle challenges that the nation's youth are faced with. The NYDA was established by an Act of Parliament (Act 54 of 2008) to oversee, monitor, advocate, mainstream and implement youth development in the Republic of South Africa. The Act has recently been amended, and it is now titled as *National Youth Development Agency Amendment Act of 2024* (Act 11 of 2024). The institution was established to be a single, unitary structure, to address youth development issues at the National, Provincial and Local government levels. The existence of the NYDA is located within the broad context of South Africa's youth development dynamics. Like many developing countries, South Africa has a large youth population. It comprises the ages between 15 to 34, and this is a third of the 62 million population of South Africa. This implies that 20.7% of the population are young people aged between 15 and 34. As per the policy framework, the NYDA is mandated to make sure that this youth cohort is served to the best of its abilities. Given the youthful nature of the South African population many of the socio-economic challenges faced by the nation, i.e., poverty, inequality and joblessness, poor health etc, affect the youth.

The gravity of the challenges South Africa is faced with, require multi-pronged efforts, that simultaneously promote the development of sustainable livelihoods, reduce poverty, and inequality and prioritise the development of policies which create an enabling environment for youth development. The NYDA plays a crucial role in ensuring that all major stakeholders, government, business, labour, and civil society prioritise youth development for the massification of youth-related activities development. Furthermore, the NYDA designs and implements programmes aimed at improving the lives and opportunities available to youth. The succeeding section outlines a brief overview of the Integrated Youth Development Strategy, since 2021

### **2. BACKGROUND OF THE INTEGRATED YOUTH DEVELOPMENT STRATEGY**

In line with Section 3 (1) (e) and (f) of the amendment Act of the NYDA, hereinafter, *the National Youth Development Agency Amendment Act of 2024* (Act 11 of 2024), implores the NYDA to develop an Integrated Youth Development Strategy (IYDS) to realise the implementation of the National Youth Policy 2020-2030. Drafting of the IYDS 2024-2029 would not follow the same method of consultation as the IYDS of 2022-2024 followed. Instead, the IYDS of 2024-2029 will employ a distinctive approach. It is therefore safe to say, that the current IYDS review would be guided and monitored by the IYDS steering committee comprising of representatives from national, provincial and local spheres of government. The approach would enable the committee to ensure that the most important aspects of IYDS have demographics and geographic representation.

In so doing, it is believed that none of the areas would remain unattended. In addition to demographics and geographic representation of the IYDS is the importance and essentiality of the Medium-Term Strategic Framework (MTSF) of 2024-2029. Likewise, the IYDS of 2022 – 2024 was formulated in such a way that it is aligned with MTSF 2019-2024. It is therefore imperative that the same approach regarding the current review must be considered or adopted.

The IYDS, in the main, must be crafted in such a way that the NYDA as the custodian of National Youth Policy implementation does not find it difficult to monitor and evaluate the progress of the IYDS implementation. Yet, again, the NYDA must also take advantage of its amendment Act whereby the *Intergovernmental Relations Framework Act of 2005* (Act 13 of 2005) becomes the guidance in the implementation of the IYDS. For certainty, Section 7 of the NYDA Act, as amended states it succinctly that organs of state must assist the Agency (NYDA) as may reasonably be required for the effective exercise of its powers and the performance of its functions. In a nutshell, Section 7 of the NYDA Act as amended empowers the NYDA to make it a point that its IYDS is implemented without fear of reprisals in all three spheres of government.

3. The IYDS is the NYDA national youth strategy framework that guides the operationalisation of the National Youth Policy 2020 – 2030. The terms of reference, therefore, provide an impetus for IYDS review, since its tenure is lapsing in this current year. The Terms of Reference serve to source a service provider to produce an Integrated Youth Development Strategy Review – IYDS 2029

The review aims: -

- Align all key stakeholder youth development interventions to the 7<sup>th</sup> administration's MTSF government commitments.
- To examine the role of the public sector in supporting youth development through each entity.
- Provide measures to navigate the instrument of procurement and youth set-asides.
- Legislation and policy underpinning procurement in South Africa and the extent to which it advances youth empowerment.
- Design a strategy as a mechanism used to determine whether the value chain in sector industries is reflected through implementing partners in implementing youth development.
- Government's perceptions across all spheres of the capacity of youth-owned companies and enterprises to deliver services timeously and efficiently.
- Recommendations on Total budget spent on youth by departments at national, provincial.
- To review/update the current IYDS and align it with the MTSF of 2024-2029
- To identify gaps in the current IYDS
- To design youth programmes based on principles that guide efforts and facilitate economic participation, attaining of employment, empowerment, skills development, education, alleviation of poverty, combating of crime and substance abuse

- To update the statistics in the existing tables and graphs

In the end, the outcomes of the strategy should provide the NYDA with the requisite tools to pursue evidence-based policy and legislative propositions to achieve meaningful youth empowerment through the instrument of implementation

#### **4. OBJECTIVES OF THE INTEGRATED YOUTH DEVELOPMENT STRATEGY.**

- To align indicators to the new government priorities.
- To coordinate youth development in three spheres of government.
- Social return on the investment made in the programmes.
- To improve accessibility of information about employment opportunities, business advisory services, entrepreneurship and funding opportunities thereby improving the employability chances of youth; Through sector coordination with the strategy
- To identify, create and launch sustainable, large-scale economic ventures for the youth in South Africa, targeting the previously disadvantaged groups and rural areas.
- To directly assist in the implementation of sustainable and life-changing rural development programmes including agricultural activities that will unlock new value chains to benefit rural youth on the whole.
- To develop a strategy aligned to rural development which has an agricultural and farming component as its core and partner with the public and private sectors in such an initiative.
- To develop key industry sectors in which the youth have total control of the various components of the value chain, such as supervisory, technical and managerial skills, capital, primary and secondary suppliers to the selected industry and other factors of production.
- To stimulate the creation of new value chain networks which are owned and controlled by youth and in particular the previously disadvantaged individuals that will feed directly into existing large-scale corporations

#### **5. SCOPE OF WORK**

5.1. Background and introduction

5.2. Section on the Implementation Plan

5.3. Interpretation of scope and understanding of requirements

5.4. Provide benchmark models across the globe to address the funding model

5.5. Determine solutions and recommendations for improving social and economic state effects of the new Government of National Unit (GNU)

#### **6. DELIVERABLES REQUIRED FROM THE REVIEWER/S**

- Overall methodology for revising the IYDS
- Introduction and background.
- Understanding of the Vision, Mission, and Strategy of the NYDA.
- Scope of work required for reviewing IYDS document.
- Work plan with Time frames.
- Proof of services of a professional content and language practitioner specializing in English

for editing and proofreading.

- Have strong project management skills.
- Excellent communication skills.
- Budget-Breakdown of design, layout of the content, editing and printing Costs.
- Professional service of design, layout of the content, editing and printing

## **7. SPECIFIC TASKS INCLUDE**

- i) Narrative on all five pillars
- ii) Assessment of progress on the MTSF targets for youth.
- iii) Assessment of government department annual reports on youth implementation.
- iv) Align Content page numbering with the body of the Report.
- v) The service provider shall provide at least 2 samples of “look and feel” for the report within 10 days of the signing of the contract for approval before the commencement of an assignment.
- vi) Print- ready version of the document in PDF (high resolution).
- vii) PDF versions for website and electronic distribution (low resolution).
- viii) All government departments.
- ix) Programmes that benefited young people implemented by the government during the financial year 2024/25 and beyond.
- x) Office of the Premier’s progress reports for the year 2024/25
- xi) Representation of all the 9 provinces
- xii) Pathway Management Network Report for the 2024/25 period

## **8. REVIEWER/SERVICE PROVIDER**

- Successful bidders must be able to commence work as and when required.
- The project/service will be initiated and monitored through written instructions or verbal briefings when required.
- Timeframes for delivery of the various stages of the production of the documents will be agreed upon; however, the final delivery dates cannot be compromised.
- The appointed Service Provider (SP) must always be available to aid and facilitate the delivery of the final projects within the set time frames as requested.

## **9. NYDA**

- NYDA reserves the right to withdraw or amend terms of reference/specifications by notice in writing.
- NYDA reserves the right not to award any of the RFQ submitted.
- The cost of preparing the RFQ will not be reimbursed.
- The applicants must provide a VAT Registration Number (if the company is VAT registered).
- If any changes to the staff are responsible for the delivery of services, NYDA must be informed within one (1) week of such a change. The service provider is expected to replace with a person of the same calibre.

## **10. DELIVERABLES**

Here are the expected deliverables: -

- Abstract of the review/updates IYDS Literature and Statistics (soft copy in a memory stick and bound hard copy).
- A PowerPoint presentation of the report (soft copy on memory stick).
- Full report of the review/updates strategy (soft copy in a memory stick and bound hard copy).
- Present the draft and final to all sittings for the process (stakeholder engagement) and NYDA executive

## **11. CONTRACT DURATION**

The service provider will be expected to deliver the scope of work within a period of **two (2) months** from the purchase order.

### C. Price schedule

| DESCRIPTION                                                                                             | QUANTITY | PRICE PER UNIT | TOTAL PRICE EXCLUDING VAT |
|---------------------------------------------------------------------------------------------------------|----------|----------------|---------------------------|
| Abstract of the review/updates study (soft copy in a memory stick and binded hard copy)                 | 01       | R              | R                         |
| A power point presentation of the report (soft copy on memory stick)                                    | 01       | R              | R                         |
| Full report of the review/updates study (soft copy in a memory stick and binded hard copy)              | 01       | R              | R                         |
| Present the draft and final to all sittings for the process (stakeholder engagement) and NYDA executive | 01       | R              | R                         |
|                                                                                                         |          |                |                           |
| <b>Total Excluding VAT</b>                                                                              |          | R              | R                         |
| <b>VAT</b>                                                                                              |          | R              | R                         |
| <b>Total Including VAT</b>                                                                              |          | R              | R                         |

COMPANY NAME : \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

CAPACITY : \_\_\_\_\_

## 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 interest<sup>1</sup> 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:

.....  
 .....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.3 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 consortium<sup>2</sup> 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 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

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<sup>2</sup> 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.

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 |

May 2011

## 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

- a) 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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

***(Note to 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) | Number of points claimed (80/20 system) (To be completed) |
|-------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------|
|-------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------|

|                                                   | (To be completed by the organ of state) | by the tenderer) |
|---------------------------------------------------|-----------------------------------------|------------------|
| At least 51% owned by black people that are youth | 10                                      |                  |
| At least 51% owned by black people that are women | 10                                      |                  |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name \_\_\_\_\_ of  
company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number:  
.....

#### 4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One-person business/sole propriety
  - ☐ Close corporation
  - ☐ Public Company
  - ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

|                                             |       |
|---------------------------------------------|-------|
| .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>                    | ..... |
| <b>DATE:</b>                                | ..... |
| <b>ADDRESS:</b>                             | ..... |
|                                             | ..... |
|                                             | ..... |
|                                             | ..... |