

## REQUEST FOR PROPOSAL/TENDER TENDER DOCUMENT

Tender Number:	T04/10/13
Compulsory Briefing Session:	2 <sup>ND</sup> December 2013 Time: 12:00 Noon
Closing Date:	14 <sup>TH</sup> January 2014 Time: 12:00 Noon
Description:	To appoint an Accredited Training Provider who have learning programme approval to train a number of Entrepreneurial Development Practitioners (EDP's) for about seven (7) months.

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**Annexure:**

**A - Course Overview**

(Should you wish to view other material, the material is available on Seda website)

**1. INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE  
 SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

BID NUMBER: T04/10/13                      CLOSING DATE: 14 January 2014                      CLOSING TIME: 12:00

**DESCRIPTION:** To appoint an Accredited Training Provider who have learning programme approval to train a number of Entrepreneurial Development Practitioners (EDP’s) for about seven (7) months.

**The successful bidder will be required to sign a written Contract**

**BID DOCUMENTS MUST BE PLACED IN THE  
 TENDER BOX AS PER DETAILS BELOW:**

Small Enterprise Development Agency  
 The Fields, Office Block A,  
 1066 Burnett Street,  
 Hatfield, Pretoria, 0083

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
 (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

- NAME OF BIDDER .....
- POSTAL ADDRESS .....
- STREET ADDRESS .....
- TELEPHONE NUMBER CODE.....NUMBER.....
- CELLPHONE NUMBER .....
- FACSIMILE NUMBER CODE..... .NUMBER.....
- E-MAIL ADDRESS .....
- COMPANY REGISTRATION NUMBER .....
- VAT REGISTRATION NUMBER .....
- HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)    YES or NO
- HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)    YES or NO
- IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)  
.....  
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

OR.....

A REGISTERED AUDITOR .....

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA

FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO  
[IF YES ENCLOSE

PROOF]

SIGNATURE OF BIDDER

.....

.....

DATE

.....

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE..... (Inclusive of VAT, Disbursement, etc.  
TCO)

---

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management Unit  
**Contact Person:** Ms F Leeuw  
**Tel:** (012) 441 1333  
**Fax:** (012) 441 2333  
**E-mail address:** fleeuw@seda.org.za

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Ms Ronell Staphorst  
**Tel:** (012) 441 1353  
**Fax:** (012) 441 2353  
**E-mail address:** [RStaphorst@seda.org.za](mailto:RStaphorst@seda.org.za)

## 2. TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia/ Joint Ventures/ Sub- contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificate may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**APPLICATION FOR TAX CLEARANCE CERTIFICATE  
 (IN RESPECT OF TENDERS)**

1. Name of taxpayer/tenderer: .....
2. Trade name: .....
3. Identification number:
4. Company/Close corporation registration number:
5. Income tax reference number:
6. VAT registration number (if applicable):
7. PAYE employer's registration number (if applicable):

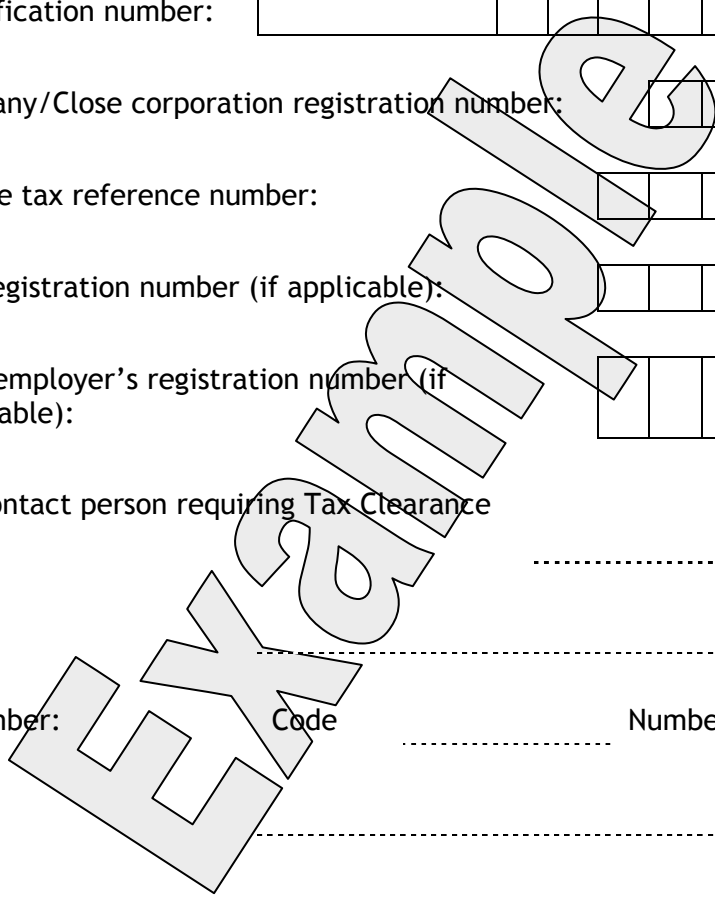
Signature of contact person requiring Tax Clearance Certificate: .....

Name: .....

Telephone number: Code ..... Number .....

Address: .....  
 .....  
 .....

Date: 20...../...../.....



**3. PRICE DECLARATION BY THE TENDERER**

I/We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted is valid for the stipulated period. I/We confirm the availability of the proposed team members. I/We confirm that this tender will remain binding upon us and may be accepted by you at any time before the expiry date.

Name and Surname: .....

Signature: .....

Date: .....

Are you duly authorized to commit to this tender: YES / NO

Capacity under which this tender is signed: .....

**TOTAL TENDER PRICE**  
(Total Cost of Ownership (TCO) to Seda inclusive of VAT, Disbursements, Travel, etc.).

R.....

**4. DECLARATION OF INTEREST**

**SBD 4**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.
 

<sup>1</sup>“State” means -

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

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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



2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

**YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid  
document?

**YES / NO**

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors /  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

**YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

**YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

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

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Number	Employee / Persal Number

**4 DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

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

**SBD 6**

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, 2011.**

**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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	...80....
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</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 fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) 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**

2..1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with annual total revenue of R5 million or less.
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = Comparative price of lowest acceptable bid

**5. Points awarded for B-BBEE Status Level of Contribution**

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number : .....

9.3 Company registration number : .....

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited  
 [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

9.6 COMPANY CLASSIFICATION

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

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution



**WITNESSES:**

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE: .....

ADDRESS: .....

**6. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**  
**SBD 8**

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?            (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?            The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**7. CERTIFICATE OF INDEPENDENT BID DETERMINATION**

**SBD 9**

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

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

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

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## 8. GENERAL CONDITIONS OF TENDER

- Tenders/Proposals must be submitted with all official Bid Forms duly completed and signed where required.
  - Tenders/Proposals must be delivered to the correct address location which is indicated in the tender document, which must be delivered timeously as late tender/proposals will NOT be accepted for consideration.
  - The tenders/proposal is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2011, General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
  - The successful tenderer will be required to sign a written contract.
  - It is an absolute condition of the tender that the taxes of the tenderer **must be in order**, or suitable arrangements have been with Receiver of Revenue to satisfy them.
2. An **Original Valid Tax Clearance Certificate must be submitted** as an original with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate may invalidate your tender.
  3. Each party to a consortium/ sub-contractors submits a separate original and valid Tax Clearance Certificates. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.
  4. The completed SBD 4 and 9 documents attached to this RFP/T must be completed and returned with the tender response. Failure to submit completed and signed SBD 4 and 9 documents with tender may invalidate the tender/proposal.
  5. Failure to submit a valid BBBEE Certificate will result in no points for BBBEE being awarded. If the entity's annual total revenue is R5m or less, then an Exemption Certificate may be submitted which has been issued by a registered Auditor, Accounting Officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)) or an accredited SANAS verification agency. Exempted Suppliers submitting an Exemption Certificate will be considered to be Level 4 BBBEE Contributors, and will automatically be entitled to claim/ be awarded 5 out of the 10 Points.
  6. The tender forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished on the enclosed form or in a separate annexure.
  7. The tender document together with the associated forms and annexures may **not** be retyped or re-drafted but photocopies may be prepared and used.
  8. Tender document, together with associated forms **should not** be filled in by means of mechanical devices, for example typewriters. Black ink must be used to fill in tenders.
  9. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.

10. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contact. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
11. All prices shall be quoted in South African currency and be **VAT inclusive**.
12. Service Providers tendering for this project **must** tender for the **complete project** as detailed in the Terms of Reference (TOR).
13. Seda reserves the right to withdraw this tender/proposal request.
14. Unless specifically provided for in the tender document, no tenders transmitted by telegram, telex, facsimile, e-mail or similar apparatus will be considered.
15. These conditions form part of the tender and failure to comply therewith will invalidate your tender.
16. It should be noted that Seda, reserves the right to accept or reject any tender/proposal without being obliged to give any reasons in this respect.
17. Tenderers will not be notified whether their tender/proposal was accepted or not, but will be advised of the award outcome if requested.
18. The service provider's Company letterhead must be used for the proposals cover letter and reflect the company's name and address.
19. The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and service provider's company name must appear on **all pages**.
20. **All pages** of the tender/proposal **must be initialed** by the responsible person.
21. **Validity of tenders or the period of acceptance:**
  - a. The tender price shall be open for **acceptance for a period of at least 120 calendar days after the closing date of the tender**. It should be noted that Tenderers may offer a shorter validity period, but they may, in that event, be disregarded for this reason.
  - b. The tender holds good until: \_\_\_\_\_  
 (State alternative period)

Print name: \_\_\_\_\_  
 Signature: of Tenderer (s): \_\_\_\_\_  
 Date: \_\_\_\_\_



22. Late submissions will not be accepted. A submission will be considered late if it arrived only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 and tenders arriving late will not be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.

a. **Tender including the returnable address must be submitted in a sealed envelope, marked with:**

- 1) Tender Number: **T04/10/13**
- 2) Closing date and time: **14 January 2014 at 12:00 noon**
- 3) The Name and Address of the tenderer.

## **9. DEVIATIONS FROM THE TENDER**

Should the Tenderer desire to make any departures from, or modifications to this tender/bid or to qualify its quotation in any way, it shall clearly set out its tender within the framework posted under Annexure... hereunder, or alternatively state them in a covering letter attached to the tender referred to hereunder, failing which the tender shall be deemed to be unqualified unless it conforms exactly with the requirements of this tender.

Unless otherwise specified and stipulated in writing, any terms and conditions forming part of the Tenderer's tender which deviates from the tender shall be of no force or effect.

**10. TENDER BID DECLARATION**

Tenderers must complete the service provider's declaration form.

**SERVICE PROVIDER DECLARATION FORM**

**NB: Should your FORM not be completed in full with your Tender/Proposal will be rejected. Information in this questionnaire received will be treated with confidentiality.**

COMPANY NAME:

\_\_\_\_\_

COMPLETED BY:

\_\_\_\_\_ **Full name and Surname**

DESIGNATION:

\_\_\_\_\_

DATE:

\_\_\_\_\_

**IMPORTANT NOTES: PLEASE READ CAREFULLY**

To be completed by all Service Providers responding to a tender/proposal or upon registration as an approved service provider on the procurement data base;

The application must be completed in full, be signed and commissioned by a commissioner of Oaths where required.

A company profile must accompany the registration form but will not be accepted as a substitute for the application form - all fields on the application form must be completed by the tenderer.

**Attached the following:**

- Valid original Tax Clearance Certificate.
- Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement.
- Copies of ID Document for the owners/directors of the company.
- Company PROFILE including experience.
- Copies of SABS or any other rating or accreditation, certificates etc. where applicable.

**SERVICE PROVIDER DETAILS**

Registered Name of the company: .....

Trading name of the company: .....

Company/ Close Corporation Registration Number: .....	VAT Registration Number: .....	Income Tax Reference Number: .....
--	-----------------------------------	---------------------------------------

Telephone Number: .....	Fax Number: .....
-------------------------	-------------------

Web Address:.....	E-mail Address: .....
-------------------	-----------------------

Name of Contact Person: .....	Contact numbers Cell: .....
-------------------------------	-----------------------------

<b>Business Physical Address:</b> ..... ..... ..... .....	<b>Postal Address:</b> ..... ..... ..... .....
---	--

**TYPE OF FIRM** (Please tick the relevant box or boxes)

<input type="checkbox"/> Public Company (Ltd)	<input type="checkbox"/> Trust	<input type="checkbox"/> Partnership
<input type="checkbox"/> Private Company (Pty) Ltd	<input type="checkbox"/> Section 21 Company	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Closed Corporation (CC)	<input type="checkbox"/> Government/ Parastatals	<input type="checkbox"/> Consortium
<input type="checkbox"/> Other, (Specify) .....	<input type="checkbox"/> Joint Venture	

**PARTICIPATION CAPACITY** (Please tick the relevant box or boxes)

<input type="checkbox"/> Prime Contractor	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Importer
<input type="checkbox"/> Sub-Contractor	<input type="checkbox"/> Repairer	<input type="checkbox"/> Exporter
<input type="checkbox"/> Supplier	<input type="checkbox"/> ISO Listed	<input type="checkbox"/> Distributor
<input type="checkbox"/> Services including Professional	<input type="checkbox"/> Sales	

**SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS** (Please tick the relevant box)

<input type="checkbox"/> Very Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large	<input type="checkbox"/> Small
-------------------------------------	---------------------------------	--------------------------------	--------------------------------

**TOTAL NUMBER OF EMPLOYEES** (Please tick the relevant box and state the number)

<input type="checkbox"/> Full Time      Number: .....	<input type="checkbox"/> Part Time      Number: .....
---	---

**LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)**

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	% VOTING (In decision Making)

**LIST AND IDENTIFY ANY ONWNER OR MANAGEMENT OFFICE BEARER WHO HAS OWNERSHIP INTEREST IN ANOTHER FIRM**

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	% VOTING (In decision Making)

**REFERENCES OF PREVIOUS PROJECTS OF SIMILAR NATURE FOR OTHER ORGANIZATIONS**

<b>1. Company/ Institution Name</b>					
Address					
Contact Person				Telephone:	
Value of contract	R				Date Completed:
Description of Work					
<b>2. Company/ Institution Name</b>					
Address					
Contact Person				Telephone:	
Value of contract	R				Date Completed:
Description of Work					
<b>3. Company/ Institution Name</b>					
Address					
Contact Person				Telephone:	
Value of contract	R				Date Completed:
Description of Work					
<b>4. Company/ Institution Name</b>					
Address					
Contact Person				Telephone:	
Value of contract	R				Date Completed:
Description of Work					

<b>5. Company/ Institution Name</b>	
Address	Telephone:
Contact Person	R Date Completed:
Value of contract	
Description of Work	
<b>6. Company/ Institution Name</b>	
Address	Telephone:
Contact Person	R Date Completed:
Value of contract	
Description of Work	
<b>7. Company/ Institution Name</b>	
Address	Telephone:
Contact Person	R Date Completed:
Value of contract	
Description of Work	
<b>8. Company/ Institution Name</b>	
Address	Telephone:
Contact Person	R Date Completed:
Value of contract	
Description of Work	
<b>9. Company/ Institution Name</b>	
Address	Telephone:
Contact Person	R Date Completed:
Value of contract	
Description of Work	
<b>10. Company/ Institution Name</b>	
Address	Telephone:
Contact Person	R Date Completed:
Value of contract	
Description of Work	
<b>GENERAL (Complete where applicable)</b>	
1. Did the firm exist under a previous name? YES/ NO	
If YES, what was its previous name?	
<ul style="list-style-type: none"> <li>Does your company/ any of its employees have a vested interest in seda, If so, state which Department within <b>SEDA</b> the said employee/s have such vested interest.</li> </ul>	
<ul style="list-style-type: none"> <li>Indicate as to whether any of the Partners, Proprietors &amp; Shareholders is in the service of <b>SEDA</b> and/or the <b>DTI</b>, or has been in the service of <b>SEDA</b> and/or the <b>DTI</b> in the previous twelve months;</li> </ul>	

**BANKING DETAILS**

I/we hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by Seda in the normal way, and that it will indicate the date on which funds will be available in my/our account.

**Bank Account Name:** \_\_\_\_\_

**Name of Bank:** \_\_\_\_\_

**Branch Code & Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

Type of Account:            Cheque                Savings                Transmission   

( Bank Details: Certified as correct by dating and stamping)

**Name and Surname:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Tel number:**            ( \_\_\_\_\_ ) \_\_\_\_\_

**Fax number:**            ( \_\_\_\_\_ ) \_\_\_\_\_



**I/We the undersigned acknowledge(s) that:**

- The information furnished is true and correct.
- The BBBEE Status claimed is true and correct.
- Any conflict of interest should be declared in writing.
- An official Seda purchase order/signed contract will be accepted.
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.

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

**SIGNATURE:** .....  
 (DULY AUTHORISED TO SIGN)

**ON BEHALF OF:** .....  
 (Name of Organization)

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

**TELEPHONE NUMBER:** .....

**DATE:** .....

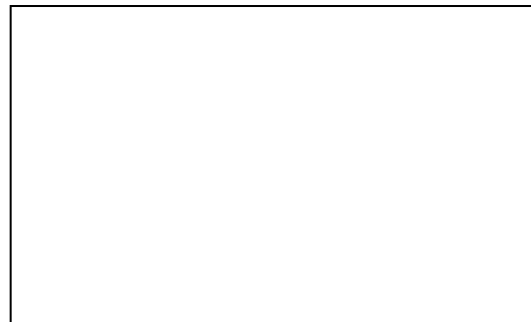
**COMMISSIONER OF OATH:**

**SIGNATURE:** .....

**DATE:** .....

**STAMP:**

**(Failure of not having a stamp and signed by a Commissioner of Oath may invalidate your proposal/tender submission)**





**11. Terms of Reference**

**To Appoint a Training Provider (TP) - Entrepreneurial  
Development Practitioner (EDP) for the  
Eastern Cape (Nelson Mandela Bay) Area**

Seda: *Basic Entrepreneurial Skills Development (BESD) Programme*

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## Annexure:

### A - Course Overview

## 1. Introduction

The basis of this terms of reference is to give effect to the implementation of Section 9A and 10(1) [a-d] of the National Small Business Amendment Act no. 29 of 2004 dealing with Seda's objectives and functions which enjoin Seda to:

- (a) *design and implement development support programmes;*
- (b) *promote a service delivery network that increases the contribution of small enterprises to the South African economy, and promotes economic growth, job creation and equity;*
- (c) *generally, strengthen the capacity of-*
  - (i) *service providers to support small enterprises; and*
  - (ii) *small enterprises to compete successfully domestically and internationally.*
- (d) *implement the policy of national government for small enterprise development;*
- (e) *design and implement a standard national delivery network that must uniformly apply throughout the Republic in respect of small enterprise development, integrating all government-funded small enterprise support agencies across all spheres of government;*
- (f) *design and implement small enterprise development support programmes; and*
- (g) *establish provincial structures to ensure the effective implementation of its functions as defined in section 10, respectively.*

## 2. Background

The Small Enterprise Development Agency (Seda) has concluded an agreement with the Department of Higher Education and Training (DHET), specifically the National Skills Fund. The agreement is on the implementation of the Basic Entrepreneurial Skills Development (BESD) programme. The DHET, through the NSF is funding the programme, Seda is the implementing agent and the German Federal Ministry for Economic Cooperation and Development via Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. is providing support through technical assistance.

Seda requires a Training Provider(s) - **TP(EDP)** - to co-recruit Entrepreneurial Development Practitioner (EDP) learners and to conduct training for such EDPs to enable them, in turn, to conduct one-on-one coaching/training for Emerging Entrepreneurs (EEs) at their own business premises. Such training initiatives will be implemented in, at least, one site (defined geographical area - e.g. town and surrounding townships) in each province. The training of EEs will be done in a second phase when Seda will contract a Training Provider(s) - **TP (EE)** - that will engage the services of the competent EDPs for the coordination of coaching/training of EEs and to support the EDPs during delivery of such EE coaching/training.

The training for the EDP learners (a group of twelve) envisages an action-orientated core training of 147 days which combines theory and practical application/workplace training. Workplace, in this case, means the small and micro businesses which constitute the learning environment where the transfer of skills to EEs will be delivered. The revised EDP course is mostly unit standard based but not accredited, at this point in time.

A training schedule for EDP training is in place, covering 14 modules and includes workplace experience. Standardised BESD learning material is available.

The BESD model is still at a stage of further development and refinement. Therefore, evaluations and technical assistance are an important feature of the implementation. Training Providers will be expected to cooperate with all of the above mentioned partners, their staff and contracted firms of consultants.

### **3. Project objective**

The objective of the project is the capacity building of a number of Emerging Entrepreneurs (EEs) through skills development via the one-on-one coaching/training methodology. The training of these entrepreneurs takes place over a period of about fifteen months and is conducted by Entrepreneurial Development Practitioners (EDPs) who have been trained, in advance, over a period of approximately seven (7) months.

The purpose is to improve the growth prospects of the emerging enterprises through skills development and training, thus improving their ability to increase their economic wealth, job creation opportunities and sustainability of their businesses

#### **4. Purpose of the Assignment**

The purpose of the assignment is for the TP (EDP) to manage and implement the EDP training component of the programme.

#### **5. Scope of Work**

- In cooperation with Seda, the successful TP (EDP) will participate to finalized the selection of the EDP learners;
- The successful TP(EDP) will use the provided learning materials to deliver the relevant training programme during the EDP development phase to EDP learners;
- The TP (EDP) will administer and ensure that the daily learner allowance of R75 per person per day is only paid to registered EDP learners who are actively participating (as evidenced by their signatures in Attendance Registers) in the NSF funded skills development intervention (i.e. BESD).
- The TP (EDP) must make provision for the daily allowance and weekly payments to the learners and claims must be supported with signatures of attendance and proof of payments made to the respective learners. Claims will not be processed without the supporting documents.
- The TP (EDP) must ensure that the EDP learners identify appropriate workplaces for the Workplace Experience component of their training (3 EEs per EDP learner) and the TP (EDP) will mentor the EDPs during the workplace experience;
- The TP (EDP) must take responsibility for the replacement of EDP learners (within the first two weeks) by informing Seda as soon as the need to replace a learner(s) has been identified and by actively working to do the replacement(s) with the support of Seda;

The TP (EDP) will also be responsible for:

- Assessing EDP learner competence and providing statements of results;
- Providing a training schedule at the start of training including workplace experience; Submitting, monthly reports on learner performance, general progress and processing claims as part of enabling the progress of the assignment for purposes of paying learner allowances, and any other relevant and admissible claims;
- Ensuring that Learner Agreements are signed with the EDP learners;
- Training Providers will be expected to cooperate with all of the above mentioned partners, their staff and contracted firms of consultants.

Seda (Supported by GIZ) will be responsible for:

- Orientation to appointed Training Provider on the BESD Programme and Training implementation for the EDP Learners including workplace experience; and
- The TP (EDP) will be supplied with a standard set of learning materials and related supporting documentation in hardcopy format. It is compulsory to use the documents and templates supplied.

## 6. Structure

The programme is being implemented nationally. However, there are sites in specific localities within each province (the sites) which have been identified or will be identified in due course. There will be at least one site in each province and depending on EDP learners and willing EE participants, there might be an increase in the number of sites in each province.

## 7. Training Provider Requirements

The TP (EDP) should, as a minimum, meet the following requirements:

- Be an accredited Services SETA Provider, and have Learning Programme Approval (also known as Secondary Accreditation) with the ETDP SETA or be an accredited ETDP SETA Provider, and have Learning Programme Approval (also known as

Secondary Accreditation) with the Services SETA. The nine (9) ‘must have’ unit standards are:

- ID 10007 - Identify, analyse and select business opportunities
  - ID 119672 - Manage marketing and selling processes of a new venture
  - ID 119674 - Manage finances for a new venture
  - ID 119668 - Manage business operations
  - ID 119670 - Produce a business plan for a new venture
  - ID 119666 - Determine financial requirements of a new venture
  - ID 10006 - Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities
  - ID 117871 - Facilitate learning using a variety of given methodologies
  - ID 117877 - One-on-one training on the job
- Be able to provide evidence of knowledge and experience in the Small/Micro Enterprise development sector and the training of trainers;
  - Have a suitable training facility in or near the locality (site), if not, indicate how the provider will establish a local training facility;
  - Have the ability to set up training infrastructure including Internet access in the site identified either in Nelson Mandela Bay (Uitenhage or Despatch) area;
  - Have excellent communication and report writing skills;
  - Provide the following infrastructure requirements:
    - A1. Sufficient infrastructure and equipment to deliver the training**
    - Training Area required: 30m<sup>2</sup> of floor space that is conducive to training. If the TP does not have the minimum training area required, a detailed plan to secure such must be submitted.
    - Electricity; Sufficient ablution facilities; Internet Access (available to each learner individually throughout the training period)
    - Other:

<u>FURNITURE</u>	<u>EQUIPMENT</u>	<u>SPECIFIC CONSUMABLES</u>
• Chairs X 13	• Computers X 13	• First Aid Kits X 13
• Desks (Students) X 12	• Data Projector	• Calculators X 13
• Desk (Facilitator) X 1	• Memory Sticks X 13	• Print Cartridges

• Lockable Steel Cupboard	• Printer	• Paper (for the Printer)
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**A2. Functional administrative and record-keeping systems.**

**A3. Accessible Training Venue.**

## 8. Evaluation of the Proposal

Tender proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Regulations of 2011 and will be apportioned and weighted accordingly.

The following preference point system will be applicable to this bid which value is estimated not to exceed R1,000,000 (all taxes included):

Preference Point System		
Description		Points Allocated
1	Price	80 Points
2	B-BBEE	20 Points

### 8.1 Evaluation of the Proposal

#### Pre-qualification

The following pre-qualification criteria will form the basis of evaluating all tender proposals and failure to comply will result in the elimination of the proposal:



1.	A fully completed Tender Document which has been signed and certified where required together with relevant and compulsory attachments and/ or forms must be submitted. Including the company registration and copy of ID's of the owners on the business
2.	<b>The following Proof of Accreditation must be attached:</b>
2.a.	Be an accredited Services Seta Provider, and have Learning Programme Approval (also known as Secondary Accreditation) with the ETDP SETA; <b>OR</b>
2.b.	Be an accredited ETDP SETA Provider, and have Learning Programme Approval (also known as Secondary Accreditation) with the Services SETA; and;
5.	Attendance of the Compulsory Briefing session compulsory signing of the attendance register

### Functionality

The following functionality criteria which have been divided into two phases will be used for evaluating all tenders/ bid proposals, where proposals must score an overall **minimum of 85 points** for functionality criteria to qualify for further evaluation for preference points:

Phase 1: Functionality Criteria (50 points)		Points Allocation
1.	Training Providers Experience, Expertise & Ability , Expertise and Ability	10
2.	Technical Capability an Capacity to Deliver	15
3.	Financial Capability	3
4.	Infrastructure Capacity	15
5.	Methodology Approach and Implementation Plan	7
<b>S/Total</b>		<b>50</b>
<b>Minimum Stipulated Threshold to be met for site visit</b>		<b>80% = 40 points</b>

**Note:**

Only the top five (5) proposals meeting the Minimum Stipulated Threshold of 80% (40 points) for Phase 1 of the Functionality Evaluation will be allowed to progress to Phase 2 of the Functionality Criteria, where the short listed bidders will be subjected to a site visit at the recommended training venue.

Phase 2: Functionality Criteria (50 points)		Points Allocated
1.	Only the top five (5) short listed bidders will be subjected to a site visit .	50
S/Total		
<b>Minimum Stipulated Threshold to be met for site visit</b>		<b>90%= 45 points</b>

**Note:**

The Minimum Stipulated Threshold to be met for Phase 2 of the Functionality Evaluation for the site visit, is 90%.

<b>Overall Total for Functionality: Minimum Overall Threshold to be met (Phase 1 and Phase 2 combined)</b>	<b>85%</b>
--	------------

**Note:**

An average total for Functionality will be determined for proposals meeting the Minimum Stipulated Threshold of 80% for phase 1, which will be combined with the Minimum Stipulated Threshold for Phase 2 which is 90%. Only qualifying proposals will be considered for further valuation for 80/20 Preference Points on meeting or exceeding the Overall Stipulated Minimum Threshold of 85%.

**Detailed Functionality Criteria**

<b>Detailed Functionality Criteria</b>		<b>Points Allocation</b>
<b>Phase 1</b>		
<b>1</b>	<b>Training Providers Experience, Expertise &amp; Ability must be proven:</b>	<b>10</b>
(a)	<p>Description of three (3) relevant/similar projects (i.e. training trainers and business skills training), including confirmation of the following from a contactable reference for each (on their letterhead)</p> <ul style="list-style-type: none"> <li>• Context and Types of Training</li> <li>• Details of the beneficiaries: who; how many; when; success rate?</li> <li>• Monitoring and Evaluation Activities</li> </ul>	
<b>2</b>	<b>Technical Capability and Capacity to Deliver: Operational and Human Resource capability to successfully execute and deliver on this project must be proven</b>	<b>15</b>
(b)	<p>Training Provider must provide the following proof as verification of capacity to deliver;</p> <ul style="list-style-type: none"> <li>• Company Profile with organogram/ organisational structure and detailed report of operational/ technical capability.</li> <li>• Adequate resources (human and technical) to deliver the required services as described in the tender document.</li> <li>• Current CV's of the Facilitators/Assessors with related experience and expertise to cover the different content areas of the course. The CV's should be supported with qualifications.</li> </ul>	
<b>3.</b>	<b>Financial Capability:</b>	<b>3</b>
(c)	<ul style="list-style-type: none"> <li>• Training Providers must submit the latest three (3) months Bank Statement</li> </ul>	

4.	Infrastructure Capacity:	15															
(d)	<p><i>Provide evident and proof of the following infrastructure and equipment capacity to deliver the training: Refer to page 39 of 50 of the TOR.</i></p> <ul style="list-style-type: none"> <li>• Training Area required: 30m<sup>2</sup> of floor space that is conducive to training. . If the TP does not have the minimum training area required, a detailed plan to secure such must be submitted. With the following:               <ol style="list-style-type: none"> <li>1. An existing lease agreement for the proposed training venue, or</li> <li>2. Letter of Intent from the Landlord/Owner that specify the training area for the proposed training venue.</li> </ol> </li> <li>• Electricity bill for the proposed training venue.</li> <li>• Sufficient ablution facilities;</li> <li>• Internet Access (available to each learner individually throughout the training period). An inventory list of computer equipment or quotation as well as a contract/lease for the internet connectivity.</li> <li>• Accessibility of the training venue in relation to public transport for the learners attending the training.</li> <li>• Provide evidence of functional administrative and record-keeping systems that are currently being used and in place. Samples of index for Learner files;</li> <li>• Other: Furniture, Equipment and specific consumables by providing proof of ownership/inventory list or quotations:</li> </ul> <table border="1" data-bbox="336 1397 1433 1821"> <thead> <tr> <th><u>FURNITURE</u></th> <th><u>EQUIPMENT</u></th> <th><u>SPECIFIC CONSUMABLES</u></th> </tr> </thead> <tbody> <tr> <td>• Chairs X 13</td> <td>• Computers X 13</td> <td>• First Aid Kits X 13</td> </tr> <tr> <td>• Desks (Students) X 12</td> <td>• Data Projector</td> <td>• Calculators X 13</td> </tr> <tr> <td>• Desk (Facilitator) X 1</td> <td>• Memory Sticks X 13</td> <td>• Print Cartridges</td> </tr> <tr> <td>• Lockable Steel Cupboard</td> <td>• Printer</td> <td>• Paper (for the Printer)</td> </tr> </tbody> </table>	<u>FURNITURE</u>	<u>EQUIPMENT</u>	<u>SPECIFIC CONSUMABLES</u>	• Chairs X 13	• Computers X 13	• First Aid Kits X 13	• Desks (Students) X 12	• Data Projector	• Calculators X 13	• Desk (Facilitator) X 1	• Memory Sticks X 13	• Print Cartridges	• Lockable Steel Cupboard	• Printer	• Paper (for the Printer)	
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<b>4.</b>	<b>Methodology/and Approach and Implementation Plan</b>	<b>7</b>
(e)	<ul style="list-style-type: none"> <li>• Demonstrated understanding of the purpose and background of the assignment;</li> <li>• Demonstrated understanding of the small/micro enterprise sector.</li> <li>• Demonstrate how administrative task including paying and claiming of learners allowance will be managed.</li> </ul>	
(f)	<ul style="list-style-type: none"> <li>• An Implementation Plan for the training with realistic timeframes for achieving the outcomes in the given timeline, including identifying appropriate workplaces for the Workplace Experience component of the training (3 EEs per EDP learner) and mentoring Learners during the Workplace Experience.;</li> </ul>	
<b>Phase 2</b> <b>(Only the top five (5) Training Providers that meets the minimum qualifying criteria on Phase 1 will be further evaluated on this phase)</b>		
<b>1</b>	<b>Site Visit at the recommended training venue</b>	<b>50</b>
(g)	<p>Short listed Training Providers will be subjected to a site visit at the recommended training venue for verification and clarity on their proposal which must include the following:</p> <p>(a) Infrastructure Capacity:</p> <ul style="list-style-type: none"> <li>- Training Area</li> <li>- Electricity, ablution facilities, internet access</li> <li>- Functional administration and record keeping system</li> <li>- Other: Furniture, Equipment, Specific Consumables</li> </ul> <p>(b) Accessibility and locality of the training venue; and</p>	

## 8.2 Awarding of Preference Points

Only qualifying proposals will be evaluated for preference points after meeting the minimum stipulated threshold for functionality criteria, in terms of the preference point system described in PPPFA Regulations of 2011, as follows:

	Preference Point Criteria	Points Allocation
1	Price	80
2	Broad-Based Black Economic Empowerment (B-BBEE)	20
<b>TOTAL POINTS</b>		<b>100</b>

### 8.2.1 Price

Price is an important factor as it ensures optimum value for money and Total Cost of Ownership to Seda and should take into account the full duration of the contracting period. The cost per Learner per day must be reflected on the cost schedule inclusive of the allowance.

A cost schedule detailing the full cost breakdown, inclusive of VAT, any disbursements and escalations, if applicable, etc. for the entire durations of the proposed contract must be provided.

### 8.2.2 B-BBEE

B-BBEE Preference claim form (SBD 6.1) must form part of all bids submitted. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution. (As a guide, refer also to the table of B-BBEE Contributor Level, on page 12).

## 9. Lines of Communication

The Training Providers will work in close collaboration with nominated provincial Seda staff members and a National Office-based Project Manager.

## 10. Compulsory Briefing Session Information

It is required that Training Providers wishing to submit their proposal for this bid must attend the Compulsory Briefing Session at this specific location as valuable information is shared and attendance register is signed.

The details are as follows:

Province/ Area	BRIEFING SESSION DATE	VENUE	TIME
Eastern Cape: Port Elizabeth	2 December 2013	PE St Georges Club 12 Bird Street Central Port Elizabeth	12:00

## 11. Proposal Guidelines, Required Documents and Information

The following documents and information to be submitted with the proposal and the Tender Document:

- The duly completed returnable RFP/T Tender Document with all the required compulsory forms completed;
- Valid, Original Tax Clearance Certificate;
- Certified copy of Business/Company Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, whichever is applicable;
- Be an accredited Services Seta Provider, and have Learning Programme Approval (also known as Secondary Accreditation) with the ETDP SETA; or
- Be an accredited ETDP SETA Provider, and have Learning Programme Approval (also known as Secondary Accreditation) with the Services SETA;
- Company Profile that illustrates the core business and services being offered, which also includes an organogram and/or company structure reflecting the number of staff;
- Financial capability by providing latest three months Bank statement

- A cost schedule detailing the full cost breakdown, inclusive of VAT, any disbursements and escalations, if applicable, etc. for the entire durations of the proposed contract, must be provided;
- The price proposal should be in South African Rands and be VAT inclusive.
- Certified copy of the IDs of the owners of the business;
- Current CV's of the Facilitators/Assessors with related experience and expertise to cover the different content areas of the course. The CV's should be supported with qualifications;
- Valid BBBEE Certificate or a letter from the Auditors;
- Detailed Methodology/Approach;
- Demonstrated understanding of the purpose and background of the assignment;
- Demonstrated understanding of the small/micro enterprise sector;
- *Provide evident and proof of the following infrastructure and equipment capacity to deliver the training;*
- An Implementation Plan for the training with realistic timeframes for achieving the outcomes in the given timeline, including identifying appropriate workplaces for the Workplace Experience component of the training (3 EEs per EDP learner) and monitoring during the Workplace Experience itself;
- Reference letters as confirmation of three (3) relevant/similar projects (on the commissioning parties' letterheads) including contactable reference for each;



## 12. Closing Date for Submission

Completed proposals/ tender documents must be submitted in a sealed envelope clearly marked with the tender reference number and returnable address and placed in the Seda Tender Box at Seda National Office located at the address below. No late or electronic tenders will be accepted.

**Tender Closing Date** : **14 January 2014**

**Tender Closing Time** : **12:00 Noon**

**Address** : **The Seda Tender Box  
Small Enterprise Development Agency  
The Fields, Office Block A,  
1066 Burnett Street,  
Hatfield, Pretoria, 0083**

**Telephone** : **(012) 441 1000**

**All couriered/ posted tender proposals MUST reach Seda National Office by the closing date and time as specified above.**

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**ANNEXURE : A  
COURSE OVERVIEW**