



Province of the

**EASTERN CAPE**

TRANSPORT

**QUOTATION NO:**

**DOT-CTD-23/24-037**

**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER EDUCATION, TRAINING AND DEVELOPMENT PRACTICES SECTOR EDUCATION AND TRAINING AUTHORITY (ETDPSETA), FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

Issued by:

Supply Chain Management Unit

Department of Transport

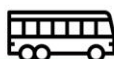
Private Bag X714

GRAAFF- REINET

6280

**NAME OF BIDDER:** \_\_\_\_\_

**CSD NUMBER :** \_\_\_\_\_



An efficient, safe, sustainable, affordable and accessible transport system

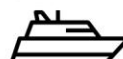
**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## **TABLE OF CONTENT**

<b><u>No</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>Page</u></b>
	<b><u>INVITATION FOR QUOTATION</u></b>	
1	INVITATION TO QUOTE	1
	<b><u>QUOTATION QUALIFICATION CRITERIA</u></b>	
2	QUOTATION EVALUATION CRITERIA	2
	<b><u>SPECIFICATION / SCOPE OF WORK</u></b>	
3	SPECIFICATION	6
4	SCOPE OF WORK	12
	<b><u>STANDARD BID FORMS</u></b>	
5	PART A: INVITATION TO BID – <b>ECBD 1</b>	16
6	PART B: TERMS AND CONDITIONS FOR BIDDING	19
7	CENTRAL SUPPLIER DATABASE	21
8	<u>PRICING SCHEDULE</u> – FIRM PRICES – <b>ECBD 3.1</b>	22
9	BID PRICING FORM	26
10	DECLARATION OF INTEREST – <b>ECBD 4</b>	27
11	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 – <b>ECBD 6.1</b>	32
	<b><u>GENERAL CONDITIONS OF CONTRACT</u></b>	
12	GENERAL CONDITIONS OF CONTRACT	38



(i)



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## INVITATION TO QUOTE

**QUOTE NUMBER: DOT-CTD-23/24-037**

**DESCRIPTION: APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**CLOSING DATE: 17 October 2023 | Time: 11H00**

Quotations are hereby invited by the Department of Transport for the **APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS** from prospective bidders who satisfy the criteria as set out in Quotation Conditions.

Quotation documents will be made available as from the **29 September 2023 at 09h00** at the offices of the **Department of Transport, 1 van der Bijl Street, Industrial Area, GRAAFF-REINET.**

The completed RFQ (Request for Quotation) must be sent **via the electronic application; “WeTransfer”** due to the file size capacity of the files, which may exceed 4 MB. Quotation documentation must be uploaded, and the link sent to the following:

- E-mail: [IHC.BidDocuments@ectransport.gov.za](mailto:IHC.BidDocuments@ectransport.gov.za)

“WeTransfer” is located on the internet at [www.WeTransfer.com](http://www.WeTransfer.com). Accordingly, follow the steps for uploading and emailing on the website. On the field “Title” type in the Bid number and the Nature of the Service and forward via this e- mail: [IHC.BidDocuments@ectransport.gov.za](mailto:IHC.BidDocuments@ectransport.gov.za), to the **Department of Transport OFFICE , 1 van der Bijl Street, Industrial Area, GRAAFF-REINET**, not later than **11H00 on 17 October 2023.**

**NO COMPULSORY SITE BRIEFING:** It is the responsibility of the service provider to visit and view the site before quoting if required.

***Bids placed in Bid Box will not be accepted. Bids may only be submitted via the above via the electronic application; “WeTransfer”.***

**Enquiries should be directed to:**

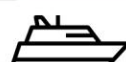
### SCM

Ms. T. Mafani  
Tel No: 072 690 1534  
Email: [thandi.mafani@ectransport.gov.za](mailto:thandi.mafani@ectransport.gov.za)

### TECHNICAL

Mr. CC. Beldon  
Cell: 060 871 0586  
Email: [Clifford.Beldon@ectransport.gov.za](mailto:Clifford.Beldon@ectransport.gov.za)

*Page 1 of 38*



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## **QUOTATION EVALUATION CRITERIA:**

### **EVALUATION CRITERIA:**

1. The quotation will be evaluated using the two (2) stages; therefore, the Bidders shall take note of the following Bid Conditions and Stages of evaluation:

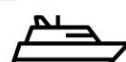
Stage One - Compliance

Stage Two - Price Points and SPECIFIC GOALS

#### **1.1. STAGE ONE - Compliance:**

**Bidders must take further particular note of the following:**

- Prospective Bidders must be **accredited by and registered under the ETDPSSETA as providers of the SAQA Registered Qualification Unit Standards 115753 - NQF Level 05 (Assessor) and Unit Standards 115759 - NQF Level 06 (Moderator). CURRENT VALID PROOF OF ACCREDITATION AND REGISTRATION MUST BE PROVIDED via SETA Letter. (If proof is not provided the bid will be deemed as non-responsive).**
- A Service provider to submit **proof** of previous experience of at least 3 three years via testimonials together with contactable reference. **(If proof is not provided the bid will be deemed as non-responsive).**
- Service provider must have an accredited Facilitator (**Proof** of Competence of Assessor & Moderator facilitation to be provided.), Assessor (**Proof** of Competence Assessor Accreditation to be provided.) and Moderator (**Proof** of Competence of Moderator Accreditation to be provided.) **(If proof is not provided the bid will be deemed as non-responsive).**
- All service providers must indicate the Geographical Zones as per Table 1.1 hereunder, according to the most preferred Geographical Zone by a 1 and the lesser preferred Geographical Zone by a 2.
- The Department of Transport will **not award the quotation to one services provider only.**
- Bidders are required to be registered with Centralized Suppliers Database [CSD] with treasury prior to submitting this quote;

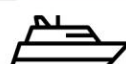


**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- The SDB 1, SBD 3.1, Bid pricing form, SBD 4, SBD 6.1 forms **MUST** be fully completed and submitted with the quotation;
- **Bidders must complete SBD 3.1. Failure to complete SBD 3.1 will render the bidder non-responsive;**
- **Bidders must take cognizance that this bid is, a RATES ONLY;**
- Bidders must be legal entity or partnership (consortium);
- Bidders must provide supporting documentation as per the Quotation specification schedule requirement;
- Bidders who are not registered for VAT are not eligible to claim VAT in their pricing;
- Bidders should take note that price is not a determining factor to award the Quotation;
- Bidders Particulars form **MUST** be fully completed by Bidders;
- **Bidders must complete and fill the Bid pricing form, failure to do so will tender the Quotation non-responsive;**
- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport
- **The amount reflected on the Bid Pricing Form takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Bid Pricing Form has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.**

**Furthermore, quotation offers will only be accepted if:**

- Bidders are registered with Central Supplier Database (CSD) with Treasury prior to submitting this RFQ (see <https://secure.csd.gov.za/>).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- All quotations shall be held valid for 30 days after the closing date. The Department reserves the right not to accept the lowest or any tender.
- It is the responsibility of the bidder/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery.

**1.2 STAGE TWO - Preferences Points (Price for Points) and Calculation of points for SPECIFIC GOALS:**

1.2.1 The following criteria shall apply: -

- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport.

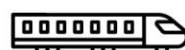
**1.2.2 Price:**

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto).

**1.2.3 CALCULATION OF POINTS FOR SPECIFIC GOALS:**

- The tenderer will be allocated points based on the goals stated in table 1.1 below as may be supported by proof/ documentation stated in the conditions of this tender.

<b>PREFERENTIAL SPECIFIC GOALS POINTS <u>TABLE 1.1</u></b>		
<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<b>Historically Disadvantaged Individuals</b>		
(a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

<b>Women Ownership:-</b>		
(a) 100% women ownership	4	
(b) 30% to 99% women ownership	2	
(c) Less than 30% women	1	
<b>Youth Ownership:-</b>		
100% Youth ownership	0	N/A
(b) 30% to 99% Youth ownership	0	NA
(c) Less than 30% Youth	0	N/A
<b>People with Disability:-</b>		
(a) 20% or more disabled people ownership	0	N/A
(b) Less than 20% disabled people ownership	0	N/A
<b>Locality:-</b>		
(a) Within the Eastern Cape	10	
(b) Outside the Eastern Cape	5	

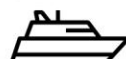
**1.3 BIDDERS ARE REQUIRED TO SUBMIT, TOGETHER WITH THEIR BIDS, THE FOLLOWING: -**

1.3.1 Service providers must submit proof of its Specific Goals points claimed / status of contributor.

1.3.2 The Specific Goals supporting documents required to verify claimed points may in-line with the specified requirements include:

- Disability Ownership: valid medical documentary proof
- Military Veterans Ownership: valid proof of veteran status
- The Central Supplier Database (CSD) will be used to verify the specific goals other than the specific goals stated under paragraph 1.4.

1.3.3 Bidders will award points according to the information on Central System Database (CSD) for **SPECIFIC GOALS**.





**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**SPECIFICATION:**

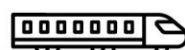
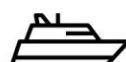
**TYPE OF SERVICES:**

**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**NB: The following is relevant:**

The provisions of Quality Council for Trades and Occupations (QCTO) Circular 1 of 2022 to be adhered as per the following:

- a) Learner registration end date for pre-2009 qualifications and unit standards on the OQSF shall be 30 June 2023. (Qualification registration end date)
- b) Learner enrolment end date for pre-2009 qualifications and unit standards shall be 30 June 2024. (Last date for enrolment)
- c) Learner achievement end date for pre-2009 qualifications and unit standards shall be 30 June 2027.
- d) Old trades are covered by the dates stipulated above as part of pre-2009 qualifications.
- e) Accreditation periods for pre-2009 qualifications will also cease in accordance with the Ministerial Determination. Accreditation will end on 30 June 2023 and the teach-out period until 30 June 2027.





**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## 1. BACKGROUND

The Eastern Cape Department of Transport requires the appointment of SAQA accredited Service Providers to facilitate **Assessor and Moderator Accredited SAQA Registered Unit Standard NQF Aligned Training Courses as per ETDPSETA - NQF Level 05 & 06 Training** The valued summed in **Evaluation of Bids Rates, hereunder par. 4** will be used solely for ranking purposes.

Currently, no specific quantities can be indicated at this stage due to potential changes, such as training of assessors and moderators. This procuring method, according to quantified need, will result in greater efficiency in terms of the appointment of a service provider for **Assessor and Moderator Accredited SAQA Registered Unit Standard NQF Aligned Training Courses as per ETDPSETA - NQF Level 05 & 06 Training**.

The East Cape Department of Transport (ECDOT) via their Centre of Technical Development (CTD) section is funding training for permanent employees on **Assessor and Moderator Training** pitched at NQF Level 05 & 06, for Conducting outcomes-based assessment.& Conducting Moderation of Outcomes-based Assessments

Accordingly, all suitable accredited service providers are invited for the procurement for the provision of the afore mentioned accreditation competency as per SAQA requirements to facilitate **Assessor and Moderator Training** as stipulated in Table 1.2 for the Department as per the locations indicated in Table 1.1. for the CTD.

Likewise, the following maximum number of learners/candidates will be applicable when determining the rates in the schedule as per the Table 1.1, hereunder.

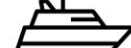
- Assessor – maximum of 5 learners for training
- Moderator - maximum of 5 learners for training



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**TABLE: 1.1 LOCATION FOR TRAINING - THEORETICAL**

<b><u>No.</u></b>	<b><u>GEOGRAPHICAL ZONE</u></b>	<b><u>DISTRICT</u></b>	<b><u>DISTRICT OFFICE - LOCATION</u></b>	<b><u>LOCATION FOR TRAINING - THEORETICAL</u></b>
1.	A	Sarah Baartman – (SB)	Gqeberha/Port Elizabeth	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at Sarah Baartman District will be either in the DRE boardroom or the Traffic Hall. Both venues are located at the DRE office complex at 78 Struanway, Struandale, Gqeberha/Port Elizabeth.
2.	A	Chris Hani – (CH)	Komani/Queenstown	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at Chris Hani District will be DRE boardroom or traffic boardroom both boardrooms are at Komani\Queenstown DRE offices located at Creamery Road, Kings Park, Komani/Queenstown.
3.	A	Joe Gqabi – (JG)	Maletswai/Aliwal-North	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at Joe Gqabi District will be DRE Sterkspruit depot boardroom at Budaza Street, Sterkspruit
4.	A	Centre for Technical Development – (CTD)	Graaff-Reinet	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at Centre for Technical Development will be at the CTD/IHC boardroom DRE offices located at 1 van der Bijl Road, Industrial Area, Graaff-Reinet.
5.	B	Alfred Nzo – (AN)	Kokstad	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at Alfred Nzo District will be the Nomlacu Camp Office next to DR08005 10 km from Bizana Town at Nomlacu location at Winnie Madikizela Mandela LMA
6.	B	OR Tambo – (ORT)	Mthatha	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at OR Tambo District will be the

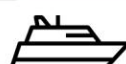


**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

				location for the theoretical classroom training will be, KSD Depot Gerald Hawk Street, Mthatha
7.	B	Amathole – (A)	East London	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at Amathole District will be at the District Small boardroom at East London Castellano Offices located at Settlers Way, 21 Brooklyn Road Woodbrook
8.	B	In House Construction – (IHC)	Makhanda/Grahamstown	Kindly note that the location for the <b><u>theoretical classroom</u></b> training at In-House Construction Directorate will be the site office boardroom on the Coffee Bay- Zithulele Project located at Mapuzi

## 2. TERMS OF REFERENCE – SERVICE PROVIDER.

- 2.1 Service Providers must be a SAQA accredited training institution and accredited to roll out relevant NQF Level 05 & 06, for Conducting outcomes-based assessment & Conducting Moderation of Outcomes-based Assessments.
- 2.2 Service Provider should be registered with **ETDPSETA** and provide certification of accreditation and registration.
- 2.3 The Service Provider needs to stay within the guidelines stipulate by the relevant SETA (30% Theory and 70% Practical).
- 2.4 All training executed needs to be confirmed via sign-off from the relevant delegate official for payment of invoices.
- 2.5 The Service Provider needs to make provision for theoretical classroom training inclusive of supply of theoretical learning material beforehand to the learners at the Sites and also the collection of Portfolio of Evidence (POE) from these locations, subsequent to the completion of theoretical training and cut-off of handing in of POE for assessment. NO PHOTOCOPYING OF LEARNING MATERIAL WILL BE DONE BY THE LEARNERS.
- 2.6 On completion of the course the Service provider must issue out **ETDPSETA** accredited SAQA registered certificates for **Assessor and Moderator**.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

### **3. TERMS OF REFERENCE – FACILITATOR/ASSESSOR/MODERATOR**

- 3.1. The Service Provider's Facilitator/Assessor/Moderator (s) to submit a comprehensive Curriculum Vitae with certified copies of own competence certificates as stipulated in Table 1.1.
- 3.2. The facilitator must provide proof of the number of years' experience in this field of work.

## **4 RATES FOR BID**

### **4.1. Completeness of Bid document**

It is important for an evaluation purpose that every column in the schedule relating to the item offered is completed. Failure to complete all the columns will result in that item being excluded from the official list.

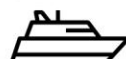
### **4.2 Evaluation of Bid Rates**

The following criteria will be used to evaluate the bids for **Ranking Purposes Only** from the schedules of rates (pricing schedule):

$$\begin{aligned} \text{Bid Evaluation} = & \{( \text{Item 1.1.1 - rate/No unit} \times 5 \text{ No units}) + \\ & ( \text{Item 1.1.2 - rate/No unit} \times 1\,000 \text{ No units}) + \\ & ( \text{Item 1.1.3 - rate/No unit} \times 4 \text{ No units}) + \\ & ( \text{Item 2.1.1 - rate/No unit} \times 5 \text{ No units}) + \\ & ( \text{Item 2.1.2 - rate/No unit} \times 1\,250 \text{ No units}) + \\ & ( \text{Item 2.1.3 - rate/No unit} \times 4 \text{ No units}) \} \end{aligned}$$

## **5. GENERAL REQUIREMENTS**

- 5.1. **All service providers must indicate the Geographical Zones as per Table 1.1 hereunder, according to the most preferred Geographical Zone by a 1 and the lesser preferred Geographical Zone by a 2.**
- 5.2. The service provider is responsible for providing all the required relevant material for the courses.
- 5.3. The maximum of attendees for each course **will be 5 members**.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## **6. NOTIFICATION OF SUPPLY OF SERVICES REQUIREMENTS**

6.1 The procedure to be followed for notification when the services are required during normal working hours, will be: -

- i) The service provider will be advised via e-mail what specific service is required, the date, when it is to commence, the name of the person in charge of the facilitation and the period for which it will be required.
- ii) An Official Order will be given to the Service Provider as soon as possible and the Service Provider must be able to supply the services within maximum of 14 days or the given timeframe of receiving the official order.
- iii) Where a Service Provider cannot provide the service, the provider must communicate and provide reason why they cannot offer the services within 48 hours confirm via e-mail. The Department will make alternative arrangements to ensure that services to be delivered, will not be hampered.
- iv) The Official Order Form will be submitted to the Service Provider within 3 days of the telephonic order. The service provider must not provide services without an official order.
- v) No payment will be made for any services provided, other than that specified on the Official Order Form.
- vi) A minimum of 24 hours' notice shall be given to the Service Provider by the Employer in writing for the termination of the order.

## **7. INVOICE**

The invoice shall refer to the official Order Number and shall have attached thereto copies of the training outcomes confirmed by a representative of the employer.

## **8. ESCALATION**

From the signing of the Service Level Agreement (SLA) for the whole duration of the contract period the cost for the courses provided by the service providers is expected to adhere to the following escalation schedule where annual increases will be made provision for as follows:



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

0-12 Months	–	0% Escalation
13-24 Months	–	5% Escalation

## **9. CONTRACT PERIOD**

This contract period is intended to run for two years (24 months) after awarding but can be terminated at any time.

### **NB!**

**Bidders shall base their proposals on the information provided; should bidders identify omissions (either of their own or those requested by these terms of reference), these should be listed separately so that the bulk of the proposals can be evaluated on an equal basis between all bids.**



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## **SCOPE OF WORKS:**

### **DESCRIPTION:**

**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

#### **1. BACKGROUND - SERVICES REQUIRED**

To source the services of an accredited training provider to facilitate **Assessor and Moderator Accredited SAQA Registered Unit Standard NQF Aligned Training Courses as per ETDPSSETA - NQF Level 05 & 06 Training**.

##### **1.1 MINIMUM CREDITS FOR QUALIFICATION**

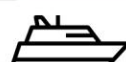
Service Provider must be a SAQA accredited training institution and accredited to roll out a **Assessor and Moderator Accredited SAQA Registered Unit Standard NQF Aligned Training Courses as per ETDPSSETA - NQF Level 05 & 06 Training**.

##### **1.1.1 Conducting Outcomes-Based Assessment & Conduct Moderation of Outcomes-based Assessments Training Pre-Requisites, kindly take note of the following:**

- i) Maximum group of 5 learners, Assessor or Moderator based on the prerequisite of 30 % theory and 70% practical training as per SETA guidelines.
- ii) All training and assessments must be carried out on location provide by the client.
- iii) Learners/Candidates after completion of the theoretical training (*i.e.*, classroom training), must be issued with an *attendance* certificate and a logbook in which to capture their practical experience gained under the supervision of a competent Operator/Mentor.
- iv) Once the participants have completed the relevant assessments must be provided with the relevant accredited certificate and a Statement of Results.

##### **1.2 Furthermore, the following is also a pre-requisite for competency training:**

- (a) All theoretical training should be executed as, uninterrupted.





**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- (b) The maximum allowable ratio of facilitator to learners is **1 to 5** as stipulated above.
- (c) The outcomes of the internal Moderation report and proof from the Service Provider of submission of all required Development Documentation to the ETDPSSETA to apply for external moderation for a SAQA registered Competence Certificate NQF Level 05 or 06 to be submitted within days from submission of POE and Summative Assessments by Learners.

### 1.3 PAYMENT TRANCHES

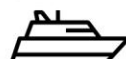
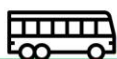
1.3.1 The following is pertinent to the Conducting Outcomes-Based Assessment.

- (a) 60% - paid within 30 days after proof of Attendance by the Learners has been submitted by the Service Provider.
- (b) 40% - Paid within 30 days after proof of Outcomes-Based Assessment and Internal Moderation has been submitted by the Service Provider.
- (c) Where Learners fail to submit their POE's and Summative Assessments within the allocated timeframe, the service provider will still be paid, as this condition is beyond his/her scope of control.

<b><u>TABLE: 1.1 - CONDUCTING OUTCOMES-BASED ASSESSMENT</u></b>				
<b><u>No.</u></b>	<b><u>SAQA - ID</u></b>	<b><u>Description</u></b>	<b><u>Level</u></b>	<b><u>Credits</u></b>
1	115753	Conduct outcomes-based assessment <b><u>(ASSESSOR)</u></b>	5	15
2	115759	Conduct Moderation of Outcomes-based Assessments <b><u>(MODERATOR)</u></b>	6	10

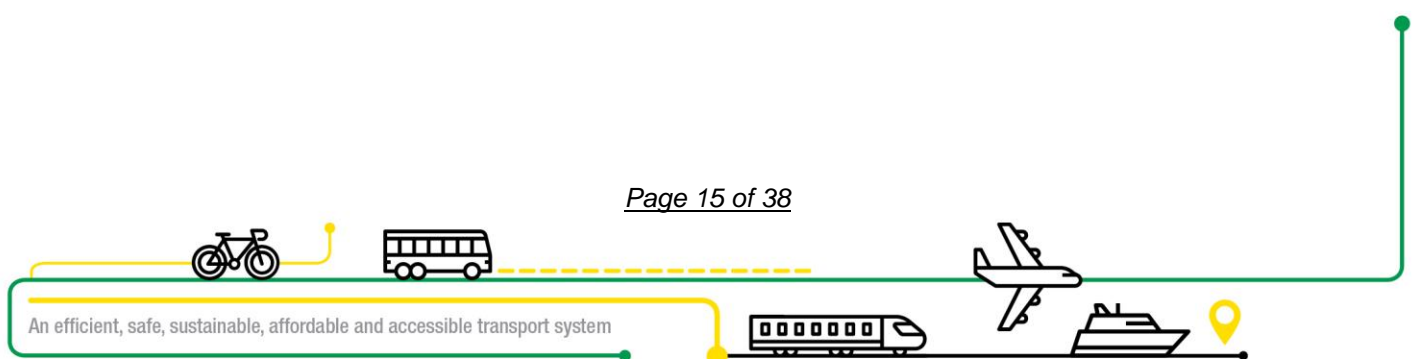
### 1.4 TRAINING LOGISTICS

- 1.4.1 Theoretical classroom will be provided to the learners by the client.
- 1.4.2 Learners will be found Competent on the Unit Standards as stipulated in Table 1.1 and the service provider must ensure that they have the accreditation on all these UNIT STANDARDS and provide PROOF THEREOF.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- 1.4.3 Upon being found competent, the qualifying learner/student will be provided with an Internal Moderation report and proof from the Service Provider of submission of all required Development Documentation to the ETDPSETA to apply for external moderation for a SAQA registered Competence Certificate NQF Level 05 or 06.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**ECBD1**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF  
TRANSPORT**

BID NUMBER:	DOT- CTD-23/24-037	CLOSING DATE:	17 October 2023	CLOSING TIME:	11H00
-------------	--------------------	---------------	-----------------	---------------	-------

DESCRIPTION	<u>APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS</u>
-------------	--

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN  
CONTRACT FORM (SBD7).**

**BID RESPONSE DOCUMENTS MAY BE NOT DEPOSITED IN THE BID BOX SITUATED AT  
(STREET ADDRESS): *DOCUMENTS MUST BE E-MAILED BACK, AS INDICATED***

**DEPARTMENT OF TRANSPORT OFFICES**

- E-mail: [IHC.BidDocuments@ectransport.gov.za](mailto:IHC.BidDocuments@ectransport.gov.za)

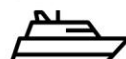
**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					



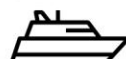
**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		
[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]				



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

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 PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON	Clifford Beldon
CONTACT PERSON	Thandi Mafani	TELEPHONE NUMBER	060 871 0586
TELEPHONE NUMBER	072 690 1534	FACSIMILE NUMBER	N/A
EMAIL ADDRESS	<a href="mailto:thandi.mafani@ectransport.gov.za">thandi.mafani@ectransport.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:Clifford.Beldon@ectransport.gov.za">Clifford.Beldon@ectransport.gov.za</a>



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**PART B**

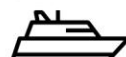
**TERMS AND CONDITIONS FOR BIDDING**

**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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILE. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN /



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

CS

2.6 D NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

☐ YES

☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

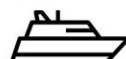
☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

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

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





**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## **CENTRAL SUPPLIER DATABASE**

### **A CENTRAL SUPPLIER DATABASE**

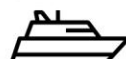
Tenderers must attach to this page, proof of registration with the Centralised Supplier Database of National Treasury. (In the case of Joint Ventures, proof must be provided for each partner).

The Tenderer must be registered on the Central Supplier Database at National Treasury prior to submitting a tender otherwise the tender will be rejected (National Treasury SCM Instruction No .4A of 2016/2017 – Central Supplier Database)

I, the undersigned, confirm the following details of the firm/company's registration on the National Treasury Central Supplier Database:

Supplier Name: .....

Supplier Number: .....



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**ECBD 3.1**

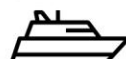
**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder:.....	Bid Number: DOT-CTD-23/24--037
Closing Time: 11:00	Closing date: 17 October 2023

OFFER TO BE VALID FOR **30 DAYS** FROM THE CLOSING DATE OF BID.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## PRICING SCHEDULES

According to General requirements 5.1, all service providers must indicate the most preferred Geographical Zone by a 1 and the lesser preferred Geographical Zone by a 2 for the pricing schedule hereunder as per Table 1.1 under page 8 to 10 above (You may not place a 1 for both Geographical Zones.)

Number the applicable box underneath the Geographical Zone this bid is for:

<u>ZONE - A</u>	<u>ZONE - B</u>

**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

<u>ITEM</u>	<u>DESCRIPTION OF GOODS/SERVICES</u>	<u>SAQA QUAL ID</u>	<u>CREDITS</u>	<u>LEVEL</u>	<u>UNIT</u>	<u>RATE /UNIT PRICE (INCLUDING (VAT))</u>
<b>1</b>	<b><u>TRAINING: MAXIMUM 5 LEARNERS PER GROUP</u></b>					
<b><u>1.1</u></b>	<b><u>ASSESSOR</u></b>	<b>115753</b>	15	5	-	-
1.1.1	Conduct outcomes-based assessment				No	
1.1.2	Travelling	-	-	-	km	
1.1.3	Accommodation	-	-	-	day	

**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

<b>2</b>	<b><u>TRAINING: MAXIMUM 5 LEARNERS PER GROUP</u></b>					
<b><u>2.1</u></b>	<b><u>MODERATOR</u></b>				-	-
2.2.1	Conduct Moderation of Outcomes-based Assessments	<b>115759</b>	10	6	No	
2.2.2	Travelling	-	-	-	km	
2.2.3	Accommodation	-	-	-	day	

**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

Total Carried to bid Pricing Forum	R..... <b>RATES ONLY</b> .....
- Required by:	.....
- At:	.....
- Brand and model	.....
- Country of origin	.....
- Does the offer comply with the specification(s)?	*YES/NO
- If not to specification, indicate deviation(s)	.....
- Period required for delivery	.....
	*Delivery: Firm/not firm
- Delivery basis	.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

**Total Price (amount in words ):RATES ONLY**

.....  
  
.....  
  
.....,  
inclusive of VAT

**Total Price (amount in figures)**

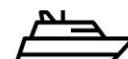
**R.....(RATES ONLY).....**, inclusive of VAT

**NAME OF BIDDER:**

.....

**SIGNED ON BEHALF OF THE BIDDER:**

.....



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**ECBD 4**

<b>ECBD 4: BIDDER'S DISCLOSURE</b>
------------------------------------

**1. PURPOSE OF THE FORM**

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

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

**2. BIDDER'S DECLARATION**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

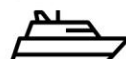
**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2. 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.





**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**


2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

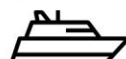
.....

.....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**DECLARATION OF EMPLOYEES OF THE STATE OR OTHER STATE INSTITUTIONS**

**This form must be included additional to the ECBD.4**

**1.** In terms of section 30 of the Public Service Act;

No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department.

**2.**

Are any of the shareholders/ directors of your company employed by the State?	Yes/No
---	--------

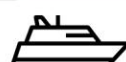
**3.** “State” means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Any provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.
- (f) Any Parastatal (A company or agency owned or controlled wholly or partly by the government).

**4.** Should you indicate “yes” above, please provide the following details:

No	NAME & SURNAME OF DIRECTOR	STATE INSTITUTION WERE EMPLOYED	ID NUMBER	EMPLOYEE/ PERSAL NUMBER
1				
2				
3				
4				
5				

**5.** Please note: The “state” is clearly defined in paragraph 3 above. In the event that “no” is selected and subsequently any false declaration are detected, the non-disclosure of such “state employment” will be deemed as “fraud”. Therefore the state may reject the bid and in addition may proceed with further action should this declaration prove to be false.



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**6. DECLARATION**

I, (NAME & SURNAME).....ID NUMBER..... CERTIFY THAT THE  
INFORMATION FURNISHED IN PARAGRAPHS 2 AND 4 ABOVE IS CORRECT.

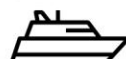
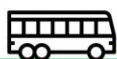
..... Signature

Date

.....

Position

Name of bidder



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

**ECBD 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:

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) 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.

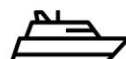
1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<u><b>100</b></u>



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

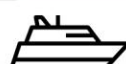
#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

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

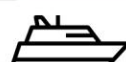
**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

***(Note to 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.)***



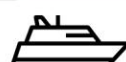
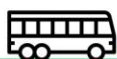


**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETPDSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

<b>PREFERENTIAL SPECIFIC GOALS POINTS TABLE 1:</b>		
<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<b>Historically Disadvantaged Individuals:</b>		
(a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	
<b>Women Ownership:-</b>		
(a) 100% women ownership	4	
(b) 30% to 99% women ownership	2	
(c) Less than 30% women	1	
<b>Youth Ownership:-</b>		
(a) 100% youth ownership	0	N/A
(b) 30% to 99% youth ownership	0	N/A
(c) Less than 30% youth	0	N/A
<b>People with Disability:-</b>		
(a) 20% or more disabled people ownership	0	N/A
(b) Less than 20% disabled people ownership	0	N/A
<b>Locality:-</b>		
(a) Within the Eastern Cape	10	
(b) Outside the Eastern Cape	5	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

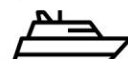
- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor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



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....



**APPOINTMENT OF SERVICE PROVIDERS TO DELIVER ASSESSOR AND MODERATOR ACCREDITED  
SAQA REGISTERED UNIT STANDARD NQF ALIGNED TRAINING COURSES AS PER ETDPSSETA, FOR  
INTERNAL STAFF OF THE DEPARTMENT OF TRANSPORT, EASTERN CAPE – CENTRE FOR  
TECHNICAL DEVELOPMENT FOR A PERIOD OF 24 MONTHS**

## **GENERAL CONDITIONS OF CONTRACT**

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za)
- Bidders must familiarize themselves with these GCCs

