



REQUEST FOR PROPOSAL

BID NUMBER: ECIC02P-2025/26

E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

CLOSING DATE: 19 AUGUST 2025

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

Address Byls Bridge Office Park, Building 9, Fourth Floor, 11 Byls Bridge Boulevard, Highveld Extension 73, Centurion, 0157, South Africa
Tel +27 (0)12 471 3800 | **Email** info@ecic.co.za | **Website** www.ecic.co.za

Directors: Ms. DP Ndlovu (Chair), Mr. NG Maphula (Acting CEO), Mr. S Mayekiso; Ms. SK O' Mahony, Mr. BI Mkhize, Ms. P Mthetwa, Mr. A Mabizela, Mr. W van Der Spuy, *Mr. L. Govender, Mr. E Makhubela | **Company Secretary:** Ms. N Moffatt

Company registration no: 2001/013128/30 | ECIC is a licensed non-life insurer and authorised Financial Services Provider (FSP 30656). Currently exempted in terms of FAIS Notice 78 of 2019.

YOUR EXPORT RISK PARTNER

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

CONTENTS

A.	INTRODUCTION TO THE REQUEST FOR PROPOSAL (RFP).....	4
1.	Introduction.....	4
2.	Background.....	4
3.	Purpose	5
4.	Pricing	5
5.	Courses to be developed.....	5
6.	Non-compulsory briefing session.....	5
7.	Procurement Regulations	6
B.	TERMS OF REFERENCE	7
8.	Scope of services	7
9.	General	9
10.	Platform specification	9
11.	Bid/contract of award	11
12.	Bid/contract conditions	11
13.	Bid evaluation	12
14.	Evaluation Phase Two: Proof of Concept (Demonstration)	13
15.	Evaluation Phase Three: Preference point system	17
16.	Document(s) required to substantiate claims for Specific Goals	18
17.	Phase Four: Objective criteria.....	18
18.	Standard bidding documents	19
19.	Instructions to respondents	19
20.	Timeline of the bid process	20
21.	Bid rules	21
	ANNEXES.....	26
	Annexure A: Protection of personal information	26
	Annexure B: List of Courses to be developed or customised	28
	Annexure C: Format for fee proposal (Pricing Example)	29
	APPLICABLE STANDARD BIDDING DOCUMENTS.....	30
	SBD 1	30
	SBD 4	32
	SBD 6.1	36

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

Annexure D: Checklist..... 42

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

A. INTRODUCTION TO THE REQUEST FOR PROPOSAL (RFP)

1. Introduction

- 1.1. The Export Credit Insurance Corporation of South Africa (SOC) Limited¹ (ECIC or Corporation) 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 at the following address:

Byls Bridge Office Park
Building 9, Fourth Floor
11 Byls Bridge Boulevard
Highveld Extension 73
Centurion
0157

2. Background

- 2.1. The ECIC, in its strategic thrust to maintain a competent and competitive workforce, it is essential to improve employees' knowledge and skills. Online learning platforms have impacted various organisations and industries globally, and advancements are still being introduced, changing how we live, work and study.
- 2.2. Learning and development have undergone a significant upgrade; most learning is done remotely at the convenience time and location for employees. The ECIC proposed an e-learning programme that will make learning simpler, easier, and more effective for the Corporation.
- 2.3. ECIC requires proposals from providers with knowledge and relevant experience in providing e-Learning platforms containing locally and/ or internationally recognised courseware/learning content, to provide a platform for 110 users that comprises the following:
 - 2.3.1. The ability for users to sign up and search for courses that are related to their fields of interest and to start learning immediately.
 - 2.3.2. Provision for multiple digital devices, such as PCs, laptops, smartphones, tablets, etc., to allow learners to learn anytime and anywhere. It will be advantageous if the training material is downloadable and accessible offline.

¹ Further information on the ECIC can be found at www.ecic.co.za

Terms of Reference

- ### 3. Purpose

- ## 4. Pricing

- ## 5. Courses to be developed

- ## 6. Non-compulsory briefing session

- Or

Page 5 | 42
YOUR EXPORT RISK PARTNER

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

7. Procurement Regulations

- 7.1. This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, 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.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

B. TERMS OF REFERENCE

8. Scope of services

8.1. The appointed bidder will be required to:

8.1.1. Provide an online e-learning platform for use by 110 ECIC employees containing locally and/ or internationally recognised courseware/learning content. The platform must provide, as a minimum, the following off-the-shelf courses:

Table 1

No	Course
1.	Assertiveness skills
2.	Business etiquette
3.	Coaching and mentoring
4.	Effective business writing
5.	Creative thinking
6.	Customer care
7.	Emotional intelligence
8.	Meeting management
9.	Microsoft Office programs (MS Excel, MS Word, MS PowerPoint and MS Outlook)
10.	Project management
11.	Stakeholder management
12.	Stress management
13.	Time management
14.	Work life balance
15.	General Data Protection Regulation

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

- 8.1.2. Provide for online courseware/learning content based on the South African content or legislation(s). The platform must provide, as a minimum, the following courses:

Table 2

No	Course
1.	Anti-money laundering (based on the South African content or legislation).
2.	Ergonomics (based on the South African content or legislation).
3.	Ethics awareness (based on the South African content or legislation).
4.	FAIS Level 1 Regulatory (based on the South African content or legislation).
5.	Managing personal finance (based on the South African content or legislation).
6.	Managing workplace discrimination (based on the South African content or legislation).
7.	Occupational health and safety at the workplace. (based on the South African content or legislation).
8.	Onboarding/Induction (ECIC Content). ECIC to provide material to the appointed bidder for loading on the proposed solution. (based on the South African content or legislation).
9.	Prevention and Combating of Corrupt Activities Act overview (based on the South African content or legislation).
10.	Public Finance Management (PFMA) overview (specifically for public entities since ECIC is listed as Schedule 3B Public Entity) (based on the South African content or legislation).
11.	Harassment at the workplace (based on the South African content or legislation).
12.	Protection of Personal Information Act (POPIA) (based on the South African content or legislation).
13.	Whistleblowing (based on the South African content or legislation).
14.	Treating Customers Fairly (TCF) (based on the South African content or legislation).
15.	Diversity, equity, inclusion and belonging at the workplace (based on the South African content or legislation).

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

8.1.3. Brand proposed courseware (courses) according to the Corporate branding as guided by ECIC Corporate Identity (CI Manual). ECIC will share the CI Manual with the identified bidder for branding purposes.

8.2. The duration of each proposed course must ideally be at least 30 minutes (half an hour) and not longer than 240 minutes (4 hours).

8.3. The proposed courses must be relevant to entities in the financial services industry and the insurance sector.

9. General

9.1. The provided LMS must meet or provide for the following:

9.1.1. All courses provided must be in the form of multimedia (combination of moving and/or still pictures, sound, music, and words).

9.1.2. The LMS platform must provide for assessment, evaluation and learner certification for each course.

9.1.3. Progress reports as and when required on completed courses, the reports must include statistics on the number of delegates who attempted the courses, the number of delegates who successfully completed the course, number of courses completed.

9.1.4. The course developed will remain the property of ECIC, and the appointed bidder will be required to share the content file with ECIC at the end of the contract.

9.1.5. Learner completion certificate must be branded with ECIC's logo and colours as per the Corporate Identity (CI) and our CI manual.

9.1.6. The LMS platform will be reviewed every year to ensure course content alignment and development.

10. Platform specification

10.1. Look and feel

The system style and appearance of the proposed platform must be able to align with the ECIC Corporate Identity and branding. ECIC will provide the corporate identity and branding to the identified bidder.

10.2. Users

10.2.1. The system shall accommodate up to 110 concurrent users with the capacity to scale up as the organisation and training programmes evolve.

10.2.2. The system should allow users to register and sign in using single sign on from Active Directory.

10.3. User Roles

10.3.1. The system must support at least two types of user roles, where one person can take up any number of roles:

10.3.2. Administrator: Full and unlimited access to all the LMS capabilities.

10.3.3. Learner: Studies assigned courses and takes tests. Additionally, the learner must have the ability to give feedback on completed courses and have a search functionality for the existing modules on the platform.

10.4. Administrator

10.4.1. The proposed system must allow instructors to perform the following tasks with ease:

10.4.1.1. Creation and adding of learning content and activities to courses.

10.4.1.2. Synchronisation of active users from Active Directory.

10.4.1.3. Enrolment of learners to courses.

10.4.1.4. Tracking and monitoring of learner progress inside their courses, producing the following reports:

10.4.1.4.1. User activity.

10.4.1.4.2. Course progress and completion status.

10.4.1.4.3. Programme progress and completion status.

10.4.1.4.4. The reports should be meaningful and be able to drill down to the province and branches, providing information on the total number of users to train, training pending to complete, completed and outstanding/not started.

10.5. Users

10.5.1. The system must enable learners to perform the following functions:

10.5.1.1. Access learning content.

10.5.1.2. Download learning content.

10.5.1.3. Receive push notifications of new content.

10.5.1.4. Complete activities/assessment.

10.5.1.5. Access learning reports and learning certificates– e-Learning Journey.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

10.6. **Hosting**

The platform should be hosted by the appointed bidder or be cloud based.

10.7. **Security and compliance**

10.7.1. The system's synchronisation with Active Directory must be seamless.

10.7.2. To control user access to the database and application, the system must make extensive use of Windows Authentication and Active Directory Services.

10.7.3. All data should be securely stored and only authenticated users should be able to access or modify it.

10.7.4. Passwords shall never be displayed during the login process or at any other time. The system must be compliant with the Protection of Personal Information Act (POPIA) and other applicable laws or regulations.

10.7.5. The system must ensure that data is encrypted.

10.7.6. All data captured, processed and stored in the system shall remain the property of ECIC.

11. **Bid/contract of award**

11.1. The successful bidder must sign a confidentiality undertaking as part of the service level agreement.

11.2. 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.

12. **Bid/contract conditions**

12.1. The appointed bidder shall be responsible for paying any user related LMS subscription fees (where applicable) for 110 users per annum for the duration of the contract.

12.2. The appointed bidder must have enough project team members with relevant experience in the implementation of the LMS platform.

12.3. The provided LMS platform must be able to integrate with the ECIC ICT infrastructure for easy access and single system sign-in (ECIC uses Microsoft Active Directory).

12.4. ECIC may identify another bidder using the next highest points obtained in the evaluation phase, as stipulated in paragraph 13, taking into consideration the process followed under paragraphs 13.1.1 to 13.1.4.

13. Bid evaluation

- 13.1. The proposals will be evaluated in phases as highlighted below and detailed in paragraphs 13.1.1 and 13.1.4 to 18 of this document:

13.1.1. Phase One: Compliance

13.1.1.1. Review of the bid documents received to ensure that they are in relation to this bid. Any proposal received which is not for this bid will be considered non-compliant and will automatically be disqualified from proceeding to the next evaluation phase.

13.1.1.2. Any bid that shows that courses that are indicated as to be developed (customised), are more than 60% of the courses required as indicated, and the period indicated for development (customisation) is three months or above, will be considered non-responsive and will automatically disqualify the bid offer from proceeding to the next evaluation phase.

13.1.2. Phase Two: Proof of concept evaluation (Demonstration)

In this evaluation phase, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next stage of the evaluation. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation phase.

13.1.3. Phase Three: Preference point system

The 80/20 preference point system shall apply to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price and 20 points represent maximum obtainable points for Specific Goals. Points will be awarded to a bidder for attaining the Specific Goals per the table as listed in the bid documentation (refer to paragraph 14, read together with the table on **page 39 (paragraph 4.1)**).

13.1.4. Phase Four: Objective criteria

13.1.4.1. ECIC will consider the length of time required by the bidder to develop any courses that are listed as to be developed. ECIC will not award a bid to a bidder whose development period is longer than three months for any course that is specified to be developed.

13.1.4.2. ECIC will apply objective criteria as detailed in paragraph 17.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

14. Evaluation Phase Two: Proof of Concept (Demonstration)

14.1. The proposal submitted by prospective bidders will be evaluated by the Bid Evaluation Team based on the following criteria and will be rated as follows:

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

Table 3

EVALUATION CRITERIA	EVALUATION CRITERIA DESCRIPTION	DESCRIPTION OF POINTS ALLOCATION		POINTS
		DETAILS/INFORMATION	RATING	
1. Course offering	1.1. The bidder can demonstrate a course offering of at least five courses per category requirement (at least five on off-the-shelf courses and at least five on customised courses). Refer to tables 1 and 2. For ease of reference, the bidder can demonstrate at least five courses that are off the shelf and at least five customised courses.	1.1.1. The bidder is unable to demonstrate at least five courses per required category.	0	30
		1.1.2. The bidder demonstrated at least five courses per category required. The demonstrated courses were tested to ensure that they meet the requirements of ECIC.	5	
2. User interface of the system.	2.1. The bidder must demonstrate the proposed online system that includes, amongst others, the following: a. User access.	2.1.1. The proposed online system/solution does not provide for any of the items as listed in paragraph 2.1 of Table 3. The bidder could not demonstrate any of the items required under paragraph 2.1 of Table 3.	0	40

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

EVALUATION CRITERIA	EVALUATION CRITERIA DESCRIPTION	DESCRIPTION OF POINTS ALLOCATION		POINTS
		DETAILS/INFORMATION	RATING	
	b. Ability to integrate with Microsoft Active Directory. c. Courses available (differentiated between compulsory and non-compulsory). d. Descriptor of the course (introduction, outcome, content of the course and/or purpose). e. The course content must be in multimedia. f. Quiz (quizzes) or assessment or knowledge test. g. Grading. The system must be able to grade on either competent or not yet competent (or completed or not yet completed, pass or fail), or similar. Where the user is not competent (or similar), the system must allow the user to retake the quiz or part of the quiz (unlimited). h. Certification (digital certification) to be provided on successful completion of the course.	2.1.2. The proposed online system/solution provides for some of the items as listed in paragraph 2.1 of Table 3. The bidder was able to demonstrate all or some of the items required under paragraph 2.1 of Table 3. A demonstration of all items required (and any extras) will earn the bidder a rating of 5 allocated under this criterion. The other rating points will be allotted for the required items as follows: One will be allotted 1 rating point. Two or three will be allotted 2 rating points. Four or five will be allotted 3 rating points. Six or seven will be allotted 4 rating points.	1-5	

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

EVALUATION CRITERIA	EVALUATION CRITERIA DESCRIPTION	DESCRIPTION OF POINTS ALLOCATION		POINTS
		DETAILS/INFORMATION	RATING	
3. System administration	3.1. The proposed system must provide the following:	3.1.1. The proposed system/solution demonstrated does not cater for any of the items required under this evaluation criterion.	0	10
	a. ECIC must have admin rights to be able to extract reports (demographic data as required).	3.1.2. The proposed system/solution demonstrated caters for some or all of the items required under this evaluation criterion (including any additional items that the bidder may propose).	1-5	
	b. Ability to extract any data ECIC may require.			
4. Non-functional requirements	4.1. Auditing: The application should maintain an audit trail of the activities performed on the system.	4.1.1. Bidder was not able to demonstrate any audit trail for the proposed system/solution.	0	10
		4.1.2. The bidder was able to demonstrate audit trails on the proposed system/solution.	5	
	4.2. Accessibility: The solution should be accessible remotely using a secure connection. Availability: The application should be available 24/7/365.	4.2.1. The bidder was not able to demonstrate if the system has a secure connection and is available for 24 hours a day, 7 days a week, 365/366 days a year.	0	10
		4.2.2. The bidder was able to demonstrate that the system has a secure connection and is	5	

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

EVALUATION CRITERIA	EVALUATION CRITERIA DESCRIPTION	DESCRIPTION OF POINTS ALLOCATION		POINTS
		DETAILS/INFORMATION	RATING	
		available for 24 hours a day, 7 days a week, 365/366 days a year.		
Total				100

- 14.2. Total points achieved under this evaluation criterion will be rounded to the nearest two decimal places.
- 14.3. Bidders are expected to obtain a minimum of 80 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.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

15. Evaluation Phase Three: Preference point system

15.1. The formula below will be used to calculate the lowest acceptable bid price:

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

Where

Ps = Points scored for price of tender under consideration;

Pt = Comparative price of bid or offer under consideration; and

Pmin = Price of lowest acceptable tender.

15.2. Depending on the bidder's level of Specific Goals, a maximum of 20 Specific Goals points may be awarded to a bidder. The points scored by a bidder for Specific Goals will be added to the points allocated for price.

15.3. The table below reflects the number of points to be allocated to a bidder for Specific Goals:

Table 4

Specific Goals	Number of points (80/20 system)
B-BBEE Procurement Recognition Level of 135% and at least 50.1% ownership by (or combination thereof): a. Black people, or b. Black female, or c. Black Designated Group, or d. Black Voting Rights.	20
B-BBEE Procurement Recognition Level of at least 110% and at least 30% ownership by (or combination thereof): a. Black people, or b. Black female, or c. Black Designated Group, or d. Black Voting Rights.	10
B-BBEE Procurement Recognition Level of at least 110% and up to 30% ownership by (or combination thereof): a. Black people, or b. Black female, or c. Black Designated Group, or d. Black Voting Rights.	5
Any other B-BBEE Procurement Recognition Level up to 110%	0

[BIDDERS ARE REQUIRED TO INDICATE, IN ONE BLOCK, THE NUMBER OF POINTS THEY ARE CLAIMING FOR SPECIFIC GOALS ON THE TABLE ON PAGE 39 (PARAGRAPH 4.1). IN THE EVENT WHERE A BIDDER MAKES A MARK (ONE MARK), ECIC WILL CONSIDER THE CORRESPONDING POINTS TO BE THE ONE WHICH THE BIDDER IS CLAIMING. WHERE A BIDDER MAKES MULTIPLE MARKS OR DOES NOT MAKE ANY MARK OR INDICATION AT ALL

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

IN THE TABLE, THE BIDDER WILL BE ALLOCATED ZERO (0) POINTS FOR SPECIFIC GOALS, NOTWITHSTANDING EVIDENCE PROVIDED.]

- 15.4. The total points achieved under this evaluation criterion will be rounded to the nearest two decimal places.

16. Document(s) required to substantiate claims for Specific Goals

- 16.1. For this bid, bidders are requested to provide the following documents in substantiation for their claim of Specific Goals in line with the 2022 Preferential Procurement Regulations:

Table 5

Specific Goals	Document required to substantiate the Specific Goals claim
B-BBEE Procurement Recognition Level	Copy of a valid B-BBEE Certificate or a Copy of a valid Sworn Affidavit

- 16.2. Any bid received from a bidder who did not provide the document requested in this paragraph 16 shall be awarded zero points for Specific Goals.
- 16.3. Points for Specific Goals will be allocated as indicated in paragraph 14 of this RFP and in the SBD 6.1 Form. Bidders are required to indicate how they claim points for each preference point on the SBD6.1 Form, **in the table on page 39 (paragraph 4.1)**. In the event that a bidder does not indicate the preference points they are claiming, the bidder will be awarded zero (0) points for Specific Goals.

17. Phase Four: Objective criteria

- 17.1. In this evaluation stage, ECIC will check if the bidder has a person who meets the following criteria in awarding the bid:
- 17.1.1. 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) per the Financial Intelligence Centre Act, 38 of 2001 (FICA).
- 17.1.2. The bidder has a shareholder or member or owner, or director (or equivalent) who has questionable integrity status.
- 17.1.3. The bidder has a director or equivalent who is classified or can be classified as a PIP by FICA.
- 17.2. 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 17.1.1 to 17.1.3, 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 the integrity of the person(s) be questionable, ECIC reserves the right not to award the bid to that bidder. This process may be repeated for the next bidder if so required.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

18. Standard bidding documents

- 18.1. Bidders are required to complete and attach the following Standard Bidding Documents:

Table 6

DETAILS	REFERENCE NUMBER
Invitation to bid	SBD 1
Declaration of Interest	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2022	SBD 6.1
Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for Specific Goals.	

- 18.2. 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.

19. Instructions to respondents

19.1. Correspondence

19.1.1. 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.

19.1.2. 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 by not later than Tuesday, 5 August 2025. Questions received after this date will not be entertained.

19.1.3. All questions must reference specific paragraph numbers, where applicable.

19.1.4. 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) within three working days after the date indicated in paragraph 19.1.2, on or before Friday, 8 August 2025.

19.1.5. No requests for information shall be made to any other person or place, and in particular not to the existing provider of this service.

19.2. Submission of the proposals

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

procurement@ecic.co.za

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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

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

19.2.2.2. 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 adhered to the 20MB email capacity.

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

19.2.3. 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:

Byls Bridge Office Park
Building 9, Fourth Floor
11 Byls Bridge Boulevard
Highveld Extension 73
Centurion
0157

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

19.2.5. 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.

20. Timeline of the bid process

20.1. The period of validity of the tender and the withdrawal of offers, after the closing date and time, is 120 days, expiring on 17 December 2025. The project timeframes of this bid are set out below:

Table 7

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on the Government e-tender portal /ECIC Website	23 July 2025
2.	Questions relating to the bid from the bidder(s)	5 August 2025

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
3.	Response to the questions from the bidders	8 August 2025
4.	Bid closing	19 August 2025
5.	Compliance Evaluation	29 August 2025
6.	Proof of concept	12 September 2025
7.	Preference Points	19 September 2025
8.	Bid Adjudication	10 October 2025

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

20.3. 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.

20.4. ECIC will notify all bidders of the outcome of the bid within 10 days from the date of acceptance of bid by the identified bidder.

21. Bid rules

21.1. Awarding a bid

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

21.1.1.1. 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 from conducting business with the State.

21.1.1.2. 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.

21.1.1.3. 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

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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

- 21.1.1.4. Has been found to have transgressed Prevention and Combating of Corrupt Activities Act,12 of 2004 (as amended).
- 21.1.1.5. Has been found to have transgressed or is transgressing the Competition Act, 89 of 1998 (as amended).

21.1.2. 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.

21.1.3. 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:

- 21.1.3.1. Is prohibited from conducting business with the State; or
- 21.1.3.2. Does not have permission to conduct remunerative work outside their employment.

21.1.4. ECIC will verify with the relevant Organ of State to determine if paragraphs 21.1.3.1 and 21.1.3.2 are not applicable.

21.1.5. ECIC will assume that the person contemplated in paragraph 21.1.1.3 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.

21.1.6. 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 21.1.1.3, ECIC will conduct verification as contemplated in paragraphs 21.1.1.4 and. This step can be performed to up to the bidder who achieved the third highest preference points.

21.2. Documents/information required as a condition of award

21.2.1. Proof of valid registration on the National Treasury Central Supplier Database (CSD).

21.2.2. Completed and signed Standard Bidding Forms as follows:

Table 8

Invitation to bid (all bidders must ensure that this Form is duly completed and signed)	SBD 1
---	-------

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

Declaration of Interest	SBD 4
Preference Points Claim Form	SBD 6.1

21.3. Sub-contracting

21.3.1. ECIC fully endorses the South African Government's transformation and empowerment objectives and in awarding the tender or contract, preference may be given to bidders (Generics) who are willing to subcontract not less than 30% of the contract to a company which is Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, an EMEs and QSE. EME's and QSE's are allowed to bid without subcontracting.

21.3.2. If contemplating subcontracting, please note that a bidder will not be awarded points for Specific Goals 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.

21.3.3. A person awarded a contract may not subcontract more than 25% (twenty five) of the value of the contract to any other enterprise that does not have an equal or higher Specific Goals than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

21.4. ECIC's rights

21.4.1. ECIC reserves the right to:

21.4.1.1. 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) regularly before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

21.4.1.2. Cancel or withdraw this bid at any time, as a whole or in part without reasons and without attracting any liability.

21.4.1.3. Award this bid to more than one bidder.

21.4.1.4. Award this bid in total or part.

21.4.1.5. Negotiate with all or some of the shortlisted bidders.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

21.4.1.6. Not accept the lowest priced bid or award the bid to a bidder other than the highest scoring bidder.

21.4.1.7. Conduct site visits at bidder's offices and / or at client sites if so required.

21.4.1.8. 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.

21.5. **Contract fees**

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

21.6. **Confidentiality**

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 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.

21.7. **Other matters**

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

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

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

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

21.7.3. 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.

21.8. **Disclaimer**

21.8.1. 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.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

21.8.2. 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.

21.9. **Terms of engagement**

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

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;
 - 4.2. establish and maintain appropriate security safeguards against the identified risks;

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

- 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.
5. 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.

Annexure B: List of Courses to be developed or customised

This page has been left blank intentionally. Please refer to the attached document titled Annexure B (Please indicate the list of courses that require development).

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

Annexure C: Format for fee proposal (Pricing Example)

This page has been left blank intentionally. refer to the attached document titled Annexure C (Format for fee proposal (Pricing Example)).

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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					
BID NUMBER:	ECIC02P-2025/26		CLOSING DATE:	19 AUGUST 2025	CLOSING TIME: 11:00
DESCRIPTION	E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE FOLLOWING EMAIL ADDRESS:					
Preferably via email: procurement@ecic.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mehnaaz Omar		CONTACT PERSON	Mehnaaz Omar	
E-MAIL ADDRESS	procurement@ecic.co.za		E-MAIL ADDRESS	procurement@ecic.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES	☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES	☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES	☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES	☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES	☐ NO
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.					

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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, 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:

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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 ^{1F2} in the enterprise, employed by the state?	YES/NO
------	--	--------

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

Full Name	Identity Number	Name of State institution

² 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.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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

2.2.1. If so, furnish particulars:

Full Name (Name of person employed by Export Credit Corporation of South Africa (SOC) Ltd, the procuring institution)	Relationship

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

2.3.1. If so, furnish particulars:

Name of Related Enterprise	Registration (ID) Number

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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 consortium³ 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.

³ 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.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

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: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).

- ~~1.2.1 The applicable preference point system for this tender is the 90/10 preference point system.~~
- 1.2.2 The applicable preference point system for this tender is the 80/20 preference point system.
- ~~1.2.3 Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.~~

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

- 1.3.1 Price; and
- 1.3.2 Specific Goals.

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80.00
SPECIFIC GOALS	20.00
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100.00

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

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

2. DEFINITIONS

2.1 **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

2.2 **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

2.3 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

2.4 **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

2.5 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Terms of Reference

3.1 POINTS AWARDED FOR PRICE

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

$$P_S = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

P_{min} = Price of lowest acceptable tender

~~3.2.1 POINTS AWARDED FOR PRICE~~

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

P_{max} = Price of highest acceptable tender

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2), and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for Specific Goals stated in the tender. For the purposes of this tender, the tenderer will be allocated points based on the goals stated in Table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer) (Select or tick or indicate or place a mark in one block only)
B-BBEE Procurement Recognition Level of 135% and at least 50.1% ownership by (or combination thereof): a. Black people, or b. Black female, or c. Black Designated Group, or d. Black Voting Rights.	20	
B-BBEE Procurement Recognition Level of up to 135% and at least 30% owned by (or combination thereof): a. Black people, or b. Black female, or c. Black Designated Group, or d. Black Voting Rights.	10	
B-BBEE Procurement Recognition Level of between 110% and 135% with up to 30% ownership by (or combination thereof): a. Black people, or b. Black female, or c. Black Designated Group, or d. Black Voting Rights.	5	
Any other B-BBEE Procurement Recognition Level up to 110%.	0	

[BIDDERS ARE REQUIRED TO INDICATE, IN ONE BLOCK, THE NUMBER OF POINTS

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

THEY ARE CLAIMING FOR SPECIFIC GOALS IN THE TABLE ABOVE. IN THE EVENT WHERE A BIDDER MAKES A MARK (ONE MARK), ECIC WILL CONSIDER THE CORRESPONDING POINTS TO BE THE ONE WHICH THE BIDDER IS CLAIMING FOR. WHERE A BIDDER MAKES MULTIPLE MARKS OR DOES NOT MAKE ANY MARK OR INDICATION AT ALL IN THE TABLE, THE BIDDER WILL BE ALLOCATED ZERO (0) POINTS FOR SPECIFIC GOALS, NOTWITHSTANDING THE EVIDENCE PROVIDED.].

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

4.2.1 an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

4.2.2 any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

DECLARATION WITH REGARD TO COMPANY/FIRM

NAME OF COMPANY/FIRM			
COMPANY NUMBER (ID NUMBER)	REGISTRATION		
TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]			
Partnership/Joint Consortium	Venture /	Personal Liability Company	
One-person business/sole propriety		(Pty) Limited	
Close corporation		Non-Profit Company	
Public Company		State Owned Company	

4.3 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

4.3.1 The information furnished is true and correct;

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

- 4.3.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 4.3.3 In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- 4.3.4 If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- 4.3.4.1 disqualify the person from the tendering process;
 - 4.3.4.2 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 4.3.4.3 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;
 - 4.3.4.4 recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - 4.3.4.5 forward the matter for criminal prosecution, if deemed necessary.

NAME OF TENDERER	
NAME AND SURNAME (AUTHORISED SIGNATORY)	
SIGNATURE	
ADDRESS	
DATE OF SIGNATURE	

REQUEST FOR PROPOSAL: E-LEARNING PLATFORM INCLUDING COURSEWARE, SUPPORT, AND MAINTENANCE FOR THREE YEARS

Terms of Reference

Annexure D: 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.	LMS Development		Has the bidder provided this list of courses to be developed? As per Annexure B?	
3.	Company profile		Has the bidder provided a company profile?	
4.	SBD 4	Declaration of Interest	Is the form duly completed and signed?	
5.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly completed, Specific Goals points claimed, and the form signed? Refer to the table on page 39 (paragraph 4.1).	
6.	B-BBEE status level verification certificate or Sworn Affidavit		Is proof of the B-BBEE Status level of the contributor attached? Bidder must attach a copy of the B-BBEE Certificate or a copy of the Sworn Affidavit, whichever is applicable.	
7.	CSD Report or MAAA Number			
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	