



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**

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

REQUEST FOR BID REF: MICT/SETA/NSC/12/2025

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MANAGING AND
IMPLEMENTING THE MICT SETA NATIONAL SKILLS COMPETITIONS FOR A PERIOD OF FIVE
(05) YEARS**

BID CLOSING DATE: 10 December 2025 at 11:00 AM (SOUTH AFRICAN TIME)

BID REFERENCE NUMBER	MICT/SETA/NSC/12/2025
BID DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MANAGING AND IMPLEMENTING THE MICT SETA NATIONAL SKILLS COMPETITIONS FOR A PERIOD OF FIVE (05) YEARS
SUPPLIER BRIEFING SESSION	<u>Compulsory Virtual Briefing Session will be held as follows:</u> Date: 25 November 2025, Time: 10:00 am South African Time Location: Microsoft Teams, Meeting ID: 370 025 680 048 5 Passcode: v9Jj9qA7 <u>PLEASE NOTE: BIDDERS THAT DO NOT ATTEND THE COMPULSORY BIDDERS CONFERENCE WILL BE ELIMINATED FROM FURTHER EVALUATION PROCESS.</u>
BID CLOSING DATE & TIME	10 December 2025 @ 11:00 am South African Time. <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>
INSTRUCTION FOR SUBMISSION OF BID	NB: Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
LOCATION FOR BID SUBMISSIONS	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
BID VALIDITY PERIOD	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five (5) 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.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- All the documentation submitted in response to this RFP must be in English.

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.



TABLE OF CONTENTS

Description	Number of pages
CONTENTS	
Section 1: Checklist Information	1
Section 2: MICT SETA – bid conditions	1
Section 3: Form A: bidder's eligibility form	1
SBD 1: Part A: Invitation to bid	1
SBD 1: Part B: Terms and Conditions for bidding	1
Section 4: Bidding structure	1
SECTION 5: TERMS OF REFERENCE	1
Introduction	1
Scope of the Project/ Services	10
SECTION 7: EVALUATION CRITERIA	1
Mandatory Criteria	1
Functional Criteria	4
Pricing and Specific Goals	4
SBD 4: Declaration of interest	3
SBD 6.1: Preferential Procurement Claim Form	3



SECTION 1: CHECKLIST INFORMATION

RETURABLE DOCUMENTS CHECKLIST

Request For 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. 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.		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Bidder's eligibility: Form A		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
Shareholding Certificate (Where applicable)		
Financial Statements for 2023/2024 FY of the bidder		

Note: This BID must be completed and signed by the authorised Company representative



SECTION 2: MICT SETA -BID CONDITIONS

1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. 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/>
- c. 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.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

1.1 MICT SETA reserves the right to:

- a. Not evaluate or 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 or amend 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.

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. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

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

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____



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:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	☐	A REGISTERED AUDITOR		
		NAME:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No	
	[IF YES ENCLOSE PROOF]		[IF YES ANSWER PART B:3 BELOW]	
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).**
- 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.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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.



SECTION 5:
ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

SECTION 4: 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	
Total (100%)	



REQUIREMENT DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR MANAGING AND IMPLEMENTING THE MICT SETA NATIONAL SKILLS COMPETITIONS FOR A PERIOD OF FIVE (05) YEARS

1. INTRODUCTION

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). 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 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. BACKGROUND

South Africa is home to a wealth of untapped and unknown talent in the technology sector. The advent of the Fourth Industrial Revolution (4IR) and the emerging Fifth Industrial Revolution (5IR) presents a unique opportunity for the country to harness this talent, fostering innovation and building global leaders in tech. In fostering an innovation culture and digital entrepreneurship in South Africa, the MICT SETA intends to embark on a process of implementing skills competitions across the country in collaboration with various industry stakeholders, TVETs, and Universities. Skills competitions are social innovative challenges that bring together individuals and teams to improve or build innovative digital solutions that address a specific problem or challenge. Skills competitions allow young people to innovate and create digital solutions that help government, business and communities address some of their challenges.

Skills competitions offer participants an opportunity to learn new digital skills, work on real-life projects and set sights on tech startup business creation. Skills competitions have become an essential tool and platform for fostering innovation and building digital solutions that have social impact. The MICT SETA National Skills Competition aims to identify, nurture, and celebrate these brilliant minds across the nine provinces, focusing on 4IR and 5IR skills.

3. PURPOSE AND OBJECTIVES

The primary purpose of the bid is to invite competent and suitably experienced service providers to form part of a panel that will assist the MICT SETA to plan, implement, and manage the MICT SETA National Skills competitions.

The MICT SETA National Skills competitions focus on a range of 4IR and 5IR skills, including but not limited to:

- Artificial Intelligence (AI) and Machine Learning (ML)
- Internet of Things (IoT)
- Robotics and Automation
- Big Data and Analytics
- Cybersecurity
- Blockchain Technology
- Augmented Reality (AR) and Virtual Reality (VR)
- Cloud Computing
- Software Development and Coding
- Drones



- 3D Printing
- Fibre Optic

4. PROJECT OBJECTIVES

The main objective of the National Skills competitions is to provide an inclusive environment and platform that will foster creativity, collaboration, and innovation among participants of the skills competitions. These skills competitions provide a platform for problem-solving, skill developments, and the generation of novel ideas utilising emerging technologies 4IR and 5IR technologies.

5. PROJECT SCOPE AND REQUIREMENTS

5.1. Awareness and Outreach

In order to successfully run and execute the hackathons and skills competitions, the service provider will be required to perform the minimum responsibilities as articulated below:

- Marketing Campaign: Launch a comprehensive marketing campaign to raise awareness about the competition through social media, local media, schools, universities, and community centres.
- Information Sessions: Conduct information sessions in each province to explain the competition, its objectives, and how to participate.

5.2. Planning and Organisation

- Planning of the skills competitions, with a clear scope and timelines.
- Clearly outlining the goals and objectives skills competition, including defining problem statements for different projects, and articulating the problems or challenges that participants are expected to address.
- Setting a specific theme or focus for the skills competition.
- Determining the format of the hackathon and skills competition, such as in-person, virtual, or a hybrid model.
- Registration: Open an online registration portal for participants to sign up.
- Screening: Conduct an initial screening of applications to ensure eligibility and fit with the competition's goals.
- Workshops and Training: Organize workshops and training sessions on 4IR and 5IR skills for participants in each province.
- Host competitions in each province to identify top talent. Events will include coding challenges, hackathons, robotics contests, and other tech-related activities.
- Host bootcamps for selected provincial winners for intensive training and mentorship.
- Defining the rules, judging criteria, and any specific requirements for participants. Judges will include industry experts and academic professionals.
- Arranging for necessary equipment, including Wi-Fi, and presentation tools.
- Provision of support for any pre-event and post-event inquiries, technical support and guidance as needed.
- Conduct the national finals where provincial winners compete in various categories.

5.3. Security and Privacy of Participant's data and projects

- Ensuring the security and privacy of participants' data and projects. Implement policies and measures to protect sensitive information.



5.4. Team Formation

The service provider shall ensure that:

- Participants from teams, usually consisting of individuals with different skills (developers, designers, domain experts, etc.), where teams may be formed randomly, or participants may join with pre-formed teams.
- Collaboration among participants, mentors, and stakeholders is streamlined.

5.5. Panel of Judges

The bidder will be responsible for:

- Organising a panel of competent judges which could include members academia, industry, and government.
- Guiding the judges during Q&A sessions where teams can explain their projects and answer questions.
- Developing a clear judging criteria and scoring system.
- Working with a panel of judges to evaluate the projects based on predefined criteria.
- Evaluating the outcomes of each hackathon and prepare reports.
- Ensuring compliance with all relevant legal and ethical standards.

5.6. Idea Generation

The service provider shall:

- Enable participants to brainstorm and propose project ideas or select from a list of predefined challenges.
- Assist teams to discuss and choose a project idea they want to work on during the hackathon and skills competition.

5.7. Development

The service provider shall:

- Enable the teams to work intensively on their projects, coding, designing, and collaborating to bring their ideas to life.
- Ensure availability of mentors and experts to provide guidance and support during the hackathon and skills competition process.

5.8. Iteration and Improvement

The service provider shall:

- Allow Teams to iterate on their projects, refining and improving based on feedback from mentors or team members.
- Enable the process of continuous development and improvement as key aspects of the hackathon process.

5.9. Presentation Preparation

The service provider shall:

- Prepare the participating Teams to prepare presentations or demos to showcase their projects.
- Ensure that presentations typically include an overview of the problem addressed, the solution developed, and any key features.
- Guide teams to create proposals for presentations and minimum viable products (MVPs) to the Panel of Judges.



5.10. Awards and Recognition

The service provider shall:

- Organise and coordinate award sessions
- Ensure that winning teams or individuals are recognized and receive prizes or other incentives.
- Acknowledge and celebrate the efforts of all participants.

5.11. Post-Hackathon Activities

The service provider shall:

- Encourage participants to share their projects and experiences.
- Collect feedback to improve future hackathons.
- Explore opportunities for further development or implementation of successful projects.
- Table reports to MICT SETA covering the process with lessons learnt and recommendations for future hackathons and skills competitions clearly articulated.

6. DURATION OF THE PROJECT

Successful Bidders will be appointed to be part of the panel of service providers for managing and implementing the MICT SETA National Skills Competition for a period of five (05) years.

7. OPERATION OF THE PANEL

Successful bidders appointed to form part of the panel will be contacted as and when the need arises to compete through the RFQ process.



SECTION 8: BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy. Bids received will be evaluated on the following set criteria.

8.1. STAGE 1 (A): MANDATORY CRITERIA

a). COMPULSORY VIRTUAL BRIEFING SESSION

The virtual Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

Proof of compliance to (a):

Attendance Register of the compulsory briefing session held on Microsoft Teams. Representatives are required to write the name of the bidder and contact details.

8.2. STAGE 2: FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **70** out of the **100** points has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of **70** points will be appointed to be part of the panel.

Note: All bidders achieving less than the set threshold of 70 points will be declared non-responsive.

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

Note: Bidders that do not meet the requirements of set functional criteria will be declared non-responsive.

FUNCTIONAL CRITERIA			
NO.	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAX POINTS
1	BIDDER'S EXPERIENCE	The bidder must submit a tabulated list highlighting the experience of previously conducted hackathons/skills competitions (the list must include the client's name, the project description, and the year it was carried out successfully) Points on submission of the Proposal/Approach will be allocated as follows: • Submitted proof highlighting five (5) years' experience of conducting hackathons/skills competitions = 10 points • Submitted proof highlighting four (4) years' experience of conducting hackathons/skills competitions = 08 points • Submitted proof highlighting three (3) years' experience of conducting hackathons/skills competitions = 06 points • Submitted proof highlighting two (2) years' experience of conducting hackathons/skills competitions = 04 points	10



		- Submitted proof highlighting one (1) years' experience of conducting hackathons/skills competitions = 02 points - Did not submitted proof highlighting experience of conducting hackathons/skills competitions = 0 points	
2	PORTFOLIO OF EVIDENCE	The bidder must submit proof for implementing or conducting hackathons/ skills competition projects in the form of a portfolio of evidence (i.e. video of the actual hackathon/ Skills competition, in a flash drive/ pictures/ a link) The Portfolio of Evidence must be aligned with the tabulated list submitted as per the first evaluation criteria. Points on submission of the Proposal/Approach will be allocated as follows: - Submitted a portfolio of evidence as proof for conducting eight (08) hackathons/skills competitions = 20 points - Submitted a portfolio of evidence as proof for conducting seven (07) hackathons/skills competitions = 18 points - Submitted a portfolio of evidence as proof for conducting six (06) hackathons/skills competitions = 16 points - Submitted a portfolio of evidence as proof for conducting five (05) hackathons/skills competitions = 14 points - Submitted a portfolio of evidence as proof for conducting four (04) hackathons/skills competitions = 12 points - Submitted a portfolio of evidence as proof for conducting three (03) hackathons/skills competitions = 10 points - Submitted a portfolio of evidence as proof for conducting two (02) hackathons/skills competitions = 04 points - Submitted a portfolio of evidence as proof for conducting one (01) hackathons/skills competitions = 02 points - Did not submit a portfolio of evidence as proof for conducting hackathons/skills competitions/ not aligned to the proof of experience = 0 points	20
3	REFERENCE LETTERS	The bidder must submit three (03) contactable reference letters from different clients expressing the bidder's competency of implementing hackathons/ skills competitions. Reference letters must clearly articulate the name of the hackathons/ skills competition, project duration and indicate that the bidder was able to deliver on the project. The reference letters should be aligned with the submitted POE on the previous criteria. NB: The reference letters must be on the client's letterhead, contactable, fully signed by an authorised official, dated, indicate project description, and the period when the work was done. Points for provision of reference letters will be allocated as follows: - Bidder submitted three (03) reference letters for conducting hackathons/ skills competitions = 10 points - Bidder submitted two (02) reference letters for conducting hackathons/ skills competitions = 06 points - Bidder submitted one (01) reference letter for conducting hackathons/ skills competitions = 02 points - Bidder did not submit reference letters for conducting hackathons/ skills competitions = 0 points MICT SETA reserves the right to contact and verify reference letters submitted by the bidder.	10



4	PROJECT MANAGER EXPERIENCE AND QUALIFICATIONS	Bidders are required to provide an experienced and qualified Project Manager who will be overseeing the hackathons/skills competitions. Bidder must provide copies of qualification(s) and CV of the Project Manager. CV should clearly indicate the years of experience in managing or overseeing the hackathons/skills competitions. Bidders are required to clearly indicate on their bids who the Project Manager is, MICT SETA will not award points for bids not clearly indicating the Project Team and their proposed roles for this project.[10] Experience (05 Points) The bidder's project manager must have at least three (03) years of experience in managing hackathons/ skills competitions. Bidder must attached comprehensive CV of the project lead highlighting experience in the related field. Points on experience of the project manager will be allocated as follows: • Bidder's project manager has three (03) years of experience or more in managing Hackathons/ skills competitions = 05 Points • Bidder's project manager has two (02) years of experience or more in managing Hackathons/ skills competitions = 03 Points • Bidder's project manager has less than two (02) years of experience/ no experience highlighted/ no CV submitted = 0 Points Qualification (05 Points) The bidder's project manager must have at least a diploma/certificate in IT/ Project Management/ Business Management/ Business Informatics or IT related qualification. Points of submission of qualifications will be allocated as follows: • Bidder submitted qualification of project manager IT/ Project Management/ Business Management/ Business Informatics or IT related qualification = 05 Points • Bidder did not submit qualification/ submitted qualification that is not related to the requirement = 0 Points	10
5	PROJECT TECHNICAL LEAD EXPERIENCE AND QUALIFICATIONS	Bidders are required to provide an experienced and qualified Project technical lead who will be running or facilitating the hackathons/skills competitions. Bidder must provide copies of qualification(s) and CV of the Project technical lead. CV should clearly indicate the years of experience in running or facilitating hackathons/skills competitions. Bidders are required to clearly indicate on their bids who the Project technical lead is, MICT SETA will not award points for bids not clearly indicating the Project Team and their proposed roles for this project.[10] Experience (05 Points) The bidder's project technical lead must have at least five (05) years of experience in leading hackathons/ skills competitions. Bidder must attached comprehensive CV of the project lead highlighting experience in the related field. Points on experience of the project technical lead will be allocated as follows: • Bidder's project technical lead has five (05) years of experience or more in managing Hackathons/ skills competitions = 05 Points • Bidder's project technical lead has four (04) years of experience or more in managing Hackathons/ skills competitions = 03 Points • Bidder's project technical lead has three (03) years of experience or more in managing Hackathons/ skills competitions = 01 Points	10



		- Bidder's project technical lead has less than three (03) years of experience/ no experience highlighted/ no CV submitted = 0 Points Qualification (05 Points) The bidder's project technical lead must have at least a diploma/certificate in IT/ Project Management/ Business Management/ Business Informatics or IT related qualification or vendor certification. Points of submission of qualifications will be allocated as follows: - Bidder submitted qualification of project technical lead in IT/ Project Management/ Business Management/ Business Informatics or IT related qualification or vendor certification = 05 Points - Bidder did not submit qualification/ submitted qualification that is not related to the requirement = 0 Points	
6	METHODOLOGY AND PROJECT PLAN	The Bidder's must submit a detailed project implementation methodology (with activities) and project plan in the executing hackathon/skills competition. The methodology and project plan must highlight the below elements: - Awareness and Outreach platforms. - Registration and Initial Screening (indicate how collected data will be protected) - Implementation of the Provincial Competitions and National finals - Post-Competition Support - Detailed Project Plan outlining the entire project management process (activities, clear timelines, and reporting plan etc.) - Detailed plan on how the data and projects of participants will be protected, stored and secured. - A detailed communication plan on how the bidder will engage and update the MICT SETA during the project. Points on submission of the Methodology and Approach will be allocated as follows: - Submitted a methodology and project plan that covers all seven (07) elements = 30 points - Submitted a methodology and project plan that covers only six (06) elements = 25 points - Submitted a methodology and project plan that covers only five (05) elements = 20 points - Submitted a methodology and project plan that covers only four (04) elements = 15 points - Submitted a methodology and project plan that covers only three (03) elements = 10 points - Submitted a methodology and project plan that covers only two (02) elements = 5 points - Did not submit a methodology and approach or methodology and approach submitted does not cover any elements or covers only one (01) element = 0 points	30
7	QUALITY ASSURANCE PLAN	The Bidder's must submit a detailed quality assurance plan with strategies relevant to managing and implementing the national skills competition. Points for submission of a detailed quality assurance plan will be allocated as follows: Bidder has submitted a quality assurance plan detailing 5 or more strategies relevant to the managing and implementing the national skills competitions = 10 points	10



		• Bidder has submitted a quality assurance plan detailing 4 strategies relevant to the managing and implementing the national skills competitions = 8 points • Bidder has submitted a quality assurance plan detailing 3 strategies relevant to the managing and implementing the national skills competitions = 6 points • Bidder has submitted a quality assurance plan detailing 2 strategies relevant to the managing and implementing the national skills competitions = 4 points • Bidder has submitted a quality assurance plan detailing 1 strategy relevant to the managing and implementing the national skills competitions = 2 points • Bidder has not submitted a quality assurance plan with detailed strategies relevant to the managing and implementing the national skills competitions = 0 points	
TOTAL			100
MINIMUM THRESHOLD			70



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 interest¹ 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:

.....
.....

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**

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



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 consortium² 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.

² 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

**PREFERENCE PROCUREMENT CLAIM FORM****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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



2 DEFINITIONS

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

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where:

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where:

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender



4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company
- [TICK APPLICABLE BOX]



- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS: