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**REQUEST FOR PROPOSAL**

**BID NUMBER: ECIC04P-2022/23**

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**PROVISION OF LEARNERSHIP PROGRAMME FOR A PERIOD OF THREE YEARS**

**CLOSING DATE: 9 NOVEMBER 2022**

**CLOSING TIME: 11H00 (SAST, OBTAINABLE BY DIALLING TELKOM ON 1026)**

**CONTRACT NUMBER: [SLA041-22/23](#)**

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**REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS**

Terms of Reference

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### A. INTRODUCTION TO THE REQUEST FOR PROPOSAL (RFP)

#### 1. Introduction

- 1.1. The Export Credit Insurance Corporation of South Africa (SOC) Limited (ECIC or Corporation)<sup>1</sup> is a self-sustained state-owned entity listed under Schedule 3B of the Public Finance Management Act 1 of 1999 (as amended) and established in terms of the Export Credit and Foreign Investments Insurance Act 78 of 1957 (as amended).
- 1.2. The mandate of ECIC is to facilitate and encourage South African export trade, by underwriting export credit loans and investments outside the country, to enable South African contractors to win capital goods and services contracts in countries outside South Africa. ECIC is a registered Financial Service Provider and is regulated by the Financial Sector Conduct Authority and Prudential Authority (FSP No: 30656). Currently exempted in terms of FAIS Notice 78 of 2019.
- 1.3. ECIC operates from offices at Block C7 Eco Origins Office Park, 349 Witch Hazel Avenue, Highveld Ext 79, Centurion, 0157, South Africa.
- 1.4. Bids are hereby invited for the appointment of a service provider to implement and facilitate the learnership programme for a period of three (3) years.
- 1.5. This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

#### 2. Background

- 2.1. ECIC as an equal opportunity company we believe in giving people with disabilities a fair chance to pursue a successful career. Learnership programmes positively empower and help redress the balance of the skills deficit prevalent in South Africa. ECIC believes these programmes support sustainable transformation in both the financial sector and South Africa as a whole.
- 2.2. Learnerships are a key element of the Skills Development strategy and aim to ensure the provision of skills to unemployed or unskilled individuals. Learnerships should accommodate and be designed to support local labour market conditions, special sector requirements, work opportunities and demands.
- 2.3. This learnership is an opportunity for unemployed youth to improve existing skills and develop additional ones. Both theoretical and practical workplace learning is included, so a learner leaves ready to operate within the workplace. The learnership will also assist in the achievement of a nationally recognized qualification. An allowance will be provided for the duration of the learnership to cover travel and living expenses.
- 2.4. ECIC intends appointing a service provider to provide and facilitate an accredited learnership programme for twenty- four (24) Learner's learners living with disabilities for a period of 3 years. The program is broken down into three (3) groups of eight (8) learners enrol to the program every year and the appointed bidder must have the necessary tools and equipment to deliver the full qualification.

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<sup>1</sup> Further information on the ECIC can be found at [www.ecic.co.za](http://www.ecic.co.za)

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- 2.5. The learnership will be delivered in physical classroom and/or online platform.
- 2.6. The profile of the learner required to be part of the learnership is as follows:
  - 2.6.1. A South African citizen by birth and residing in Gauteng province.
  - 2.6.2. The learners must be residing in Gauteng Province for them to be able to attend classes.
  - 2.6.3. Person living with disability (any disability is accepted depending on the provider's capacity).
  - 2.6.4. Has a valid Matric (Grade 12) certificate.
  - 2.6.5. Younger than 35 years old.
  - 2.6.6. Preferences will be given from previous disadvantaged learners.
  - 2.6.7. Must not have completed similar qualification before.
  - 2.6.8. Be currently unemployed and not studying.
  - 2.6.9. Must be willing to commit to complete the 12 months learnership.
  - 2.6.10. The provider should enrol different learners each year for the contract period.
  - 2.6.11. Must be willing to participate in all learning and work experience required by the learnership.

### **3. Purpose**

- 3.1. The purpose of this Request for Proposal is to appoint a service provider to provide and facilitate an accredited learnership programme for twenty- four (24) learners living with disabilities for a period of 3 years.

### **4. Pre-qualification Criteria**

- 4.1. Bidders are required to submit a copy of a valid SERVICESETA accreditation letter. The letter should state a valid expiring date for qualifications ID listed below:
  - 4.1.1. ID 59201/ 60269
  - 4.1.2. ID 61595/35928
- 4.2. The accreditation letter valid status will be verified with SERVICESETA to ensure compliance.
- 4.3. The bidder must have offices and a training venue in Gauteng Province. The bidder must provide proof, of having offices and a training venue in Gauteng. The acceptable proof will be copy of utility bill in the name of the bidder. In the event where the bidder is leasing the facilities, the bidder must provide copies of utility bill and lease agreement. The address on the document(s) provided must be the same as the address of the training facility and the offices.

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### B. TERMS OF REFERENCE

#### 5. Scope of services

5.1. The appointed bidder is required to:

5.1.1. Provide (deliver) and facilitate a Services Seta accredited learnership to eight (8) learners per annum for a period of three years for the following accredited qualification:

**Table 1**

YEAR	SAQA ACCREDITED		NQF LEVEL AND CREDITS
	QUALIFICATION	UNIT STANDARD ID	
Year 1	National Certificate: Generic Management	59201/ 60269	Level 5 (140-162 Credits)
Year 2	FEET: Business Administration Services	61595/ 35928	Level 4 (140-162 Credits)
Year 3	National Certificate: Generic Management	59201/ 60269	Level 5 (140-162 Credits)

5.1.2. Train the learners in a classroom and/or online setup. The allocation must be 60 % classroom and 40% online.

5.1.3. Recruit, select and place eight (8) learners living with disability on the programme each year.

5.1.4. Host of the eight (8) learners for the entire duration of 12 months period of the programme every year.

5.1.5. Register the learnership programme and learners directly with Insurance Sector Education and Training Authority (INSETA) and SERVICESETA on behalf of the ECIC.

5.1.6. Pay stipends to the learners on a monthly basis, at a set date, using electronic means.

5.1.7. Train and provide experiences for the learners on their (service provider's) premises for the duration of the program.

5.1.8. Ensure that all the necessary quality assurance processes are undertaken including uploading of learners on the National Learner Record Database (NLRD), assessments, moderation, verification and up to issuing of learners Certificates.

5.1.9. Compile Portfolio of Evidence (POEs) for each learner and provide the required stationery such as arch lever files and material for each learner.

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- 5.1.10. Administer the attendance register for learners on daily basis and submit to ECIC on weekly basis;
- 5.1.11. Provide a monthly report on all training related activities, achievements, challenges and recommendations on their resolution.
- 5.1.12. Provide monthly progress reports on the 8 (eight) learners per year to ECIC in line with the SETA's requirement.

## 6. Stipends

- 6.1. ECIC will pay upfront a stipend of R3 000 per learner to a provider, an invoice for learner stipend should be sent to ECIC every three months.
- 6.2. The cost of the stipends must be excluded from the bidder's price, as the stipends will be considered a pass through expense (I.e. the appointed bidder will be acting as an agent for ECIC). The bidder must include the cost to administer the stipends in their quotations.

## 7. Bid/contract conditions

- 7.1. ECIC will enter into an agreement with successful bidder which will detail the terms of engagement. The contract will be monitored quarterly, including mandatory monthly progress reporting on programme implemented.
- 7.2. The appointed bidder must ensure that they uphold all legislative related to learnership implementation and skills development.
- 7.3. The agreement may be terminated by the ECIC if it has reasonable grounds to do so, with not less than 30 days' prior written notice. A termination clause will form part of the agreement and may include events such as unsatisfactory performance, defining events, departure of key personnel, governance and ownership issues and reputational risks.

## 8. Due diligence/site inspection

- 8.1. At the ECIC's discretion, a due diligence and/or site inspection may be conducted on the identified bidder. ECIC will visit the identified bidders' premises or bidder's client (with permission from the bidder) with the objective of verifying information as contained in their respective bid documents.
- 8.2. Where applicable, the ECIC will issue criteria for the due diligence review or site inspection beforehand to the applicable bidder(s). Should it be discovered during a due diligence visit or site inspection that the information submitted by the identified bidder is inconsistent with what is on their current premises of business, ECIC reserves the right to disqualify such bidder.

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8.3. ECIC may identify another bidder using the next highest points obtained in the evaluation phase as stipulated in paragraph 8, taking into consideration the process followed under paragraphs 8.1 and 8.2.

### 9. Bid evaluation

9.1. The proposals will be evaluated in phases as highlighted below and detailed in paragraphs 10 to 12 of this document:

#### 9.1.1. Phase One: Pre-qualification and compliance

Compliance with the pre-qualification requirements as listed in paragraph 9. In this evaluation phase, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

#### 9.1.2. Phase Two: Functional evaluation (Desktop evaluation)

In this evaluation phase, bidders are expected to obtain a minimum of 80.00 out of 100 points to proceed to the next evaluation stage of the evaluation. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation phase.

#### 9.1.3. Phase Three: Preference point system

The 80/20 preference point system shall be applicable to this phase, where 80.00 points represent maximum obtainable points for the lowest acceptable price and 20.00 points represents maximum obtainable points for the B-BBEE level status. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as listed in the bid documentation (refer to paragraph 12).

#### 9.1.4. Phase Four: Objective criteria

9.1.4.1. In this evaluation stage, ECIC will check if the bidder has a person who meet the following criteria in awarding the bid:

9.1.4.1.1. The bidder has a significant shareholder or owner (or equivalent) (directly or indirectly) who is classified or can be classified as a Prominent Influential Person (PIP) in accordance with Financial Intelligence Centre, amended Act of 2017 (FICA).

9.1.4.1.2. The bidder has a shareholder or member or owner (or equivalent) who has questionable integrity status.

9.1.4.1.3. The bidder has a director or equivalent who is classified or can be classified as a PIP in accordance with FICA.

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- 9.1.4.2. Should it be found during this evaluation stage, that the bidder who has attained the highest points under Evaluation Stage Four (Preference Point System) has persons listed in paragraphs 9.1.4.1.1 to 9.1.4.1.3, ECIC reserves the right to conduct further due diligence on the person(s). Should the outcome of a further due diligence not be satisfactory to ECIC or such a person(s) poses an unacceptable high risk reputation and/or integrity of the person(s) be questionable, ECIC reserves the right not to award the bid to that bidder. This process may be repeated to the next bidder if so required.

## 10. Evaluation Phase One: Pre-qualification and compliance

- 10.1. Bidders are required to submit a copy of a valid accreditation letter from Services Seta for the following qualifications.

10.1.1. ID 59201/60269

10.1.2. ID 61595/35928

- 10.2. The bidder must have offices and a training venue in Gauteng Province. The bidder must provide proof, of having offices and a training venue in Gauteng. The acceptable proof will be copy of utility bill in the name of the bidder. In the event where the bidder is leasing the facilities, the bidder must provide copies of utility bill and lease agreement. The address on the document(s) provide must be the same as the address of the training facility and the offices.

- 10.3. ECIC will only consider a bid if the relevant bidder meets the pre-qualification criteria mentioned in paragraphs 10.1 to 10.2. Where a bidder fails to meet the prequalification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.



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### 11. Evaluation Phase Two: Functional

11.1. The proposal submitted by the bidder will be evaluated by the ECIC based on the following criteria and be rated as the factor score over 5 multiplied by the applicable points:

Factor scores: 0=Poor, 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

Table 2

EVALUTION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	RATING		
1. Company profile	1.1. Bidders must submit their company profile with the list of learnership for learners with disabilities.  Bidders must demonstrate adequate resources and infrastructure to serve the number of the learners.	1.1.1. Bidder did not provide any company profile, nor the provided company profile does not indicate provision of learnership to people living with disabilities.	0-2	30	55
		1.1.2. Bidder did provide company profile, and the provided company profile does indicate information on the provision of learnership to people living with disabilities.	3-4		
		1.1.3. Bidder did provide company profile, and the provided company profile does indicate adequate information on the provision of learnership to people living with disabilities.	5		

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EVALUTION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	RATING		
2. Track Record	1.2. Experience of the company.  The bidder must provide details of experience in providing and facilitating learnerships.	1.2.1. Bidder has less than five (5) years' experience in providing similar services.	0-2	25	45
		1.2.2. At least five (5) or more years' of experience in similar services.	3-5		
	2.1. The provider must provide letters as a proof of implementation for a learnership for people living with disability.	2.1.1. Less than two (2) letters of reference provided. Some of the letters provided are not for providing and facilitating learnerships to people with disabilities.	0-4	20	
		2.1.2. Bidder has provided at least two (2) letters of reference. All the letters provided are for providing and facilitating learnerships to people with disabilities.	5		
	2.2. Each Trainer/s, assessor/s moderator/s must have at least 3 years' experience in learnership for people with disabilities.  Bidder must provide CV's for the trainer/s, assessor/s and	2.2.1. The proposed resources/team members have less than three (3) years' experience in dealing with people with disabilities.  The bidder's proposed team has a consolidated experience of less than three (3) years in providing and	0-2	25	

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EVALUATION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	RATING		
	moderator/s that includes the experience of the proposed resources.	facilitating learnership to people living with disability.		3-5	
		2.2.2. The proposed resources/team members have at least three (3) years' or more experience in dealing with people with disabilities.  The bidder's proposed team has a consolidated experience of at least three (3) years in providing and facilitating learnership to people living with disability.			
<b>TOTAL</b>					<b>100</b>

11.2. The points achieved in this evaluation criteria will be rounded to the next two decimal places

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**12. Evaluation Phase Three: Preference point system**

12.1. The formula below will be used to calculate the preference procurement points for price:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

*Ps = Points scored for comparative price of bid under consideration*

*Pt = Comparative price of bid or offer under consideration*

*Pmin = Comparative price of lowest acceptable bid*

Depending on the bidder’s level of broad-based black empowerment contribution, a maximum of 20.00 points may be allocated to a bidder. The points scored by a bidder for broad-based black economic empowerment contribution will be added to the preference procurement points allocated for price.

The table below reflects the number of points to be allocated to a bidder based on broad-based black economic empowerment contribution:

**Table 3**

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

12.2. The B-BBEE points will be awarded as per the rating certificate, the points for joint ventures (JV) or consortiums will be awarded based on the certificate of the JV or the consortium.

12.3. The points achieved in this evaluation criteria will be rounded to the two decimal points.

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### 13. Standard bidding documents

13.1. Bidders are required to complete and sign the following Standard Bidding Documents attached to this bid document:

**Table 4**

Invitation to bid	SBD 1
Declaration of Interest	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2017 (including a valid B-BBEE Status Level Verification Certificate)  <b>Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for B-BBEE.</b>	SBD 6.1

13.2. ECIC will not award a bid to a bidder who has not submitted complete and signed Standard Bidding Documents and the Standard Bidding Documents forms part of the condition of award.

### 14. Instructions to respondents

#### 14.1. Correspondence

- 14.1.1. No telephonic or any other form of communication with any other ECIC member of staff other than the named individual below, relating to this RFP will be permitted. All enquiries must be in writing only.
- 14.1.2. All questions relating to the contents of the tender (conditions, rules, terms of reference etc.) must be forwarded in writing via email to [procurement@ecic.co.za](mailto:procurement@ecic.co.za) by not later than 28 October 2022. Questions received after this date will not be entertained.
- 14.1.3. All questions must reference specific paragraph numbers, where applicable.
- 14.1.4. All enquiries (received on or before the closing date for enquiries) will be consolidated and ECIC will publish one response document on the ECIC website ([www.ecic.co.za](http://www.ecic.co.za)) within two working days after the date in indicated in paragraph 14.1.2, on or before 2 November 2022.
- 14.1.5. No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

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### 14.2. Submission of the proposals

14.2.1. Bid documents must be clearly marked for ease of reference and must be submitted on PDF format on/or before the closing date and time to the following email address:

[procurement@ecic.co.za](mailto:procurement@ecic.co.za)

14.2.2. The following email submission procedures or protocols must be adhered to ensure safe and secure submission of the tender documents and supporting documents:

14.2.2.1. The tender document, including the supporting or returnable documents should be submitted via email on PDF format.

14.2.2.2. If the PDF tender document, including the supporting or returnable documents is less than 20 Megabytes (MB), it should be submitted as one document. If the electronic bid document is more than 20MB, the electronic tender document should be split in order to adhere to the 20MB email capacity.

14.2.2.3. Bidders are also encouraged to submit a USB detailing their tender proposals.

14.2.3. Only if bidders are experiencing challenges with emailing documents, tenders can be delivered at the ECIC Offices on/or before the closing date and time at Block C7 Eco Origins Office Park, 349 Witch Hazel Avenue, Highveld Ext 79, Centurion, 0157, South Africa.

14.2.4. **Any proposal received after the closing date and time will not be accepted.**

14.2.5. All proposals and all subsequent information received from respondents will not be returned. The proposals should be addressed to the Head of Procurement of ECIC.

### 15. Timeline of the bid process

15.1. The period of validity of the tender and the withdrawal of offers, after the closing date and time are 120 days, expiring on 9 March 2023. The project timeframes of this bid are set out below:

**Table 5**

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal /ECIC Website	18 October 2022

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STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
2.	Questions relating to bid from bidder(s)	28 October 2022
3.	Bid closing	9 November 2022
4.	Compliance Evaluation	11 November 2022
5.	Functional Evaluation	18 November 2022
6.	Preference Points	25 November 2022
7.	Bid Adjudication	9 December 2022

15.2. All dates and times in this bid are in South African Standard Time.

15.3. Any time or date in this bid is subject to change at the discretion of ECIC. The establishment of a time or date in this bid does not create an obligation on the part of ECIC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if ECIC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

15.4. ECIC will notify all bidders of the outcome of the bid within 10 days from the date of adjudication of this bid.

## 16. Bid rules

### 16.1. Awarding a bid

16.1.1. ECIC will not award a bid to a bidder:

16.1.1.1. Who is or the bidder's director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder are restricted to conduct business with the State.

16.1.1.2. Who is in the employ of the State or has a director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder who is in the employ of the State as contemplated in the Public Administration Management Act, 11 of 2014 and is prohibited from conducting business with the State in terms of section of PAMA.

16.1.1.3. Who is in the service of the State or has a director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having

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controlling interest in the bidder and has not declared their business interest as required in the applicable SBD4 form.

- 16.1.1.4. Has been found to have transgressed Prevention and Combating of Corrupt Activities Act, 12 of 2004 (as amended).
- 16.1.1.5. Has been found to have transgressed or is transgressing the Competition Act, 89 of 1998 (as amended).
- 16.1.2. ECIC shall not award a bid or contract or order to a bidder whose tax affairs are not compliant, except to foreign bidders with no tax obligations in South Africa.
- 16.1.3. For a bidder or the bidder's director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder who have declared their business interest as required in the applicable SBD4 form, ECIC will not award a bid to a bidder who has declared their interest and:
  - 16.1.3.1. Is prohibited from conducting business with the State; or
  - 16.1.3.2. Does not have permission to conduct remunerative work outside their employment.
- 16.1.4. ECIC will verify with the relevant Organ of State to determine if paragraphs 16.1.3.1 and 16.1.3.2 are not applicable.
- 16.1.5. ECIC will assume that, the person contemplated in paragraph 16.1.3 is prohibited from conducting business with the State or the person does not have permission to conduct remunerative work outside their employment if it does not receive any response within 21 days from such verification request to an Organ of State.
- 16.1.6. ECIC will then recommend to award the bid to the bidder who achieved the second highest preference points, and should it be established that, the bidder who achieved the second highest preference points have a person contemplated in paragraph 16.1.3, ECIC will conduct verification as contemplated in paragraphs 16.1.4 and 16.1.5. This step can be performed to up to the bidder who achieved the third highest preference points.

## 16.2. Documents/information required as a condition of award

- 16.2.1. Proof of registration valid registration on the National Treasury Central Supplier Database (CSD).
- 16.2.2. All SBD's signed and completed, SBD1, SBD4, and SBD6.1.



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- 16.2.3. ECIC will conduct a fit and proper and financial soundness assessment on the proposed winning bidder and will request the required information at that point of the process.

### 16.3. Broad-Based Black Economic Empowerment and Socio-Economic Obligations

- 16.3.1. As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, bidders are to note that ECIC will allow a “preference” to companies who provide a valid BEE Certificate or Sworn Affidavit.
- 16.3.2. Bidders are required to complete SBD 6.1 and submit it together with proof of their B-BBEE Status as stipulated in the bidding form in order to obtain preference points for their B-BBEE status.

### 16.4. B-BBEE Joint Ventures or Consortiums

- 16.4.1. Bidders who would wish to respond to this bid as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their bid submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.
- 16.4.2. If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by ECIC through this bid process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to ECIC.
- 16.4.3. Bidders are to note the requirements for B-BBEE compliance of JVs or consortiums as stipulated in the bidding form in order to obtain preference points for their B-BBEE status and submit it together with proof of their B-BBEE Status.

### 16.5. Sub-contracting

- 16.5.1. If contemplating subcontracting, please note that a bidder will not be awarded points for B-BBEE if it is indicated in its Proposal that such bidder intends subcontracting more than 30% (thirty percent) of the value of the contract to an entity/entity that do not qualify for at least the same points that the bidder qualifies for, unless the intended subcontractor is a company which is Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, an EME and QSE , with the capability to execute the subcontract.
- 16.5.2. A person awarded a contract may not subcontract more than 25% (twenty five percent) of the value of the contract to any other enterprise that does not have

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an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

- 16.5.3. Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s on the SBD6.1.

### 16.6. ECIC's rights

- 16.6.1. ECIC reserves the right to:

- 16.6.1.1. Amend any bid conditions, bid validity period, bid specifications, or extend the bid closing date, all before the bid closing date. Such amendments will be posted on the ECIC's website under the relevant tender information. All prospective bidders must therefore ensure that they visit the website of ECIC ([www.ecic.co.za](http://www.ecic.co.za)) regularly before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 16.6.1.2. Cancel or withdraw this bid at any time, as a whole or in part without reasons and without attracting any liability.
- 16.6.1.3. Award this bid to more than one bidder.
- 16.6.1.4. Negotiate with all or some of the shortlisted bidders.
- 16.6.1.5. Not accept the lowest priced bid or award the bid to a bidder other than the highest scoring bidder.
- 16.6.1.6. Conduct site visits at bidder's offices and / or at client sites if so required.
- 16.6.1.7. Request any relevant information and/ or documents to verify or clarify information supplied in the bid response in relation, but not limited, to the structure of the bidding entity, bidder's capacity, proposed solution, proposed timelines etc.

### 16.7. Contract fees

- 16.7.1. Where a bidder indicates that its prices are subject to confirmation, or are in any way conditional, such pricing will not be considered.

### 16.8. Confidentiality

- 16.8.1. Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. In submitting a response, a Service provider agrees that it shall not be entitled to any information disclosed by

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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another respondent to ECIC, which ECIC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to ECIC.

### 16.9. Other matters

16.9.1. If the ECIC does not accept any proposal, it will declare this bid process closed and may then elect to:

16.9.1.1. Proceed on a completely different basis; and/or

16.9.1.2. Not to appoint any respondent (in the event it deems all or any of the proposals not appropriate).

16.9.2. The ECIC reserves the right to engage in any processes required to validate all claims made in the proposal.

16.9.3. The ECIC has the right to enter into negotiation with a prospective Service provider regarding any terms and conditions, including fees, of a proposed contract.

16.9.4. Bidders are allowed to submit joint proposals to allow different companies/entities to undertake different components of the work under one single proposal. In such event however, each bidder is required to provide a B-BBEE certificate.

### 16.10. Disclaimer

16.10.1. The ECIC has produced this bid in good faith. However, the ECIC, its agents and its employees and associates, do not warrant its accuracy or completeness. The ECIC will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this bid due to any misinterpretation of this bid.

16.10.2. This bid is a request for proposals only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the ECIC and the bidder.

### 16.11. Terms of engagement

16.11.1. The ECIC's engagement of the service provider will be documented in a contract between the ECIC and the appointed bidder.

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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### C. ANNEXES

#### Annexure A: Protection of personal information

1. ECIC recognises that when the Bidder submit its proposal in response to this Request for Quotations, it will provide personal information, which ECIC will process for the sole purpose of evaluating the Bidder's proposal. By submitting its proposal in responding to this Request for Quotations, the Bidder hereby provide its consent to the processing of its Personal Information by ECIC.
2. The following terms shall have the meaning ascribed to them:
  - 2.1. **"Personal Information"** shall bear the same meaning as ascribed to it under POPI;
  - 2.2. **"POPI"** means Protection of Personal Information Act, No. 4 of 2013;
  - 2.3. **"Responsible Party"** shall bear the same meaning as ascribed to it under POPI; and
  - 2.4. **"bid"** means this Request for Quotations.
3. ECIC as the Responsible Party undertakes to:
  - 3.1. comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
  - 3.2. treat all Personal Information strictly as defined within the parameters of POPI;
  - 3.3. process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, as permitted by law;
  - 3.4. secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;
  - 3.5. not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding transborder information flows; and
  - 3.6. not retain any Personal Information for longer than is necessary for achieving the purpose in terms of bid or in fulfilment of any other lawful requirement.
4. ECIC will ensure that all reasonable measures are taken to:
  - 4.1. identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;

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- 4.2. establish and maintain appropriate security safeguards against the identified risks;
- 4.3. regularly verify that the security safeguards are effectively implemented;
- 4.4. ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
- 4.5. provide immediate notification to the Bidder if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Bidder where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
- 4.6. remedy any breach of a security safeguard in the shortest reasonable time and provide the Bidder with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
- 4.7. provide immediate notification to the Bidder where the Bidder has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
- 4.8. provide the Bidder, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose of the bid and any applicable law; and
- 4.9. notify the Bidder, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the Bidder.

The Bidder has the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the ECIC to ensure compliance with the provisions of this Annexure.

## REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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#### Annexure B: Format for fee proposal (Pricing Example)

- Bidders are required to submit their fee schedule using the example below. The proposed fee must include all costs for providing outsourcing services to the ECIC as described in this bid.
- Pricing schedule for proposed twenty-four learners over 3 years, (eight (8) learners enrolled for the program each year)

Description	AMOUNT IN RANDS		
	Year 1	Year 2	Year 3
Recruitment of 8 learners	RXXX.XX	RXXX.XX	RXXX.XX
Placement/registration of 8 learners with SETA	RXXX.XX	RXXX.XX	RXXX.XX
In class training (60%)	RXXX.XX	RXXX.XX	RXXX.XX
Online training fees (40%)	RXXX.XX	RXXX.XX	RXXX.XX
Training venue	RXXX.XX	RXXX.XX	RXXX.XX
Training Material/Stationary	RXXX.XX	RXXX.XX	RXXX.XX
Quarterly and Adhoc Reporting	RXXX.XX	RXXX.XX	RXXX.XX
Assessment	RXXX.XX	RXXX.XX	RXXX.XX
Moderation	RXXX.XX	RXXX.XX	RXXX.XX
Certification	RXXX.XX	RXXX.XX	RXXX.XX
Project and admin management fees	RXXX.XX	RXXX.XX	RXXX.XX
Any other costs not included above	RXXX.XX	RXXX.XX	RXXX.XX
<b>Subtotal</b>	RXXX.XX	RXXX.XX	RXXX.XX
<b>Value Added Tax at 15%</b>	RXXX.XX	RXXX.XX	RXXX.XX
<b>Total</b>	RXXX.XX	RXXX.XX	RXXX.XX

- ECIC will only accept fixed prices for the contract term. The quoted price must be an all-inclusive price and ECIC will not pay for any items required in this bid but not quoted for. The bidder must ensure that the quotation includes all the services required under scope of work.
- The quotation must be on the letterhead of the bidder.

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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## Annexure C: Applicable Standard Bidding Documents

SBD 1

### PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EXPORT CREDIT INSURANCE CORPORATION OF SOUTH AFRICA (SOC) LIMITED					
BID NUMBER:	ECIC04P-2022/23	CLOSING DATE:	9 November 2022	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE FOLLOWING EMAIL ADDRESS:</b>					
<a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ayanda Mdunge		CONTACT PERSON	Ayanda Mdunge	
E-MAIL ADDRESS	<a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>		E-MAIL ADDRESS	<a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

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**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>		



# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. ~~THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).~~

### 2. 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

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SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

- 1.1. 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.
- 1.2. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1.	Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>2</sup> in the enterprise, employed by the state?	<b>YES/NO</b>
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- 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

<sup>2</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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### 3. DECLARATION

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

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. 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.
- 3.6. 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.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>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.

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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.

Name of declarer			
Position/Title of declarer			
Name of bidder			
Signature of declarer		Date of signature	

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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**SBD 6.1**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

### 1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

## Terms of Reference

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### 2. DEFINITIONS

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

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### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20

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

#### 80/20

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

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>min</sub> = Price of lowest acceptable bid

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

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

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

### 5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . = ...(maximum of 10 or 20 points) (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

### 7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

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

**(Tick applicable box)**

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
<b>OR</b>		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm.....

8.2 VAT registration Number.....

8.3 Company registration number.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

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### 8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - (a) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (b) disqualify the person from the bidding process;
  - (c) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (d) 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;
  - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

**REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS**

Terms of Reference

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(f) forward the matter for criminal prosecution.

<b>WITNESSES</b>		<b>BIDDER</b>	
<b>1.</b>	<b>Name</b>		<b>Name</b>
	<b>Signature</b>		<b>Signature</b>
<b>2.</b>	<b>Name</b>		<b>Address</b>
	<b>Signature</b>		

# REQUEST FOR PROPOSAL: PROVISION OF LEARNERSHIP PROGRAMME FOR PERIOD OF THREE YEARS

## Terms of Reference

### Annexure D: Administrative checklist

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1.	SBD 1	Invitation to bid	Is the form duly completed and signed?	
2.	SBD 4	Declaration of Interest	Is the form duly completed and signed?	
3.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2017	Is the form duly completed, B-BBEE points claimed, and form signed?	
4.	B-BBEE status level verification certificate or Sworn Affidavit		Is proof of B-BBEE Status level of contributor attached? Bidder must attach copy of B-BBEE Certificate or copy of Sworn Affidavit, whichever is applicable.	
5.	CSD Report or MAAA Number			
6.	Proof of SERVICESETA accreditation.			
7.	Company profile.			
8.	Tender submission (if the bidder is submitting physical information/documents)		Two (2) printed copies (one original and one copy) submitted? (if submitting physical copies)	
			One (1) electronic copy submitted?	

I, the undersigned (name) ..... certify that the information furnished on this checklist is true and correct.

Position/Title of declarer			
Name of bidder			
Signature of declarer		Date of signature	