**MICT SETA Head Office**
Supply Chain Management
19 Richards Drive, Gallagher Convention Centre,
Gallagher House; Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

| | |
|---|---|
| **RFQ NUMBER** | **RFQ/MICT/42/2026** |
| **RFQ DESCRIPTION** | **APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT WORKPLACE APPROVAL SITE VISITS AND AUDITS FOR ALL MICT SETA OCCUPATIONAL QUALIFICATIONS** |
| **RFQ ISSUE DATE** | **07 September 2026** |
| **COMPULSORY BRIEFING SESSION** | **Date: 10 September 2026**<br>**Time: 11:00 am**<br>**Location: Ms Teams**<br>**Meeting ID: 396 081 457 976 584**<br>**Meeting Pin: Yf3Co7yj** |
| **CLOSING DATE & TIME** | **14 September 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.** |
| **LOCATION FOR SUBMISSIONS** | rfqs@mict.org.za |
| **NO: OF DOCUMENTS** | **1 SOFT COPY** |

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ**.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: ______________________________

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: ______________________________

POSTAL ADDRESS: ______________________________

TELEPHONE NO: ______________________________

E MAIL ADDRESS: ______________________________

CONTACT PERSON: ______________________________

CELL NO: ______________________________

SIGNATURE OF BIDDER: ______________________________

**SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

## MICT SETA: CHECKLIST INFORMATION

**RETURNABLE DOCUMENTS CHECKLIST**

**Request For Quotation invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(**Tick in the relevant block below**)

| DESCRIPTION | YES | NO |
|---|---|---|
| **CSD** Central Supplier Database (CSD) Registration Report | | |
| Pricing Schedule | | |
| Valid Tax Clearance Certificate(s) and/or proof of application endorsed by **SARS** and/or **SARS-issued** verification pin | | |
| **SBD 4 – Bidder's Disclosure** | | |
| **SBD 6.1 - Preferential Procurement Claim Form** | | |
| Certified Copy of director(s) ID(s) not older than six (06) months | | |
| CIPC Document | | |
| Shareholding Certificate | | |
| **Bidder's eligibility: Form A** | | |

**Note: This RFQ must be completed by the authorised company representative**

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/

a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

**1.1 MICT SETA** reserves the right to:

a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
d. Award a contract to one or more bidder(s).
e. Withdraw the RFQ at any stage
f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

## FORM A: BIDDER'S ELIGIBILITY FORM

| | |
|---|---|
| **Name of Bidder:** | |
| **RFQ Number:** | |

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"

b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.

d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: ______________________________________________________________

Title: _______________________________________________________________

Date: _______________________________________________________________

Signature: ___________________________________________________________

## ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

**REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT WORKPLACE APPROVAL SITE VISITS AND AUDITS FOR ALL MICT SETA OCCUPATIONAL QUALIFICATIONS**

### 1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

As a Quality Partner (QP) recognised by the Quality Council for Trades and Occupations (QCTO), the MICT SETA is responsible for the development, implementation, and quality assurance of occupational qualifications within its scope. A central function of this mandate is the approval of workplaces that host learners for the work-based/practical component of occupational qualifications.

### 2. BACKGROUND

Occupational qualifications registered under the Occupational Qualifications Sub-Framework (OQSF) consist of three integrated components: Knowledge (K), Practical Skills (P), and Work Experience (WE). The Work Experience component requires learners to obtain structured workplace exposure within an employer-approved environment before they are eligible to sit for the External Integrated Summative Assessment (EISA).

In terms of the QCTO Policy on the Implementation of Occupational Qualifications, and the MICT SETA Workplace Approval Policy, no employer/host site may host learners for work-based learning unless that workplace has been formally approved by MICT SETA. Workplace Approval is applicable to both full and part occupational qualifications.

The Workplace Approval process requires a structured assessment of each employer's capacity against defined criteria, including:

- Availability of adequate company/site resources (equipment, facilities, internet access, and records management)
- Appointment of qualified and experienced workplace mentors (minimum ratio of 1 mentor per 10 learners)
- Legal compliance (COIDA letter of good standing, OHS Declaration, UIF compliance, EMP201/SDL payment declaration)
- Workplace suitability (access to public transport, sanitation, health and safety compliance)

Following submission of an application, physical and/or virtual site visits are conducted to verify compliance. Workplaces that do not fully comply are given ten (10) working days to remediate identified gaps. Approved workplaces receive a formal Workplace Approval Letter and a unique Workplace Approval Number specific to each occupational qualification for which approval is granted.

With an expanding portfolio of occupational qualifications across all five (5) MICT SETA sub-sectors and a growing number of employer applications, MICT SETA seeks to appoint an experienced service provider to conduct Workplace Approval site visits and audits on its behalf, in line with established policy and best practice.

### 3. PURPOSE

The MICT SETA seeks to appoint a suitably qualified, experienced, and credible service provider to conduct desktop compliance assessment, conduct workplace approval site visits and compliance audits, workplace learning implementation monitoring visits, and related reporting functions across all MICT SETA occupational qualifications and all provinces in which the MICT SETA operates.

## 4. SCOPE OF WORK

### 4.1 MICT SETA Footprint

The MICT SETA operates across six (6) provinces, the remainder of the provinces remain within the reporting ambit of the MICT SETA head office. The appointed service provider must have demonstrated capacity to deliver services in all of the following locations:

| Province | Office Type | City/Town | Address |
|---|---|---|---|
| Gauteng | Head Office | Midrand | Block 2, Level 3 West Wing, Gallagher House, 19 Richards Drive |
| KwaZulu-Natal | Regional Office | Durban | Ridge 8, 14th Floor, 32 Vuna Close, Umhlanga Ridge |
| Eastern Cape | Regional Office | East London | 12 Esplanade, Quigney, East London, 5201 |
| Western Cape | Regional Office | Cape Town | The Boulevard Office Park, Block F, Searle Street, Woodstock |
| Free State | Regional Office | Bloemfontein | Motheo TVET College, Cnr Goddard Street / O.R. Tambo |
| North West | Satellite Office | Klerksdorp | Vuselela TVET College, Jourberton Centre for Engineering Studies |

### 4.2 Scope of Services

The appointed service provider will be required to perform the following services on behalf of the MICT SETA:

#### 4.2.1 Application Processing and Pre-Visit Assessment

- Receive and review employer Workplace Approval application forms and supporting documentation submitted to MICT SETA.
- Assess completeness and eligibility of applications against the MICT SETA Workplace Approval Policy requirements and provide a compliance report to the MICT SETA for review.
- Communicate pre-visit findings and any outstanding requirements to applicant employers and provide them with ten (10) working days to close the gaps. Should the gaps remain unclosed, the application will be closed.

#### 4.2.2 Site Visits and Compliance Audits

- Conduct physical and/or virtual site visits to all employer workplaces applying for Workplace Approval.
- Assess each workplace against the following mandatory criteria:
  - (a) Company/Site Resources – availability of office equipment, relevant practical facilities, internet access, and records management/storage capability.
  - (b) Mentor Compliance – verification of mentor qualifications, relevant work experience, letters of appointment, CVs, and compliance with the 1:10 mentor-to-learner ratio, or as stipulated in the specific occupational qualification.
  - (c) Legal Compliance – verification of COIDA letter of good standing, OHS Declaration and compliance certificate, UIF compliance certificate, and EMP201/SDL payment declaration.
  - (d) Workplace Suitability – assessment of access to public transport, sanitation, health and safety compliance, and general suitability of the environment for hosting learners.
- Ensure that the employer representative and nominated mentor representative are present at the time of site visit.
- Complete and submit a standardised site visit report per workplace assessed, using MICT SETA's prescribed reporting templates.

#### 4.2.3 Recommendations and Reporting

- Issue a written recommendation for each workplace assessed: Approved, Conditionally Approved, or Declined – with clear motivations.
- Submit completed site visit reports and recommendations to MICT SETA within five (5) working days of each site visit.

- Track and report on employer remediation within the 21-day remediation window for non-compliant applications.
- Submit consolidated monthly status reports to MICT SETA reflecting all applications received, visits conducted, outcomes, and outstanding remediations.
- Submit quarterly progress reports to the MICT SETA ETQA division.

#### 4.2.4 Database Management

- Maintain and regularly update a database/register of all approved workplaces, including the specific occupational qualification(s) for which approval has been granted and the unique Workplace Approval Number assigned to each.
- Maintain a Mentor Matrix per approved workplace, reflecting mentor names, years of experience, designation, and qualification levels.
- Alert MICT SETA to any changes in employer status, mentor changes, or compliance deficiencies identified post-approval.

#### 4.2.5 Monitoring Visits

- Conduct scheduled and/or unannounced monitoring visits to previously approved workplaces to confirm ongoing compliance.
- Conduct monitoring visits at minimum once per annum per approved workplace, or more frequently as directed by MICT SETA.
- Report any compliance deficiencies identified during monitoring and track resolution.

#### 4.2.6 Stakeholder Engagement

- Attend relevant MICT SETA stakeholder engagements, ETQA meetings, and feedback sessions as required.
- Provide briefing sessions for employers on the Workplace Approval process and requirements, as directed by MICT SETA.

## 5. DELIVERABLES AND EXPECTATIONS

The following deliverables are required from the appointed service provider:

| # | Deliverable | Timeframe |
|---|---|---|
| 1 | Inception Report – confirming understanding of scope, proposed methodology, and implementation plan | Within 10 working days of appointment |
| 2 | Pre-Visit Assessment Report per application batch | Within 5 working days of each application batch received |
| 3 | Site Visit Report per workplace assessed (using MICT SETA template) | Within 5 working days of each site visit |
| 4 | Workplace Approval Recommendation Letter per workplace | Simultaneously with Site Visit Report |
| 5 | Remediation Tracking Report per non-compliant application | 21-day cycle from date of inspection |
| 6 | Updated Workplace Approval Database/Register | Monthly, by the 5th of each month |
| 7 | Monitoring Visit Report per approved workplace | Annually per approved workplace, or as directed |
| 8 | Monthly Status Report (applications, visits, outcomes, outstanding items) | By the 10th of each month |
| 9 | Quarterly Progress Report to MICT SETA ETQA | Within 10 working days after end of each quarter |
| 10 | Final Close-Out Report (end of contract) | 30 days before contract expiry |

## 6. REQUIREMENTS OF THE SERVICE PROVIDER

Bidders must demonstrate compliance with the following functional requirements. Non-compliance will result in disqualification:

6.1. **Organisational Requirements**

- Proven track record in quality assurance auditing, skills development, or related compliance functions within the South African skills development environment.
- Sound knowledge of the QCTO Occupational Qualifications Sub-Framework (OQSF), the Skills Development Act (Act No. 97 of 1998), and the MICT SETA Workplace Approval Policy.
- A clearly defined quality management system for site visit and reporting processes.
- Demonstrated capacity to manage a high volume of applications and site visits across multiple provinces simultaneously.

6.2. **Human Resource Requirements**

- A designated Project Manager with a minimum of five (5) years' experience in skills development, quality assurance, or audit management.
- Qualified auditors and/or assessors with relevant industry knowledge in at least one of the five (5) MICT SETA sub-sectors (Advertising, Film and Electronic Media, Electronics, Information Technology, Telecommunications).
- Workplace auditors must be registered assessors or moderators with a recognised SETA or QCTO-aligned body or hold equivalent professional credentials.
- Adequate staffing to meet reporting timeframes across all provinces in the MICT SETA footprint.

6.3. **Geographic Requirements**

- Demonstrated national footprint or established partnerships/sub-contractor arrangements covering all six (6) provinces in which the MICT SETA operates.
- Ability to conduct physical site visits in Gauteng, KwaZulu-Natal, Eastern Cape, Western Cape, Free State, North West and/or any other Provinces as guided by the MICT SETA.
- Own transport or verified access to transport to conduct site visits at employer premises.

6.4. **Records and Systems Requirements**

- A records management system capable of maintaining a comprehensive and up-to-date database of approved workplaces, mentor matrices, and Workplace Approval Numbers.
- Capacity to maintain confidentiality and security of all employer and learner information in compliance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013.

## 7. CONTRACT DURATION

The service provider will be appointed for a period of twelve (12) months from the date of both parties signing the Service Level Agreement (SLA).

MICT SETA reserves the right to extend the contract by a further twelve (12) months subject to satisfactory performance and mutual agreement, and in compliance with applicable supply chain management regulations.

## 8. PRICING SCHEDULE

**Name of bidder:** ______________________________ **RFQ number:** ___________________

**Closing date:** ________________________________

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

**Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only**:

| Item | **Requirement Description**<br>APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT WORKPLACE APPROVAL SITE VISITS AND AUDITS FOR ALL MICT SETA OCCUPATIONAL QUALIFICATIONS | Quantity | Unit Price | Total Cost (Excl. VAT) |
|---|---|---|---|---|
| 1. | Pre-Visit Application Assessment (per application) | 1 | R | R |
| 2. | Physical Site Visit – Local (same city as MICT SETA office) (per visit) | 1 | R | R |
| 3. | Physical Site Visit – Out-of-area (within province) (per visit) | 1 | R | R |
| 4. | Virtual Site Visit (per visit) | 1 | R | R |
| 5. | Workplace Approval Recommendation Report (per workplace) | 1 | R | R |
| 6. | Remediation Tracking and Follow-Up (per application) | 1 | R | R |
| 7. | Monitoring Visit (per workplace per annum) | 1 | R | R |
| 8. | Monthly Status Report | 1 | R | R |
| 9. | Quarterly Progress Report | 1 | R | R |
| 10. | Database Management and Maintenance (per month) | 1 | R | R |
| 11. | Stakeholder Engagement / Briefing Session (per session) | 1 | R | R |
| 12. | Final Close-Out Report (once-off) | 1 | R | R |
| | | | **Sub-Total** | R |
| | | | **VAT@15%** | R |
| | | | **TOTAL PRICE (INCLUDING VAT)** | R |

Complete below:

1. Delivery Address: **MICT SETA Head office**
   **Level 3 West wing, Gallagher House**
   **19 Richards Drive, Halfway House**
   **Midrand**

2. Indicate Delivery period after order receipt……………….
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: ________________________________________________

Capacity under which this quote is signed: _______________________________________

Signature: _________________________________________________________________

Date: ____________________________________________________________________

## 9. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on mandatory criteria, functional evaluation criteria, and price and specific goals comparison.

### 9.1. STAGE 1: MANDATORY CRITERIA

#### 9.1.1. Compulsory Briefing Session

The bidder must attend a compulsory briefing session scheduled to hold on **11 August 2026** at **11:00 am** on Ms Teams. The virtual Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

**Proof of compliance to 9.1.1:**
Bidders must complete the attendance register of the compulsory briefing session held on Microsoft Teams. Representatives are required to write the name of the bidder and contact details.

**Note:** Non-attendance of the compulsory bidders' conference will automatically disqualify any prospective bidder from further evaluation process.

#### 9.1.2. National Operation Footprint.

The bidder must submit proof of national operational footprint or formal sub-contractor/partnership agreements covering all six (6) provinces of the MICT SETA footprint.

**Proof of Evidence to 9.1.2:**
The bidder must submit documentary proof of a national operational footprint covering all six (6) provinces of the MICT SETA footprint, in the form of proof of registered branch offices, lease agreements, or municipal/utility accounts reflecting a physical presence in each province, and/or signed sub-contractor or partnership agreements specifying the province(s) to be serviced, the scope of work, and the duration of the arrangement.

**N.B: Only bidders who meet the set mandatory evaluation criteria will move to the next stage of evaluation. Bidders who do not meet the set mandatory evaluation criteria will be declared unresponsive.**

### 9.2. STAGE 3: FUNCTIONAL EVALUATION CRITERIA

RFQ proposals submitted will be evaluated on technical/ functionality out of a maximum of **100 points.** A threshold of **75** points out of **100 points** has been set.

Only bidders who meet or exceed the qualification threshold on technical/ functionality evaluation of **75 points** will be evaluated further on price and specific goals.

**Note:** All bidders achieving less than the set threshold of **75 points** will not move to the next stage of evaluations.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

| **FUNCTIONAL CRITERIA** | | |
|---|---|---|
| **Category** | **Description** | **Maximum Points** |
| **Company Profile** | The bidders must submit a company profile demonstrating at least five (05) years or more of relevant experience in quality assurance, compliance auditing, or skills development auditing, including five (05) or more projects completed in the SETA/QCTO environment. Please include a table in the company profile that clearly details the client, date/duration of each project (start date & end date), and the nature of the work completed.<br><br>**Points for submission of a company profile highlighting experience will be allocated as follows:**<br>• The bidder submitted a company profile highlighting five (05) years or more of experience, including five (05) or more projects in the SETA/QCTO environment = **30 Points**<br>• The bidder submitted a company profile highlighting four (04) years or more of experience, including four (04) or more projects in the SETA/QCTO environment = **20 Points**<br>• The bidder submitted a company profile highlighting three (03) years or more of experience, including three (03) or more projects in the SETA/QCTO environment = **15 Points**<br>• The bidder submitted a company profile highlighting two (02) years or more of experience, including two (02) or more projects in the SETA/QCTO environment = **10 Points**<br>• The bidder submitted a company profile highlighting one (01) years or more of experience, including one (01) or more projects in the SETA/QCTO environment = **05 Points**<br>• The bidder did not submit a company profile or company profile does not highlight experience, including projects in the SETA/QCTO environment = **0 Points** | **30** |
| **Methodology** | The bidder must provide a detailed project implementation methodology covering the following elements:<br>1. End-to-end workplace approval process<br>2. Application review<br>3. Site visit protocol<br>4. Reporting<br>5. Remediation tracking<br>6. Monitoring visit<br><br>**Points on provision of detailed project implementation methodology will be allocated as follows**:<br>• The bidder submitted a methodology and approach that meets all the six (06) elements = **30 points**<br>• The bidder submitted a methodology and approach that meets all the five (05) elements = **25 points**<br>• The bidder submitted a methodology and approach that meets only four (04) elements = **20 points**<br>• The bidder submitted a methodology and approach that meets only three (03) elements = **15 points**<br>• The bidder submitted a methodology and approach that meets only two (02) elements = **10 points**<br>• The bidder submitted a methodology and approach that meets only one (01) elements = **05 points**<br>The bidder did not submit a methodology or submitted a methodology that does not meet the minimum requirements = **0 point** | **30** |
| **PROJECT TEAM** | The bidder must submit CVs of three (03) or more proposed auditors/accessors. Assessors must be registered with a SETA, QCTO, or equivalent professional body and demonstrable experience in conducting site visits. | **25** |

| | | |
|---|---|---|
| | **Experience of the Assessors (15 Points)**<br>The bidder's proposed auditors/ assessors must have at least **three (03)** years or more of experience in conducting site visits.<br><br>**Points on provision of CV of Project Manager highlighting ID verification experience will be allocated as follows:**<br>• The bidder submitted CVs of the **three (03)** proposed auditors/ assessors highlighting **(3) years** or more of experience in conducting site visits = **15 points**<br>• The bidder submitted CVs of only **two (02)** proposed auditors/ assessors highlighting **(3) years** or more of experience in conducting site visits = **10 points**<br>• The bidder submitted a CV of **one (01)** proposed auditors/ assessors highlighting **(3) years** or more of experience in conducting site visits = **05 points**<br>• The bidder did not submit CV(s) of the proposed auditors/ assessors or submitted CV(s) that do not highlight the relevant experience = **0 Points**<br><br>**Proof of Registration (10 Points)**<br>The bidder's three (03) proposed auditors/ assessors must be registered with a SETA, QCTO, or equivalent professional body.<br><br>**Points on provision of proof of registration will be allocated as follows:**<br>• The bidder submitted copies of registration of the three (03) auditors/ assessors with a SETA, QCTO, or equivalent professional body = **10 points**<br>• The bidder submitted copies of registration of **two (02)** auditors/ assessors with a SETA, QCTO, or equivalent professional body = **05 points**<br>• The bidder submitted copies of registration of **one (01)** auditor/ assessor with a SETA, QCTO, or equivalent professional body = **02 points**<br>• The bidder did not submit proof of registration for the auditors/accessors with a SETA, QCTO, or equivalent professional body = **0 point** | |
| **Reference Letters** | The bidder must have experience in conducting site visits in line with QCTO requirements.<br><br>The bidder must submit at least **five (05)** contactable reference letters related to the bidder's experience in conducting site visits in line with the QCTO requirements.<br><br>**N.B:** The reference letters must be from different bidder's clients, fully signed on the client's letterhead, dated, with contactable details, and project description.<br><br>**Points on provision of reference letters of experience in _ will be allocated as follows:**<br>• The bidder submitted Five (05) signed contactable reference letters from different clients = **15 points**<br>• The bidder submitted Four (04) signed contactable reference letters from different clients = **10 points**<br>• The bidder submitted Three (03) signed contactable reference letters from different clients = **08 points**<br>• The bidder submitted Two (02) signed contactable reference letters from different clients = **06 points**<br>• The bidder submitted One (01) signed contactable reference letter = **04 points**<br>• The bidder did not submit reference letters or submitted reference letters that are not for ID verification submitted = **0 point**<br><br>**Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT reserves the right to contact the references.** | **15** |
| **TOTAL** | | **100** |
| **MINIMUM SCORE** | | **75** |

**N.B: Only bidders who meet the threshold of 75 points out of 100 points on functional criteria will be further evaluated for price & specific goals.**

### 10.2. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

| Specific Goal Criteria | Points allocation |
|---|---|
| Enterprises which are at least 51% owned by historically disadvantaged persons. | 10 |
| Enterprises which are at least 51% owned by historically disadvantaged women. | 05 |
| Enterprises which are at least 51% owned by historically disadvantaged youth. | 05 |
| **Total** | **20** |

** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.

**Bidder must submit the following documents:**

- CIPC Documents and a valid share certificate (Indicating % shareholding by each director)
- Certified ID Copies of the company's directors as per CIPC documents. **(certified copies must not be older than six (06) months)**

**Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ/Tender (in cases where it a tender) to claim points for specific goals, will be interpreted to mean the preference points for specific goals are not claimed.**

# BIDDER'S DISCLOSURE

## 1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| Full Name | Identity Number | Name of organ of state |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.3.1 If so, furnish particulars:

……………………………………………………………………………………………………………
……………………………………………………………………………………………………………
………………………

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

| Supplier registration number (MAAA) | Status (active/inactive/deleted) |
|---|---|
| | |
| | |
| | |
| | |
| | |

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

## 3 GENERAL DECLARATION

I, …………………………………………………………………………………., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

| | |
|---|---|
| ……………………………… | ………………………………………… |
| Signature | Date |
| ……………………………… | ………………………………………... |
| Designation | Name of bidder |

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

# PREFERENCE PROCUREMENT CLAIM FORM

## 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**

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## 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.

b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

| | **POINTS** |
|---|---|
| **PRICE** | **80** |
| **SPECIFIC GOALS** | **20** |
| **Total points for Price and SPECIFIC GOALS** | **100** |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2 DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

*(c)* **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** or **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

**Where:**

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** or **90/10**

$$\boldsymbol{Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)}$$

**Where:**

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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 tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| **The specific goals allocated points in terms of this tender** | **Number of points allocated (80/20 system) (To be completed by the organ of state)** | **Number of points claimed (80/20 system) (To be completed by the tenderer)** |
|---|---|---|
| Enterprise owned by historically disadvantaged persons. | 10 | |
| Enterprise owned by historically disadvantaged women. | 05 | |
| Enterprise owned by historically disadvantaged youth. | 05 | |

**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.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: ................................................................

**DATE:** ...............................................................

**ADDRESS**: ...............................................................
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