

**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](mailto:rfqs@mict.org.za)

RFQ NUMBER	RFQ/MICT/27/2021
RFQ DESCRIPTION	THE PROVISION OF RESEARCH SERVICES TO CONDUCT A LEARNER TRACER STUDY.
RFQ ISSUE DATE	30 JUNE 2021
BRIEFING SESSION	N/A
CLOSING DATE & TIME	12 JULY 2021 @ 11:00 AM
EMAIL FOR SUBMISSIONS	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>

Submissions must be emailed to [rfqs@mict.org.za](mailto:rfqs@mict.org.za) before 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.

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## RETURNABLE DOCUMENTS CHECKLIST

**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
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>Designated Sectors:</b> Local production and content <b>(Where applicable)</b>		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 8:</b> Declaration of Bidder's Past Supply Chain Practices		
<b>SBD9:</b> Certificate of Independent Bid Determination		

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

## MICT SETA –QUOTATION CONDITIONS

### 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.

**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 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 on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### COST OF BIDDING

The bidder shall bear all costs and expenses associated with 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 process.

**TERMS OF REFERENCE**

**FOR**

**THE PROVISION OF RESEARCH SERVICES TO  
CONDUCT A LEARNER TRACER STUDY**

**REF: RFQ/MICT/27/2021**

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## **1. Background & context**

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act, No. 97 of 1998 section 10 (1) (a). The SETA was established to offer support to its stakeholders through skills development imperatives within the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sub-sectors.

The SETA has a mandate to facilitate skills development. Adhering to the key principles of the Skills Development Act and the National Skills Development Plan (NSDP), the SETA seeks to facilitate alignment between skills supply and demand by enhancing the linkages between institutional and workplace learning. The mandate adopted by the SETA derives from the broader plan of government, namely the NDP, which aims to put in place the framework whereby, capabilities of South African citizens are built.

## **2. Rationale and purpose**

The MICT SETA seeks to appoint a professional and competent research service provider to support it in conducting an empirical research project on tracking learners in the following SETA-funded learning programmes:

- Learnerships
- Internships
- Skills Programmes
- Short learning Programmes
- Bursary Programmes

The project will serve to understand, explore and document key features, trends, challenges, outcomes and impact of skills interventions in the MICT SETA sub-sectors. Fundamentally, the research project will assist in further developing a sustainable skills development strategy for the MICT SETA.

The primary focus of the study will be to understand the effects of workplace-based learning (WBL) programmes on the lives of the general population within the MICT sector. The focus will be primarily to:

- Assess the employment status (employed, self-employed and unemployed)
- Employment rates
- Match between qualifications attained and occupations
- Nature of employment in terms of employment sector or types of employment (e.g. formal or informal); tenure (Part time or full time);
- salary level; benefits (UIF, pension, medical aid, allowances)

### **3. Objectives**

The study aims to address the following related objectives:

- To determine the destinations of learners who have completed learnerships, internships, skills programmes, short learning programmes and bursary programmes.
- To understand the factors associated with employment/unemployment.
- To understand the intricacies of the articulation of qualifications into occupations.
- To determine the nature of employment of learners who received employment.

### **4. Specific research questions**

The research study seeks to answer the following specific questions:

- What are destinations of students who complete WBL?
- Are they employed?
- Are they not working?
- Are they studying further?

If employed:

- Where are they employed (in which sector or Industry)?
- What is their occupation?
- Has there been a change in jobs since completing the learning programmes?
- After WBL has there been a difference in rank/ post level?
- Are they employed full-time or part time?
- What are their wages?
- What benefits and allowances are they getting?
- If not in employment, why?
- Are they studying full-time?
- Are they looking for employment?
- Are they looking after parents, siblings?

## 5. Scope of work

The consultancy is expected to develop effective tracer and survey instruments to produce key outcome indicators around learnerships, internships, skills programmes and short learning programmes.

Activities include:

- Delivering a questionnaire signed off by the SETA.
- Conducting telephonic interviews with a specified sample of learners who have completed learnerships, internships, skills programmes, short learning programmes and Bursary programmes.
- Reporting on the profile of Learnerships, Internships, skills and short programmes completers incentivized by the MICT SETA. This will include inter alia:
  - ✓ Details with respect to the characteristics of the learners
  - ✓ Demographics, qualifications, occupational profiles;
  - ✓ Learner absorption rates into the labour market;
  - ✓ Employment status (employed or unemployed);
  - ✓ Self-employed vs. employees
  - ✓ Employment sector (formal or informal sector);
  - ✓ Tenure (part time or full time, contract or permanent);

## 6. Methodology and approach

The required composition of the sample size should represent not less than 20% of the overall cohorts (learnerships, internships, skills programmes and short learning programmes), proportionately randomly selected to represent all the geographical and development regions where MICT SETA implements its learning programmes. Mixed methods of both quantitative and qualitative approaches will have to be employed:

1. Make use of (telephonic interviews and an online survey)
2. The service provider is expected to follow the sampling guidelines that ensure a stratified random sample of completers.
3. Deliver interview data in excel format approved by the SETA.
4. Deliver a report on key Outcome indicators.



## **7. Competency and expertise requirements**

The consulting firm must have at least 3-5 years' experience in conducting similar national level research preferably, for TVET or higher education training institutions. The consultancy should also have the capacity to mobilize a team of relevant experts and enumerators meeting the below stated qualifications and professional requirements and evidence of high level analytical, qualitative and quantitative research ability. The expert team to be involved in the study should be composed as follows:

### **7.1 Team Leader**

A master's degree in the disciplines of Development Studies, Statistics, Research, monitoring and evaluation, and Social Sciences. A doctoral degree in any one of the above disciplines will be added as an advantage, as well as a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research, development, monitoring and evaluation. Experience in project cycle management is also preferred.

### **7.2 Enumerators**

Grade 12 or relevant school leaving certificate, a first level college, and technikon or university diploma in any discipline related to education and training, statistics, commerce, previous experience as enumerator for social science, demographic, or similar surveys, as well as user level skills in Microsoft office suites.

## **8. Time lines of the project**

The research should be initiated on the 19<sup>th</sup> of July 2021 and be completed and delivered to the MICT SETA by no later than 15 October 2021.

## **9. Quality and reporting requirements**

The service provider will report directly to the Senior Manager: Sector Skills Planning. However, the quality management of the service and performance must be overseen by the service provider.

## **10. Experience in the requested services**

Service providers (Professionals/Companies) should be able to demonstrate prior experience of similar projects undertaken and successfully completed for them to qualify.

## **11. Proposed Methodology**

The service provider must provide a detailed proposal, articulating, amongst other things, the following:

- Methodology/approach to be used to carry out the assignment as per ToR.
- The service provider's proposal must clearly and separately deal with the immediate scope and ad hoc services.
- Proposed timelines of delivering on the immediate scope; and indicative response times for attending and delivering on ad hoc services.

### 3.COSTING

#### PRICING SCHEDULE

Name of bidder \_\_\_\_\_ RFQ number: \_\_\_\_\_

Closing date \_\_\_\_\_

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

No:	Line items to be delivered	Quantity	Unit price	Total price
1.	THE PROVISION OF RESEARCH SERVICES TO CONDUCT A LEARNER TRACER STUDY		R	R
Total Costs				R
VAT				R
Grand Total				R

1. Is delivery period fixed? **Yes/No**
2. Is the price(s) fixed? **Yes/No**
3. Is the quote strictly to specification? **Yes/No**
4. Delivery period after receipt of order.....
5. Delivery address: MICT SETA Head Office

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: .....

## EVALUATION CRITERIA

***RFQ / quotations received will be evaluated against the following criteria***

### **STAGE 1: PRE-QUALIFICATION CRITERIA (Regulation 4)-PPPFA**

- a) Bidder must submit proof of EME or QSE ***only (level 1 or level 2 BBBEE contributor)*** status will be considered (***no generic companies will be considered***)

#### **Proof of compliance**

Bidder must submit a valid proof of BBBEE status (BBBEE verification certificate issued by a SANAS accredited agency verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned).

*Bidders please take note:*

*The duly sworn and commissioned BBBEE affidavits must be based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end DD/MM/YYYY. Kindly contact the DTI / BBBEE commission for more information with regards to latest financial year end. E.g 28 February 2021*

**Note: Bidders that do not meet the requirements of the set pre-qualification criteria will be eliminated from further evaluation process.**

### **Stage 2: Technical/Functionality Stage**

Preference will be given to professionals/service providers that will be able to demonstrate prior experience of similar projects done. The evaluation benchmark is on the basis that the service provider is able to propose a methodological approach that is applicable to the research questions aforementioned.

An evaluation of functionality will be based on the criteria noted in the table below. Each evaluation criteria in the table will carry a weighting as indicated, and the service provider will be required to score a minimum of 70 points (out of the 100 points), i.e. 70 points, or functionality in order to qualify for further evaluation on price and B-BBEE on stage 2.

Criteria	Weight score
<p><b>Methodology:</b></p> <p>The bidder must submit a detailed project proposal demonstrating project understanding. Not limited to, but must be able to highlight the approach to data collection, approach to determining the right sample size, and project plan.</p> <p><b>Points for Methodology will be allocated as follows;</b></p> <p>Methodology provided does not meet expectation= 0 points  Methodology provided partially meets expectation =20 points  Methodology provided meets expectation= 40 points</p>	<p><b>40</b></p>
<p><b>Research Reports (Samples)</b></p> <p>The bidder must attach at least 2 research samples from different clients (<b>signed</b> by the client where services were rendered) of previous work completed for similar research projects conducted, specifically for Tracer/Impact study (i.e. a portfolio of evidence).</p> <p><b>Points for submission of Signed sample Research report / portfolio of evidence will be allocated as follows:</b></p> <p>no evidence = 0 points  2 samples = 15 points  more than 3 samples =30 points</p>	<p><b>30</b></p>
<p><b>Capacity</b></p> <p>The bidder must attach curriculum Vitae(s) of the individual project incumbent(s), e.g. Project lead/consultant / manager who will be implementing the project and executing all project related functions for the Tracer / Impact research project.</p> <p><b>Points for submission of CV will be allocated as follows:</b></p> <p>0 points = no curriculum Vitae(s) attached  10 points = curriculum Vitae(s) attached</p>	<p><b>10</b></p>
<p><b>Profile and Experience</b></p> <p>The bidder must submit its business profile demonstrating 3-5 years' experience in conducting similar provincial and national level research, not limited to, but preferably for SETAs, Stats SA, higher education training institutions.</p> <p>The company profile must be accompanied by past performance contactable reference letters from different clients (in a client's letter head signed by the company representative) for similar projects advocating for good performance as per relevant project implemented.</p> <p><b>Points for submission of signed letters from different clients will be allocated as follows:</b></p> <p>Profile does not demonstrate experience on similar research conducted, there are no signed reference letters from clients indicating good performance as per relevant project implemented. =0 points</p>	<p><b>20</b></p>

The profile of the submitting company demonstrates similar research conducted, in support, there are 2 signed reference letters submitted in a client's letter head indicating good performance as per relevant project implemented. <b>=10 points</b>	
The profile of the submitting company demonstrates similar research conducted, in support, there are 3 signed reference letters submitted in a client's letter head indicating good performance as per relevant project implemented. <b>=20 points</b>	
<b>Total</b>	<b>100</b>
<b>Qualifying Threshold</b>	<b>70</b>

**RFQ submission that meet the Pre- qualification and technical evaluation will be further evaluated on Price and B-BBEE according to the 80/20 preference point system in terms of the PPPFA Regulations 2017, where 80 points will be for Price and 20 points will be for B-BBEE status level of contribution.**

## PREFERENCE POINT SYSTEM

### PREFERENCE POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- b. In the event that two or more tenderers have scored equal total points, the successful tenderer must be the one that scored the highest points for B-BBEE.
- c. If two or more tenderers have equal points, including equal preference points for B-BBEE, the successful tenderer must be the one scoring the highest score for functionality, if functionality is part of the evaluation process.
- d. In the event that two or more tenderers are equal in all respects, the award must be decided by the drawing of lots

### EVALAUTION ON 80/20 PREFERENCE POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- b. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- c. In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- d. 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
- e. Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

### POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

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

**B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

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

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend 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.
- g. 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.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....
- 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.

<sup>1</sup>"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 Parliament.

<sup>2</sup>"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 tax reference number	State employee number / Persal 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

## 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	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 person 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.  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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:		

### 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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price Bid, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 and Description)

in response to the invitation for the bid made by: **MICT SETA**

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(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
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 consortium<sup>3</sup> 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.
- <sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**
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**

## Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

<b>Full name and Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name</b>	
<b>Registration Number:</b>	
<b>Enterprise Address:</b>	
<b>Entity Type (CC, (Pty) Ltd, etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p style="margin-left: 40px;">i. before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = %
  - Black Disabled % = \_\_\_\_%
  - Black Unemployed % = \_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_%
  - Black Military Veterans % = \_\_\_\_%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ DD/MM/YYYY the annual Total revenue did not exceed R10,000,000.00 (Ten Million Rends)
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** .....

**Deponent Designation:**.....

**Date:** .....

.....

**Commissioner of Oaths  
Signature & stamp**

**Date:**.....



## Sworn Affidavit – B-BBEE Qualifying Small Enterprise

I, the undersigned,

<b>Full name and Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name</b>	
<b>Registration Number:</b>	
<b>Enterprise Address:</b>	
<b>Entity Type (CC, (Pty) Ltd, etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(c) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(d) who became citizens of the Republic of South Africa by naturalisation-</p> <p style="margin-left: 40px;">i. before 27 April 1994; or</p> <p style="margin-left: 40px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
<b>Definition of "Black Designated Groups"</b>	<p>"Black Designated Groups means:</p> <p>(f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(i) Black people living in rural and under developed areas;</p> <p>(j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = %
  - Black Disabled % = \_\_\_\_%
  - Black Unemployed % = \_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_%
  - Black Military Veterans % = \_\_\_\_%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ DD/MM/YYYY, the annual Total Revenue did not exceed R50,000,000.00 (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** .....

**Deponent Designation:** .....

**Date:** .....

.....

**Commissioner of Oaths**  
**Signature & stamp**

**Date:**.....