



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES

**MEDIA INFORMATION AND COMMUNICATION
TECHNOLOGIES SECTOR EDUCATION AND
TRAINING AUTHORITY (MICT SETA)**

**MICT-SETA / TRAVEL/002/2020: PROVISION
OF TRAVEL MANAGEMENT SERVICES FOR
MICT SETA FOR A PERIOD OF 5 YEARS**

CLOSING DATE: 18 JANUARY 2021

CLOSING TIME: 11:00 AM



PART A (SBD1) INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MICT SETA					
BID NUMBER:	MICT-SETA/TRAVEL/002/2020	CLOSING DATE:	18 JANUARY 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF TRAVEL MANAGEMENT SERVICES FOR MICT SETA FOR A PERIOD OF {FIVE} 5 YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MICT SETA OFFICES, Gallagher Convention Centre, Gallagher House, West Wing, Level 3					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SUPPLY CHAIN MANAGEMENT	CONTACT PERSON	SUPPLY CHAIN MANAGEMENT		
E-MAIL ADDRESS	bidqueries@mict.org.za	E-MAIL ADDRESS	bidqueries@mict.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes No
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="radio"/> YES <input type="radio"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="radio"/> YES <input type="radio"/> NO	



DOESTHE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOESTHE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

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

YES NO

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



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

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:



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....
.....
.....
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:
.....
.....

2.5 Tax Reference Number:
.....
.....
.....

2.6 VAT Registration Number:
.....
.....



2.6.1
The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

1"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....



.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:
.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Peral Number



4 DECLARATION

I, THE UNDERSIGNED
 (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS
 OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS
 DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder



**SBD 6.1
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed R50 000 000** (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . . . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE
 AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
 TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid

(Bid Number & Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



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6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.



SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



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TERMS OF REFERENCE

PROVISION OF TRAVEL MANAGEMENT SERVICES FOR MICT SETA FOR A PERIOD OF 5 YEARS.

1. BACKGROUND

MICT SETA, one of the Sector Education and Training Authorities (SETA's), was established in March 2000 to transform the skills profile of the Media, Information and Communications Technology (MICT) sector. It operates within the context of the National Skills Development Plan to raise the levels, quality and relevance of the education and training in the sector and encourages partnerships between the public and private organisations to benefit employers, employees and the unemployed.

The MICT SETA's operations are geographically dispersed with the Head Office in Midrand and three (3) regional offices spread countrywide. Its stakeholders are geographically spread throughout the country.

MICT SETA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999, as amended (PFMA). This implies that the MICT SETA has to fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework.

MICT SETA requires the appointment of a service provider to handle all the travel management requirements of the staff, Board members of the entity and related stakeholders' activities. The envisaged Travel Management Company (TMC) should enable staff members such as advisors, management and other staff including the members of the Board to implement the mandate of MICT SETA.

MICT SETA staff and Board members will in the process of executing their respective duties and responsibilities require travel management services such as flights, accommodation, venue and catering for meetings, shuttle services, car hire, equipment and parking.

2. SCOPE OF TRAVEL MANAGEMENT SERVICES

The successful bidder will be required to provide travel management services. Deliverables under this section include without limitation, the following:

- The travel services will be provided to all Travellers travelling on behalf of MICT SETA, locally and internationally. This will include employees and contractors, consultants and clients where the agreement is that MICT SETA is responsible for the arrangement and cost of travel.
- Provide travel management services during normal office hours (Monday to Friday 8h00 -17h00) and provide after hours and emergency services.
- Familiarization with current MICT SETA travel business processes.
- Familiarization with current travel suppliers and negotiated agreements that are in place between MICT SETA and third parties. Assist with further negotiations for better deals with travel service providers.
- Familiarization with current MICT SETA Travel Policy and implementations of controls to ensure compliance.
- Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC's account, subject to the outcome of a formal dispute process.
- Provide a facility for MICT SETA to update their travellers' profiles.
- Manage the third-party service providers by addressing service failures and complaints against these service providers.
- Consolidate all invoices from travel suppliers.
- Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.
- It is compulsory for the bidder to be a member of ASATA (Association of South African Travel Agents) or any other professional travel agency association. Proof of such membership must be submitted with the bid at closing date and time

2.1. Reservations

The Travel Management Company will:

2.1.1. Receive travel requests from travellers and/or travel bookers, respond with quotations (confirmations) and availability. Upon the receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel booker and traveller via the agreed communication medium, furthermore the TMC must provide a hybrid travel management system that offers an end-to-end travel solution with an online booking facility for approximately 145 MICT SETA personnel to perform their own travel requests reservation. The TMC system must have the facility to allow for a workflow management process with approval levels of delegation.

- 2.1.2. Always endeavor to make the most cost effective travel arrangements based on the request from the traveler and/or travel booker.
- 2.1.3. Apprise themselves of all travel requirements for destinations to which travelers will be travelling and advise the Traveler of alternative plans that are more cost effective and more convenient where necessary.
- 2.1.4. Obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.
- 2.1.5. Book the negotiated discounted fares and rates where possible.
- 2.1.6. Must keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- 2.1.7. Book parking facilities at the airports when required for the duration of the travel.
- 2.1.8. Respond timeously and process all queries, requests, changes and cancellations timeously and accurately.
- 2.1.9. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)
- 2.1.10. Must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates and times.
- 2.1.11. Advise the Traveller of all visa and inoculation requirements well in advance.
- 2.1.12. Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- 2.1.13. Facilitate any reservations that are not bookable on the Global Distribution System (GOS).
- 2.1.14. Facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.
- 2.1.15. Note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.
- 2.1.16. TMC will be responsible for Visa applications.
- 2.1.17. Ensure confidentiality in respect of all travel arrangements and concerning all personnel of MICT SETA.
- 2.1.18. Timeous submission of proof that services have been satisfactorily delivered (invoices) as per MICT SETAs instructions.

2.2. **Air Travel**

2.2.1. The TMC must be able to book full service carriers as well as low cost carriers.

2.2.2. The TMC will book the most cost effective airfares possible for domestic travel.

2.2.3. For international flights, the airline which provides the most cost effective and practical routings may be used.

2.2.4. The TMC and or the hybrid travel system should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller.

2.2.5. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).

2.2.6. Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after booking before the departure times.

2.2.7. The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.

2.2.8. Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)

2.2.9. Assist with lounge access if and when required.

2.3. **Accommodation**

2.3.1. The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.

2.3.2. The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.

2.3.3. This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house or Bed & Breakfast) in accordance with MICT SETAs travel policy.

2.3.4. Accommodation vouchers must be issued to all MICT SETA travellers for accommodation bookings and must be invoiced to MICT SETA as per arrangement. 2.3.5. Such invoices must be supported by a copy of the original hotel accommodation charges.

2.3.6. The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.

2.3.7. Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

2.4. **Car Rental and Shuttle Services**

2.4.1. The TMC will book the approved category vehicle in accordance with MICT SETA Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).

2.4.2. The travel consultant should advise the Traveller on the best time and location for collection and return considering the Traveller's specific requirements.

2.4.3. The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.

2.4.4. For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses and transfers.

2.4.5. The TMC will book transfers in line with the MICT SETA Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

2.4.6. The TMC should manage shuttle companies on behalf of MICT SETA and ensure compliance with minimum standards. The TMC should also assist in negotiating better rates with relevant shuttle companies.

2.4.7. The TMC must during their report period provide proof that negotiated rates were booked, where applicable.

2.5. **After Hours and Emergency Services**

2.5.1. The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.

2.5.2. A dedicated consultant/s must be available to assist VIP/Executive Travellers with after hour or emergency assistance.

2.5.3. After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 8h00) and twenty-four (24) hours on weekends and Public Holidays.

2.5.4. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.

2.5.5. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

2.6. **Communication**

2.6.1. The TMC may be requested to conduct workshops and training sessions for Travel Bookers of MICT SETA.

2.6.2. All enquiries must be investigated and prompt feedback be provided in accordance with the Service Level Agreement.

2.6.3. The TMC must ensure sound communication with all stakeholders. Link the business traveller, travel coordinator, travel management company in one smooth continuous workflow.

2.7. **Financial Management**

2.7.1. The TMC must implement the rates negotiated by MICT SETA with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.

2.7.2. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to MICT SETA for payment within the agreed time period.

2.7.3. Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.

2.7.4. The TMC will be required to offer a 30-day bill-back account facility to institutions should a lodge card not be offered. 'Bill back', refers to the supplier sending the bill back to the TMC, who, in turn, invoices MICT SETA for the services rendered.

2.7.5. Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.

2.7.6. Consolidate Travel Supplier bill-back invoices.

2.7.7. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to MICT SETA's Financial Department on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.

2.7.8. Ensure Travel Supplier accounts are settled timeously.

2.8. **Technology, Management Information and Reporting**

2.8.1. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

2.8.2. The implementation of an Online Booking Tool to facilitate domestic bookings should be considered to optimise the services and related fees.

2.8.3. All management information and data input must be accurate.

2.8.4. The TMC Travel management system generated reports must be accurate and be provided as per MICT SETA's specific requirements at the agreed time. Information must be available on a transactional level that reflect details including the name of the traveller, date of travel, spend category (example air travel, shuttle, accommodation).

2.8.5. MICT SETA may request the TMC to provide additional management reports.

2.8.6. The TMC Travel management system must have the facility that allow MICT SETA delegated personnel to pull-out Monthly reports.

2.8.7. Reports must be available in an electronic format for example Microsoft Excel.

2.8.8. Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

- a) After hours' Report;
- b) Compliments and complaints;
- c) Consultant Productivity Report;
- d) Long term accommodation and car rental;
- e) Extension of business travel to include leisure;
- f) Upgrade of class of travel (air, accommodation and ground transportation);
- g) Bookings outside Travel Policy.
- h) Open Age Invoice Analysis.
- i) Training and support of MICT SETA staff

2.8.9. The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.

2.9. **Account Management**

2.9.1. An Account Management structure should be put in place to respond to the needs and requirements of MICT SETA and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.

2.9.2. The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the MICT SETA's account.

2.9.3. The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

2.9.4. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

2.9.5. The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.

2.9.6. During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

2.10. Value Added Services

The TMC must provide the following value added services:

2.10.1. Electronic voucher retrieval via web and smart phones;

2.10.2. SMS notifications for travel confirmations;

2.10.3. Hosting system and licensing ;

2.10.4. Travel audits;

2.10.5. Global Travel Risk Management;

2.10.6. VIP services for Executives that include, but is not limited to check-in support.

2.10.7. Training of MICT SETA staff on the system

2.11. Cost Management

2.11.1. The National Treasury cost containment initiative and the MICT SETA's Travel Policy is establishing a basis for a cost savings culture.

2.11.2. It is the obligation of the TMC Consultant to advise on the most cost effective option at all times, and costs should be within the framework of the National Treasury's cost containment instructions.

2.11.3. The TMC plays a pivotal role in providing high quality travel related services that are designed to strike a balance between effective cost management, flexibility and traveller satisfaction.

2.11.4. The TMC should have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with MICT SETA's Travel Policy to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

2.12. Quarterly and Annual Travel Reviews

2.12.1. Quarterly reviews are required to be presented by the Travel Management Company on all MICT SETA travel activity in the previous three-month period.

These reviews are comprehensive and presented to MICT SETA as part of the performance management reviews based on the service levels.

2.12.2. Annual Reviews are also required to be presented to MICT SETA's Senior Executives.

2.13. Office Management

2.13.1. The TMC to ensure high quality service to be delivered at all times to MICT SETA's travellers. The TMC is required to provide MICT with highly skilled and qualified human resources of the following roles but not limited to:

- a. Finance Manager / Branch Accountant
- b. Admin Back Office (Creditors / Debtors/Finance Processors)
- c. Strategic Account Manager

3. EVALUATION CRITERIA

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the MICT SETA's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent, equitable, cost effective, fair and competitive and affords all the bidders a fair opportunity for evaluation and selection.

3.1. PREQUALIFICATION CRITERIA (Stage 1)

Bidder must provide proof BBBEE certificate authorized by SANAS or a Sworn affidavit, and must be an EME, QSE or Generic (**Only level 1 or level 2 BBBEE contributor** status will be considered).

3.2. MANDATORY CRITERIA (Stage 2)

Proof of membership of ASATA (Association of South African Travel Agents) or any other professionally recognised travel association.

Note: All bidders who do not comply with the items listed above will be disqualified.

3.3. FUNCTIONAL EVALUATION CRITERIA (Stage 3)

3.3.1. Functional Evaluation threshold (Phase 1)

The tender submission will be functionally evaluated out of **60 points on stage 3 (Phase 1)** should the bidder/s not meet the required points, they will be disqualified and will not qualify for evaluation of Presentations **Stage 3 (Phase 2)**

Functional Evaluation Criteria

The evaluation is based on functionality, which will be evaluated using the following criteria and points:

Evaluation Area (Phase 1)	Functional Criteria	Max Points
Experience in travel accounts.	<p>The bidder must provide evidence of <i>signed contactable reference letters</i> which must include the company letterhead, the services rendered and the duration of <i>the contract</i> they managed.</p> <p>1- 2 reference letters of travel accounts managed = 5 points 3-4 reference letters of travel accounts managed = 15 points 5 and above reference letters of travel accounts managed = 25 points Non-compliance with the minimum criteria = 0 points</p>	25
Bidders Experience and expertise in understanding of travel and accommodation industry	<p>Experience & knowledge of travel industry in the public sector: A company profile with a POE of all contracts managed within the public sector.</p> <ul style="list-style-type: none"> • 5-7 years' experience in managing travel accounts within the public sector = 15 points • 8 years and above in managing travel accounts within the Public Sector = 20 points <p>Non-compliance with the minimum criteria = 0 points</p>	20
Experience of project Manager/ Team	<ul style="list-style-type: none"> • Bidder to provide detailed CV and certified relevant qualifications & ID of the proposed Project/ Account Manager that will service MICT SETA. = 5 points <p style="text-align: center;">Experience of Project/ Account Manager</p> <ul style="list-style-type: none"> • Project/ Account Manager: 6-10 years' experience within the travel industry = 10 points • Project/ Account manager: 10 years' & above experience within the travel industry = 15 points <p>Non-compliance with any and all of the above = 0 points</p>	20
Methodology and Approach	<p>Bidder must provide a detailed methodology and approach including the following: Provide detailed description of their methodology and approach to be used to carry out the scope of work and deliverables.</p> <ul style="list-style-type: none"> • Project methodology and approach addresses minimum requirements of the scope of work= 10 points • Project methodology and approach addresses requirements of the scope of work in detail= 20 points <p>Non-compliance with any and all of the above = 0 points</p>	20
TOTAL		85

Bidders who obtain less than the minimum threshold of **60 points** will be declared non-responsive and therefore will not be eligible for **evaluation of Presentations (Phase 2)**

3.3.2. Presentations (Phase 2)

shortlisted bidder is required to provide a presentation to the MICT SETA, on previous work done:

The presentation must cover, but not limited to the following:

Presentation criteria	The bidder must demonstrate and present an adequate infrastructure & system which includes availability of a Call centre and an observation of how business is conducted = 15 points <ul style="list-style-type: none">• Company Profile• POE of managed contracts• After Hours and Emergency Services• Methodology and project roll out• Responsive call center.• Demonstrate the system abilities <i>Non-compliance with any and all of the above = 0 points</i>	Weight 15
Total		15

Bidders who obtain less than the minimum threshold of 15 points will be declared non-responsive and therefore will not be eligible for evaluation of Stage 3 (Phase 3) on BBBEE and Price.

3.3.3. Pricing (Phase 3)

BBBEE and Price

As the tender price is estimated to be below R50 million, the tender responses will be evaluated on the 80/20-point system.

Two envelope bidding system

- Envelope 1: Technical/ Functional Proposal
- Envelope 2: Financial Proposal

PRICING MODEL- Bidders to use the attached Annexure A as a pricing schedule.

4. EVALUATION USING A POINT SYSTEM

- 4.1. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 4.2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 4.3. In the event that two or more bids have scored equal points, the successful bid

- must be the one scoring the highest number of preference points for B-BBEE.
- 4.4. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 4.5. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

5. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

P min

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

6. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 6.1. Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 6.2. Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 6.3. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.4. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 6.5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 6.6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 6.7. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

7. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of BID process, between the closing date and the date of the award of the business.

All enquiries relating to this BID should be emailed ***three days before the closing date.***

8. CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, 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 his BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **120 days** from the closing date of the BID Enquiry.

MICT SETA reserves the right to:

Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.

Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered or permitted.

Cancel this BID at any time as prescribed in the PPPFA regulation.

Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

9. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission 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 process.

END OF TERMS OF REFERENCE DOCUMENT