



**MICTSETA**

Media, Information And  
Communication Technologies  
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**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: [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za)

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE MEDIA INFORMATION  
AND COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING  
AUTHORITY**

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**REQUEST FOR BIDS REF: MICT/SETA/4IR/03/2022**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR DEVELOPING LEARNING MATERIALS  
OF THE MICT SETA 4IR/FUTURE SKILLS FULL/PART OCCUPATIONAL QUALIFICATIONS AND  
SKILLS PROGRAMMES FOR A PERIOD OF FIVE (05) YEARS**

**BID CLOSING DATE: 05 AUGUST 2022 at 11:00 AM**



**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR DEVELOPING LEARNING MATERIALS OF THE MICT SETA 4IR/FUTURE SKILLS FULL/PART OCCUPATIONAL QUALIFICATIONS AND SKILLS PROGRAMMES FOR A PERIOD OF FIVE (05) YEARS**

<b>Bid Reference Number</b>	<b>MICT /SETA/4IR/03/2022</b>
<b>Supplier Briefing Session</b>	<p><b>Compulsory Supplier Briefing Session 22 July 2022 @ 11:00 am South African Time</b></p> <p>Due to the covid-19 pandemic, we opt to have the compulsory briefing session virtually through Microsoft Teams. Service providers who wish to attend the compulsory briefing session must send an e-mail with the subject line "<b>MICT/SETA/4IR/03/2022</b>" to <a href="mailto:bidqueries@mict.org.za">bidqueries@mict.org.za</a> before end of business day 21 July 2022 @ 16:00pm. Bidders take note that <u>No late request will be attended to.</u></p> <p><b>NB: Non –attendance of the compulsory bidders conference by the bidder will lead to the disqualification of bidder’s proposal.</b></p>
<b>Bid Closing date &amp; time</b>	<p><b>05 August 2022 @ 11:00 am South African Time.</b></p> <p><i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i></p>
<b>Instruction for submission of Bid</b>	<p><b>Bid must be received in a sealed envelope (1 hard copy and USB) marked with this RFB reference number deposited in a tender box at the location indicated hereunder.</b></p> <p>Bidders are requested to submit well-articulated and structured bids with clear section referencing.</p>
<b>Location for Bid submissions</b>	<p><b>MICT SETA Head Office: Reception</b>  <b>19 Richards Drive, Gallagher Convention Centre</b>  <b>West Wing, level 3</b>  <b>Midrand</b></p>
<b>Bid Validity Period</b>	<p><b>Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.</b></p>

**CLARIFICATION AND COMMUNICATION**

- All enquiries relating to this bid must be addressed in writing to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za) three days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.



**Note:** Bidders are advised 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 the RFB, between the closing and award date of the business.

**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

**Bid 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 RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
<b>SBD 1</b> - Fully completed with required proof (Where applicable)		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by <b>SARS</b> and/or <b>SARS</b> issued verification PIN		
CIPC Company Registration Documents		
<b>Designated Sectors:</b> Local production and content <b>(Where applicable)</b>		
<b>SBD 4 – Bidders’ Disclosure</b>		
<b>SBD 6.1</b> - Preferential Procurement Claim form and copy of the B-BBEE Verification Certificate(s) for a bidder and its subcontractor(s) issued by an authorised body or person, or a sworn affidavit prescribed by the <b>B-BBEE</b> Codes of Good Practice.		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. <b>(Where applicable)</b>		

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



**SBD 1: PART A: INVITATION TO BID**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
	NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ANSWER PART B:3 BELOW]</b>
SIGNATURE OF BIDDER	.....		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.				
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



**PART B: TERMS AND CONDITIONS FOR BIDDING**

**BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**TAX COMPLIANCE REQUIREMENTS:**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

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

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**BIDDING STRUCTURE**

**Bidding structure**

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub Contracting Arrangement list the members of such Consortium or Joint Venture and Sub Contractors below:

**Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)**

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

**Entity ownership**

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
<b>Total (100%)</b>	



## MICT SETA -BID CONDITIONS

### 1. BID CONDITIONS

NOTE: Bids 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 RFB, 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 RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

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

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- 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 RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB 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.

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, 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.

### 3. NOTE: HOW THE PANEL WILL OPERATE

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when required. The MICT SETA will invite the services providers qualified for this panel to compete for allocated projects during these five (05) years.

Appointments for the required projects will be as and when required and will be dependent on project and budget availability. Services providers who qualify to be in the panel will be invited to respond to projects, specifically bidding for price and B-BBEE in line with project scope, complexity, and value.





## TERMS OF REFERENCE

### APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR DEVELOPING LEARNING MATERIALS OF THE MICT SETA 4IR/FUTURE SKILLS FULL/PART OCCUPATIONAL QUALIFICATIONS AND SKILLS PROGRAMMES FOR A PERIOD OF FIVE (05) YEARS

#### 1. INTRODUCTION

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

#### 2. PURPOSE AND OBJECTIVES

##### 2.1. Background

The MICT SETA intends to develop learning materials for the recently developed 4IR/future skills occupational qualifications. In line with the vision of the MICT SETA 4IR Integrated Digital Skills Strategy- "*A sector that benefit from enhanced digital skills realigned workforce, redesigned ecosystem and research*", for MICT to ensure that this vision is fulfilled and achieved; MICT must ensure that the qualifications that address the 4IR/ future skills are available and implemented successfully. To address the skills gap and to implement its Annual Performance Plan, MICT SETA must ensure that the qualifications and learning material for the 4IR/future skills learning programmes are constantly developed and available to eligible Skills Development Providers seeking accreditation. However, MICT will retain the intellectual property rights of all the learning materials.

##### 2.2. Purpose

The primary purpose of the bid is to appoint panel of service providers to develop learning materials and associated tools of the newly developed occupational qualifications for a period of five (05) years.

### 2.3. Project Objectives

The objective of the project is to design and develop learning material for various 4IR/future skills occupational qualifications.

## 3. PROJECT SCOPE AND REQUIREMENTS

### 3.1. Overview

For each full/ part occupational qualifications and skills programmes in the respective curriculum components, the following deliverables must be developed and submitted:

#### **Knowledge Modules:**

- 3.1.1. Alignment Matrix.
- 3.1.2. Learner Guide (content related to the curriculum and associated learning activities).
- 3.1.3. Facilitator Guide (including Power point slides, lesson plans and learning aids).
- 3.1.4. Assessor Guide with memorandum (including assessment instruments and model answers as well as learning activities for formative assessment).
- 3.1.5. Moderator guide.

#### **3.2. Practical Skills Modules:**

- 3.2.1. Learner Activity Guide.
- 3.2.2. Facilitator Guide (focusing on preparation of aids for the demonstration).
- 3.2.3. Assessor Guide (checklist for formative and summative assessments).

#### **3.3 Work Experience Modules:**

- 3.3.1. Workplace Logbook.
- 3.3.2. Mentor Guide.

### 3.4. Learning matrix

3.4.1. As per QCTO format.

### 3.5. Submission: Electronic copy

3.5.1. All material must be submitted in a MS Word, MS Excel, and PDF format  
(As applicable).

3.5.2 Upload of programmes onto the MICT SETA LMS.

### 3.6 Occupational Qualifications.

Fully developed learning materials for the following full/ part occupational qualifications and skills programmes:

3.6.1. Occupational Certificate: Artificial Software Developer.

3.6.2. Occupational Certificate: Cloud Administrator.

3.6.3 Occupational Certificate: Cybersecurity Analyst.

3.6.4. Occupational Certificate: Design Thinking Innovation Lead.

3.6.5 Occupational Certificate: Design Thinking Practitioner.

3.6.6 Occupational Certificate: Quality Test Automator.

3.6.7. Occupational Certificate: Software Developer.

3.6.8. Occupational Certificate: Data Science Practitioner.

3.6. 9. Occupational Certificate: E-waste Operator Controller.

3.6.10. Occupational Certificate: Internet of Things.

3.6.11. Occupational Certificate: Robotic Processing Automation Developer.

3.6.12. Occupational Certificate: Mobile Computing Technician Devices.

3.6.13. Mobile Device Repairer (Part qualification).

3.6.14. Laptop Repairer (Part qualification).

3.6.15. Wearable Repairer (Part qualification).

3.6.16. Accessories Repairer (Part qualification).

3.6.17. Occupational Certificate: Drone Technician.

3.6.18. Occupational Certificate: Remote Piloting Aircraft.

3.6.19. Occupational Certificate: Remote Piloting Technician.

3.6.20. 5G Cellular Network Administrator (Skills Programme).

3.6.21. Technopreneur (Skills Programme).

3.6.22. Java Programmer (Skills Programme).

3.6.23. Cybersecurity Defender (Skills Programme).



- 3.6.24. Python (Skills Programme).
- 3.6.25. HTML (Skills Programme).
- 3.6.26. Java (Skills Programme).
- 3.6.27. Java script (Skills Programme).
- 3.6.28. C++ (Skills Programme).
- 3.6.29. Occupational Certificate: Blockchain.
- 3.6.30. Occupational Certificate: 3D Printing.
- 3.6.31. Occupational Certificate: Xtended Reality.
- 3.6.32. Occupational Certificate: Optical Fibre.

#### **4. DURATION OF THE PROJECT**

Successful Bidders will be appointed to be part of the panel for a period of five (05) years on an "as and when required" basis

## 5. BID EVALUATION CRITERIA

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

**Bids received will be evaluated against the following set evaluation criteria.**

- 5.1. Bids submitted will be evaluated on technical functionality out of a maximum of 100 points. Bids submitted must achieve the minimum threshold of 80 out of the 100 points.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 80 points will qualify to be appointed on the Panel of Service Providers for to develop learning materials and associated tools of the newly developed occupational qualifications for a period of five (05) years.

#	Functional Evaluation Criteria	Weight Score
1.	<p><b>Reference Letters:</b></p> <p>Reference letters required with contactable references for similar projects on development of learning material. The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA). Contactable references must include name of company, contact details, and project description. Reference letters must be on company letterhead signed by company representative of the bidder's client <b>[10]:</b></p> <ul style="list-style-type: none"><li>• Five (05) or more signed reference letters from different clients submitted = <b>10 points</b></li><li>• Four (04) signed reference letters from different clients submitted = <b>08 points</b></li><li>• Three (03) signed reference letters from different clients submitted = <b>06 points</b></li><li>• Two (02) signed reference letters from different clients submitted = <b>04 points</b></li><li>• One (01) signed reference letter submitted = <b>02 points</b></li><li>• No reference letters submitted = <b>0 points</b></li></ul> <p><b>Important:</b> In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</p> <p><b>MICT SETA reserves the right to contact references prior to award.</b></p>	10

**2. Project Methodology and Approach:**

The bidder/s must provide a **detailed** project implementation methodology and approach in executing the project and support services. The methodology and approach should include **all** the following **[50 points]**:

➤ Testing:

- Upload of programmes onto the MICT SETA LMS.
- Pilot with five (05) learners.

➤ Implementation and training:

- Upload final modules.
- Train the trainer.
- Identify possible change management needs.

➤ Support:

- Six (06) months of support.

➤ Design.

➤ Development.

➤ Project team and resource allocation.

➤ Timelines.

- Methodology and approach that meets all the ten (10) requirements = **50 points**
- Methodology and approach that meets only nine (09) requirements = **45 points**
- Methodology and approach that meets only eight (08) requirements = **40 points**
- Methodology and approach that meets only seven (07) requirements = **35 points**
- Methodology and approach that meets only six (06) requirements = **30 points**
- Methodology and approach that meets only five (05) requirements = **25 points**

50

	<ul style="list-style-type: none"> <li>• Methodology and approach that meets only four (04) requirements = <b>20 points</b></li> <li>• Methodology and approach that meets only three (03) requirements = <b>15 points</b></li> <li>• Methodology and approach that meets only two (02) requirements = <b>10 points</b></li> <li>• Methodology and approach that meets only one (01) requirement = <b>05 points</b></li> <li>• Methodology and approach that meets none of the ten (10) requirements = <b>0 points</b></li> </ul> <p><b>NB:</b> Bidder/s must provide a detailed project implementation methodology and approach (not a brief/summary).</p>	
<p><b>3.</b></p>	<p><b>Project Lead Team</b></p> <p>Qualifications and CVs of key project team members to be attached, Project Manager and Project Lead Consultant. Provide <b>certified</b> copies of qualifications of key project team members. CVs should clearly indicate the projects, project duration/period and names of clients [<b>40 points</b>]:</p> <p><b>3.1 Qualifications of the Project Manager:</b></p> <p>Project Manager must have a qualification in Project Management. Provide certified copies of qualifications of the Project Manager.</p> <ul style="list-style-type: none"> <li>• NQF Level 9 and above in Project Management = <b>10 points</b></li> <li>• NQF Level 8 in Project Management = <b>08 points</b></li> <li>• NQF Level 7 in Project Management = <b>06 points</b></li> <li>• NQF Level 6 in Project Management = <b>04 points</b></li> <li>• NQF Level 5 in Project Management = <b>02 points</b></li> <li>• No qualifications provided = <b>0 points</b></li> </ul> <p><b>3.2 Experience of the Project Manager in managing similar projects:</b></p> <p>Provide a detailed CV of the Project Manager. CV should clearly indicate the projects, project duration/period and names of clients.</p> <ul style="list-style-type: none"> <li>• 08 to 10 years' experience in project management = <b>10 points</b></li> </ul>	<p style="text-align: center;"><b>40</b></p>

- 06 to 08 years' experience in project management = **08 points**
- 04 to 06 years' experience in project management = **06 points**
- 02 to 04 years' experience in project management = **04 points**
- Less than 02 years' experience in project management = **02 points**
- No experience in project management = **0 points**

### 3.3 Qualifications of the Project Lead Consultant:

Project Lead Consultant must have a qualification in HRD, ODETD, Modules in Learning Material Development, Assessor, Moderator, and/or any other related qualification. Provide certified copies of qualifications of the Project Lead Consultant.

- NQF Level 7 in in any of the above qualifications = **10 points**
- NQF Level 6 in any of the above qualifications = **08 points**
- NQF Level 5 in any of the above qualifications = **06 points**
- Certificate in any of the above qualifications = **04 points**
- Modules in any of the above qualifications = **02 points**
- No qualifications provided = **0 points**

### 3.4 Experience of the Project Lead Consultant in delivering similar projects:

Provide a detailed CV of the Project Lead Consultant. CV should clearly indicate the projects, project duration/period and names of clients.

- 08 to 10 years' experience in delivering similar projects = **10 points**
- 06 to 08 years' experience in delivering similar projects = **08 points**
- 04 to 06 years' experience in delivering similar projects = **06 points**
- 02 to 04 years' experience in delivering similar projects = **04 points**
- Less than 02 years' experience in delivering similar projects = **02 points**
- No experience in delivering similar projects = **0 points**

**Note:** The projects in this factor refer to those delivered by the project team in any past company, not limited to the bidding company, i.e. linked to the individual.

**MINIMUM THRESHOLD**

**80**



TOTAL	100
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**Note:** All bidders achieving less than the set threshold 80 points will be declared non-responsive.

**PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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).

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.

1.2 Points for this bid shall be awarded for:

Price; and B-BBEE Status Level of Contributor.

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

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

1.4 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.

1.5 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 Bid, 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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
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		
<b>OR</b>		
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

- |   |   |
|---|---|
| <input type="checkbox"/> Partnership/Joint Venture / Consortium | <input type="checkbox"/> One person business/sole propriety |
| <input type="checkbox"/> Close corporation                      | <input type="checkbox"/> Company                            |
| <input type="checkbox"/> (Pty) Limited                          |   |
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer                                    | <input type="checkbox"/> Supplier                      |
| <input type="checkbox"/> Professional service provider transporter, etc. | <input type="checkbox"/> Other service providers, e.g. |
- [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) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (b) 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;
  - (c) 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 forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## 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,</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	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 – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

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,

Full name and Surname	
Identity number	

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:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd,	
Nature of Business:	
Definition of "Black People"	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 – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

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:** .....