



ADDRESS: 1st Floor Main City Building
210 Langalibalele Street
Pietermaritzburg
3200

CONTRACT NO. TRERS 02

REQUEST FOR PROPOSAL FOR THE IPLEMENTATION OF AN ARTISAN SKILLS DEVELOPMENT PROGRAMME

Tenderer's Name:
Postal Address:
Telephone No:
E-Mail Address:
CSD Number:

Tenders contained in sealed envelopes and marked with “**Contract No. TRERS 02 P2**” and the **RFP Description** must be placed in the Tender Box located in **SASOPSBIZ OFFICES, 1ST Floor Main City Building, 210 Langalibalele Street, Pietermaritzburg, not later than 15h00 on Monday 4 May 2026.**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SASOPSBIZ					
BID NUMBER:	TRERS 02 P2	CLOSING DATE:	4 May 2026	CLOSING TIME:	15H00
DESCRIPTION	REQUEST FOR PROPOSALS FOR THE IMPLEMENTATION OF THE TRERS ARTISANAL SKILLS DEVELOPMENT PROGRAM				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX AT:

SASOPSBIZ OFFICES, 1ST FLOOR,	OFFICE HOURS ARE:
MAIN CITY BUILDING	MONDAY TO FRIDAY – FROM 08H00 TO 16H00
210 LANGALIBLILE STREET	
PIETERMARITZBURG	
3201	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	

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<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER PART B:3]</p>
<p>TOTAL NUMBER OF ITEMS OFFERED</p>	<p align="center">NOT APPLICABLE</p>		<p>TOTAL BID PRICE</p> <p align="center">NOT APPLICABLE</p>
<p>SIGNATURE OF BIDDER:</p>	<p>.....</p>	<p>DATE:</p>	
<p>CAPACITY UNDER WHICH THIS BID IS SIGNED</p>			
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>EMPLOYER</p>	<p>SASOPSBIZ</p>	<p>CONTACT PERSON</p>	<p>F NDUNA</p>
<p>CONTACT PERSON</p>	<p>F NDUNA</p>	<p>TELEPHONE NUMBER</p>	<p>N/A</p>
<p>TELEPHONE NUMBER</p>	<p>N/A</p>	<p>FACSIMILE NUMBER</p>	<p>N/A</p>
<p>FACSIMILE NUMBER</p>	<p>N/A</p>	<p>E-MAIL ADDRESS</p>	<p>NDUNA@SASOPSBIZ.CO.ZA</p>
<p>E-MAIL ADDRESS</p>	<p>NDUNA@SASOPSBIZ.CO.ZA</p>		

PART B

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. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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 COMPANY TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES
 NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO
- 3.5. 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 ABOVE.

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



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NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

PART C: TENDER SUBMISSION CHECKLIST

The Checklist below is attached hereto to assist Tenderers with the completion of the tender document. Tenderers are required to **TICK** the relevant boxes for verification purposes. Where information is not applicable to the tender, the symbols **N/A** must be inserted in the space provided.

No.	Description	Tenderer to Tick (✓)	For Official Use Only	
1	Has the Tender Document been completed in INK and all corrections counter-signed? (No correction fluid used)		D	
2	Has all tendered rates been priced in INK and corrections counter-signed? (No correction fluid used)		D	
3	Has all tendered amounts been arithmetically checked and the correct total amounts carried forward to the Summary Page and Tender Form?			
4	Has all information as required in terms of the Tender Document been submitted with the tender?		D	
5	Has the compulsory “Site Inspection/Tender Briefing” meeting been attended and has the “Site Inspection/Tender Briefing” Certificate been completed and signed at the meeting?	N/A	D	
6	Have all Declarations contained in the Tender Document been completed and signed by the Tenderer, and before a Commissioner of Oaths (if applicable)?		D	
7	Has the “Tender Form” been completed and signed?		D	
8	Has the “Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022” been completed in its entirety and signed?			
9	As an EME , is a certificate issued by an Accounting Officer or a Verification Agency accredited by SANAS or a Registered Auditor or Affidavit attached to the tender document?			
10	As a NON-EME , is an original and valid B-BBEE status level Verification Certificate or a certified copy thereof attached to the Tender Document?			
11	Is a valid Original Tax Clearance Certificate attached to the Tender Document or has a Tax Clearance Status Verification Pin been provided?		D	

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12	Has the CSD Supplier Number and Unique Registration Reference Number been submitted with the Tender Document?		D	
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It must be noted that the Company shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

***** D: Failure to comply with these Sections will prejudice the tender.**

Name of Tenderer : _____

Signature : _____

Date : _____

REQUEST FOR PROPOSAL: ARTISAN SKILLS DEVELOPMENT PROGRAMME:

TENDERERS PLEASE NOTE:

Tenderers are advised to check the number of pages, and should any be missing or duplicated, or the reproduction thereof indistinct, or any descriptions ambiguous, or if this document contains any obvious errors, they shall inform SASOPSBIZ ON EMAIL at nduna@sasopsbiz.co.za at once and have same rectified. No liability whatsoever will be incurred by the Company in respect of errors in any tender due to the Tenderer's failure to observe this requirement.

Tenders should be submitted physically and should be marked with "Contract No. TRERS 02 P2" and the Contract Description.

Physical address: SASOPSBIZ, 1st Floor, Main City Building, 210 Langalibalile Street, Pietermaritzburg, 3201, not later than 15h00, on Monday 4 May 2026.

Tender Validity Period: TWO (2) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on compliance, functionality and the 80/20 Point System in accordance with the SASOPSBIZ's Supply Chain Management Policy. The bid will be evaluated by a duly constituted BEC and adjudicated by BAC in line with SCM policy.

The allocation of Preference Points will be according to the following Ownership Specific Goals:

Specific Goals	Description	Maximum Points
Demographics	Enterprise with at least 51% ownership by <ol style="list-style-type: none"> 1. Black People 2. Youth 3. Women 4. People with disability 	Max Points = 12 points 6 points 2 points 2 points 2 points
Locality	Locality within the KwaZulu Natal Province.	8 point
	Total Preference Points (Specific Goals)	20 Points

The tenderer is required to submit a copy of the Service Provider's **CIPC certificate**, a **FULL CSD** report, not older than 3 months, as well as **certified copies** of all Members/ Directors/ Owners Identity Documents to be eligible to claim the demographics Specific Goals Preference Points. Tenderer should also submit proof of address to be able to claim for locality points.

Failure to submit the above will result in zero (0) points being awarded per goal.

SASOPSBIZ does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

SASOPSBIZ is a business incubation company and invites emerging businesses within the KwaZulu Natal Province to participate in this contract

PART D: STANDARD CONDITIONS OF TENDER

1. SUBMISSION OF TENDERS

Tenders must be made out on the Tender Form annexed hereto. Tenderers are advised that this document must be completed in ink and submitted in its entirety. Failure to comply with this condition shall result in the tender being disqualified.

*The use of correction fluid is **strictly prohibited**.* All corrections are to be countersigned.

Tenderers using Courier Companies or any other mode of transport to deliver their tender documents must ensure that the tender documents are delivered to the 1st Floor, Main City Building, 210 Langalibalele Street, Pietermaritzburg, 3200, and placed in the Tender Box situated in the SASOPBIZ Offices. The company shall not be held liable for any tender document which is not timeously delivered, mislaid or incorrectly delivered due to the negligence of the Courier Company or any other party involved in the delivery of the tender documents, including any employee of the Company. SASOPBIZ office hours operate from 08h00 to 16h00, Monday to Friday.

All literature submitted physically must be securely attached to the tender. The Company shall not be held liable for any loss or damages sustained due to the Tenderer's failure to comply with this condition.

2. REGISTRATION WITH THE CENTRAL SUPPLIER DATABASE (CSD)

The National Treasury's Central Supplier Database (CSD) has been open for registration from 01 September 2015. The CSD serves as one single source of supplier information to all spheres of government and government related contracts.

Within this system, suppliers are required to register once when they do business directly or indirectly with the state. This will significantly reduce the administrative burden for businesses, especially small and medium sized enterprises. The database interfaces with the South African Revenue Service (SARS), the Companies and Intellectual Property Commission (CIPC) and the payroll system. It will electronically verify a supplier's tax and B-BBEE status and enable public sector officials doing business with the state to be identified.

All prospective suppliers can register any time on the CSD website www.csd.gov.za

Prospective suppliers may also visit the Provincial Treasury Database office situated at Treasury House, Ground Floor, 145 Chief Albert Luthuli Road, Pietermaritzburg from 08h00 to 15h00, Mondays to Fridays, for any assistance with on-line registration on CSD.

For further information or enquiries, please contact 033 – 897 4516 / 033 – 897 4212 / 033 – 897 4624 / 033 – 897 4535 / 033 – 897 4676 / 033 – 897 4509 or Toll-Free at 0800 201 049 during office hours or via e-mail at database@kzntreasury.gov.za.

In order for Company to verify your Company's registration with CSD, please provide the following information for verification purposes: -

CSD Supplier Number	MAAA
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Failure to provide the above information shall render the tender to be disqualified.

3. TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

Tenderers shall be required to submit, together with the tender document, a **valid ori** Tax Clearance Certificate or a valid Tax Compliance Status Verification Pin issued by SARS. Failure to submit a valid original Tax Clearance Certificate or a Tax Compliance Status Verification Pin will result in the invalidation and disqualification of the tender. **Certified copies of the Tax Clearance Certificate will not be acceptable.**

Further to the above, Tenderers are to note that the Tax Clearance Certificate must be valid for the full duration of the tender validity period i.e. three (2) months commencing from the closing date of the tender.

Should the validity of the Tax Clearance Certificate expire prior to the final award of the contract being made, the Company reserves the right to request the Tenderer to submit a further valid Tax Clearance Certificate. In this instance, the Tenderer shall be given seven (7) working days written notice in which to comply. Should the Tenderer fail to comply with this request, the Company further reserves the right to make no award to the Tenderer and the Company shall not be held liable for any loss or damages sustained by the Tenderer.

4. INCOMPLETE TENDERING

Tenders may be rejected if they show any additional, conditional or incomplete offers or irregularities of any kind in the Tender Form.

5. ACCEPTANCE OF TENDER

The procedure which to be followed with the acceptance of a tender is as follows:
The successful tenders will be issued with a Letter of Award.

6. DOMICILIUM CITANDI ET EXECUTANDI

For the purpose of the service of all documents and the giving of notice as may be required in terms of this contract, or as a result of any action arising in conjunction with it, the Company chooses the 1st Floor Main City Building, 210 Langalibalele Street, Pietermaritzburg, 3200 as its *domicilium citandi et executandi*.

The Tenderer's *domicilium citandi et executandi* shall be whatever street address is given in the Tender Form attached hereto.

Either party may, at any time, give one (1) month notice, in writing, of a change of its *domicilium citandi et executandi* provided that such address shall be within the Republic of South Africa.

7. DATA SHEETS

Tenderers shall be required to complete all Data Sheets and the Tender Forms attached hereto in their entirety for adjudication purposes. Where Data Sheets and/or any other documentation as contained herein are required to be commissioned, such Data Sheets and/or documentation must be stamped and signed by a Commissioner of Oaths (where applicable). ***Failure to comply with these provisions will render the offer unresponsive (invalid).***

8. PROHIBITION ON AWARDS TO PERSONS IN THE SERVICE OF THE STATE

The Supply Chain Management Regulations states that the Company may not make any award to a person: -

- (a) who is in the service of the state.
- (b) if that person is not a natural person, of which and director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) who is an advisor or consultant contracted with the SASOPSBIZ company.

9. PREFERENCE POINTS CLAIMED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Tenderers claiming preference points shall be required complete Annexure “C” hereto in its entirety and to fully comply with the General Conditions, Definitions and Directives stated therein.

Tenderers shall be required to submit, together with the tender document, a valid original or certified copy of their B-BBEE status verification certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice and must be valid until the closing date of the tender.

10. JOINT VENTURE AGREEMENTS AND CONSORTIUMS

Tenderers intending to tender in the form of Joint Ventures / Consortiums **must submit** the following documentation together with the tender:

- 1) Original valid Tax Clearance Certificates or a Tax Compliance Status Verification Pins issued by SARS of all parties of the Joint Venture/Consortium.
- 2) All parties of the Joint Venture/Consortium must submit signed copies of:
 - a) The Declaration of Interest Form.
 - b) The Declaration of Bidder’s Past Supply Chain Management Practices Form, and
 - c) The Certificate of Independent Bid Determination Form.

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- 3) An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of this contract, and,
- 4) A consolidated valid and original or certified copy of their B-BBEE Status Level Verification Certificate obtainable from a verification agency accredited by SANAS or a registered auditor approved by the Independent Regulatory Board of Auditors (IRBA).

Further to the above, the name of the Joint Venture/Consortium must appear on the relevant pages of the document. Failure to comply with these requirements shall lead to disqualification.

11. ADJUDICATION CRITERIA

The tender shall be evaluated on a **Three Stage Evaluation System** – Stage One: Compliance with tender requirements, Stage 2: Functionality and Stage Three: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2022, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage Two shall be evaluated on the criteria as outlined in the Tender Document herein.

SECTION E: LEGISLATION

1. GENERAL

1.1 Service Providers will be deemed by virtue of submitting a tender to have undertaken to be aware of and comply fully for all purposes under this contract with all current legislation and related regulations. The following Acts, as amended from time to time, are listed for the attention of the Service Provider, without prejudice and without in any way relieving the Service Provider of the obligation to continuously comply with all the laws of South Africa for the entire duration of this contract, the cost of so doing being expressly included in the contract sum. It is the sole duty of the Service Provider to ensure that it acquaints itself and complies with all applicable legislation. **The Company shall not be liable in any way whatsoever for any errors or omissions in the legislation listed herein.**

2. SKILLS DEVELOPMENT ACT (NO. 97 OF 1998):

2.1 This Act promotes the training and development of skills to enhance productivity and employability within South Africa. It governs artisan training programs and emphasizes the need for compliance with SETA (Sector Education and Training Authorities) requirements to ensure the proper management and implementation of skills development initiatives.

3. SKILLS DEVELOPMENT LEVIES ACT (NO. 9 OF 1999):

3.1 This legislation requires employers to pay levies that fund skills training initiatives. These levies support programs like artisan training, ensuring sustainable funding for the development of a skilled workforce.

4. BASIC CONDITIONS OF EMPLOYMENT ACT (NO. 75 OF 1997):

4.1 The Act regulates working conditions, including hours, leave, and remuneration, to protect workers. It ensures fair treatment for participants in on-the-job training programs, safeguarding their rights and well-being.

5. OCCUPATIONAL HEALTH AND SAFETY ACT (NO. 85 OF 1993):

5.1 This Act focuses on workplace safety by setting regulations to minimize hazards. Compliance is essential when training artisans in workshops or facilities, ensuring their health and safety during practical training.

6. EMPLOYMENT EQUITY ACT (NO. 55 OF 1998):

6.1 The Act promotes equal opportunity and fair treatment in the workplace by addressing discrimination and encouraging diversity. It supports the inclusion of women and historically disadvantaged individuals in artisan training programs.

7. NATIONAL QUALIFICATIONS FRAMEWORK ACT (NO. 67 OF 2008):

7.1 This legislation establishes national standards for education and training qualifications, guiding the certification process for artisans. It ensures alignment with SAQA (South African Qualifications Authority) for consistent and credible qualifications.

8. BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT (NO. 53 OF 2003):

8.1 This Act aims to economically empower historically disadvantaged individuals by promoting equity and inclusion. It aligns with efforts to train and uplift women and marginalized communities through artisan development programs.

9. THE COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (ACT 130 of 1993) (COID ACT)

- 9.1 Service providers are required to register as employers in terms of the COID Act.
- 9.2 Service providers must pay the assessments due in terms of the COID Act relative to their employee records including all sub-contractors and community-based labour.
- 9.3 In this specific contract the Service provider further acknowledges that the Employer shall have the right, without prejudice, to deduct any shortfall in compensation due to any employee of the Service provider (or sub-contractor) from monies due or which may become due to the Service provider, and so effect settlement of the matter.

10. THE LABOUR RELATIONS ACT (ACT 66 of 1995) (LR ACT)

- 10.1 Service providers are required to register as employers in terms of the LR Act.
- 10.2 Service providers are required to pay all employee and employer contributions to the Unemployment Benefits Fund, other than in respect of casual employees defined as persons who work for less than eight hours in any one week, or in respect of persons who by virtue of lawful reasons are exempt therefrom.

11. THE BASIC CONDITIONS OF EMPLOYMENT ACT (ACT 3 of 1983) (BCE ACT)

- 11.1 Service providers in their capacity as employers are required to comply with the provisions of the BCE Act with special reference to their employees' terms and conditions of employment.

12. THE INCOME TAX ACT (ACT 58 of 1962)

- 12.1 Service providers in their capacity both as business enterprises and employers are obliged to register and comply with the requirements of the Receiver of Revenue.

13. THE VALUE ADDED TAX ACT (ACT 89 of 1991)

- 13.1 Service providers in their capacity as business enterprises are required, if their annual turnover exceeds or is expected to exceed R1,000,000-00 by the end of February each year, to register as VAT vendors with the Receiver of Revenue for the purpose of paying, recovering, charging and returning VAT to the State via the Receiver of Revenue.
- 13.2 It is recorded that the Employer in this contract is registered as a VAT vendor where applicable.

15. NON-COMPLIANCE

- 14.1 The Employer in this contract will not under any circumstances be, or become party to, any act or omission by the Service provider and/or the Service provider's Sub-contractors and/or employees, which contravenes South African law.
- 14.2 Notwithstanding anything to the contrary in this tender document, and in addition to any other remedies the Company may have, if at any time during this contract, the Company

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discovers any contravention of the laws expressly mentioned herein or any other applicable law, then the Company shall have the right to cancel this contract forthwith. In such event, the Company shall not be liable for any loss or damages caused by such cancellation.

DEFINITIONS

The following definitions apply: -

"Company" or SASOPSBIZ, means the South African School of Practical Skills, Company Registration No. 2017/004412/07 a company registered under the Companies Act as Amended.

"TRERS" means, the Township and Rural Economies Revitalisation Strategy.

"Service Provider/Contractor" means the person, firm, Service Provider or company whose tender has been accepted by the SASOPSBIZ and includes the Service Provider's heirs, executors, administrators, trustees, judicial managers or liquidators but not, except with the written consent of the Company, any assignee of the Service Provider.

"Special Conditions" means any addition to or departure from or amendment of these Standard Conditions as set out in Annexure "A" hereof.

"Contract Document" means the Conditions of Tender, Scope of Contract, Terms of Reference, these Definitions, Special Conditions (if any), Equipment Specifications, Rates, Percentages and Prices, Tender Form and Annexures thereto. Any amendments to the contract document agreed to by the Company and the Service Provider, Provisional Letter of Acceptance and the final Letter of Final Acceptance.

"The Tender" means the written offer made by the Service Provider to the Company.

"Preferential Procurement Policy" means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

"SARS" means the South African Revenue Services.

REQUEST FOR PROPOSAL: IMPLEMENTATION OF THE ARTISAN SKILLS DEVELOPMENT PROGRAMME

1. INTRODUCTION

The Township and Rural Economic Revitalisation Strategy (TRERS) is a critical and timely developmental initiative to tackle South Africa's pressing poverty, unemployment, and inequality challenges. Nearly half of South Africa's 62 million people live in rural areas, where unemployment, poverty, and underdevelopment are exacerbated by limited access to basic services like water, electricity, education, and healthcare. A shrinking agricultural sector further intensifies problems of job losses due to the global recession, outward migration to urban areas, and a significant skills drain.

In response to these challenges, the National Development Plan (NDP) emphasises the importance of creating opportunities for rural communities to fully participate in the country's economic, social, and political life by 2030. This vision includes providing access to high-quality basic services, supporting rural economies through various sectors, and facilitating job creation and poverty alleviation.

The Township and Rural Economic Revitalisation Strategy (TRERS) seeks to boost economic growth and skill development in rural areas, particularly those adjacent to protected areas. In alignment with these goals, the Artisan Development Programme has been designed to provide participants with practical and theoretical training in key trades such as carpentry, electricity, plumbing, tiling, brick laying and painting. This programme aims to equip 10 participants with the necessary skills to enhance employability and foster sustainable economic growth within their communities.

As part of TRERS, this Artisan Skills Development Programme targets rural areas adjacent to Ezemvelo KZN Wildlife Protected Areas. The programme is aligned with the strategic objectives of TRERS by offering a comprehensive training solution that addresses the local demand for skilled artisans, enhances employment prospects, and facilitates enterprise development in these communities. Through collaboration with Ezemvelo Wildlife's Enterprise Supplier Development (ESD) initiatives, the programme ensures that trained artisans can access procurement opportunities and contribute meaningfully to local infrastructure projects.

Ezemvelo has appointed South African School of Practical Skills, trading as Sasopsbiz, as a Project Management Unit, whose main role is to, amongst other things, contract and manage service providers in the implementation of TRERS. Sasopsbiz is business incubator that provides enterprise development services, including but not limited to capacity building, business advisory services and training. The appointed training provider will be accountable to Sasopsbiz.

The Terms of Reference (TOR) outlines the scope of work, objectives, and requirements for appointing service providers to deliver a 12-month training programme that includes both accredited and non-accredited training components. The programme will combine in-class learning with practical, hands-on experience to ensure participants are well-prepared for employment or entrepreneurship opportunities.

2. OBJECTIVES

The primary objective of the Artisan Development Programme is to empower rural communities by providing marketable, practical skills in artisan trades, leading to formal certification where applicable. The specific objectives are:

- **Skills Development:** Offer comprehensive training in key trades including carpentry, electricity, plumbing, tiling, and painting.
- **Economic Empowerment:** Enhance employability and entrepreneurial opportunities by equipping participants with high-demand skills.
- **Capacity Building:** Foster sustainable community development through formal and informal skill-building initiatives.
- **Industry Recognition:** Provide participants with accredited qualifications where applicable and formal recognition of non-accredited skills.
- **Enterprise Development:** Support the local economy by creating a pool of artisans who can contribute to projects in rural areas.

3. PROGRAMME STRUCTURE

The Artisan Development Programme will be implemented over 12 months, structured as follows:

Phase 1: In-Class Training (6 Months)

- **Accredited Training:** Service providers will deliver formal training in trades that lead to industry-recognized qualifications, including carpentry, electricity, plumbing, tiling, and painting. This training will combine theoretical instruction with practical exercises in a classroom or workshop setting.
- **Non-Accredited Training:** Where applicable, participants will receive non-accredited training focused on informal skill development, providing hands-on experience and basic knowledge in relevant trades.
- **Safety and Tools Training:** All participants will undergo comprehensive safety training and an introduction to the tools and equipment required for their chosen trades.

Phase 2: Practical Application (6 Months)

- **Real-World Work Assignments:** Participants will be placed in practical work environments, gaining hands-on experience by working on Ezemvelo KZN Wildlife facilities, government facilities as well as partner community-related projects. This phase will focus on building and maintaining facilities in rural areas near protected zones.
- **Mentorship and Supervised Work:** Participants will be guided by experienced mentors and supervisors during their practical assignments. They will receive continuous feedback and guidance to improve their skills and work quality.
- **Progressive Responsibility:** As participants gain experience and demonstrate competence, they will gradually take on more responsibility, including leading small teams and managing project tasks.

4. IMPLEMENTATION PLAN

The implementation of the programme will follow a structured and phased approach:

Phase 1: Orientation and Preparation (Month 1)

- **Programme Introduction:** Participants will be introduced to the objectives, scope, and structure of the programme, as well as the trades they will be trained in.
- **Safety Training:** Mandatory training on workplace safety, PPE usage, and emergency procedures will be provided.
- **Tools and Equipment Introduction:** Participants will receive hands-on training on the use of tools and equipment specific to each trade.

Phase 2: In-Class Training (Months 2-5)

- **Modular Learning:** Each trade will be taught through a series of learning modules. For example, in plumbing, modules may cover pipe installation, leak detection, and sanitation systems. In tiling, modules may include surface preparation, tile cutting, and installation techniques.
- **Hands-On Practice:** Participants will complete practical tasks for each module, progressively increasing in complexity. Evaluations will be conducted at the end of each module to ensure participants are developing the required skills.

Phase 3: Practical Work Assignments (Months 6-12)

- **Field Assignments:** Participants will transition to real-world work environments where they will apply their training on actual projects, such as construction, maintenance, or renovation work.
- **Supervision and Mentorship:** Participants will work under the supervision of experienced artisans, ensuring the quality of work and providing an opportunity for skill refinement.
- **Quality Assurance and Supervision:** Qualified artisans within the company will conduct regular quality checks on the participants' work to ensure it meets industry standards and project requirements. They will also supervise the work of participants

5. TARGET GROUP

The programme will target 10 participants from rural communities, focusing on those adjacent to protected areas. These participants will be selected based on their potential to succeed in artisan trades and their willingness to contribute to community development.

6. SERVICE PROVIDER REQUIREMENTS

The service provider(s) appointed to deliver the Artisan Development Programme must meet the following criteria:

- **Accreditation:** Be accredited to offer industry-recognized training and qualifications in carpentry, plumbing, electrical work, tiling, and painting.
- **Experience:** Proven track record of delivering artisan training programmes, including both accredited and non-accredited training components.
- **Capacity:** Demonstrate the ability to manage recruitment, training, supervision and practical work assignments for 10 participants in rural areas.
- **Partnerships:** Established relationships with industry bodies and potential employers to ensure that participants have access to work opportunities post-training.

7. SCOPE OF WORK

The appointed service provider will be responsible for ensuring all logistical, operational, and administrative aspects of the artisan training program are delivered effectively. Key responsibilities include the following:

7.1 Provision of Accredited Training Facility

- Secure an accredited training venue that meets the following requirements:
- Approved by the relevant accreditation body.
- Adequate facilities for both theoretical and practical training.
- Equipped with all necessary infrastructure, including power supply, safety measures, and internet connectivity.
- Accessible to participants from rural communities near protected areas.

7.2 Provision of Training Tools and Materials

- Supply all required practice tools, equipment, and consumable materials needed for both theoretical and practical training in the selected artisan trades.
- Ensure all tools and materials meet safety and quality standards.
- Maintain and store tools securely, ensuring their availability throughout the training period.

7.3 Recruitment and Selection

- Assist in shortlisting 10 participants from rural communities near protected areas.
- Ensure the selection process is inclusive and fair, prioritizing individuals from underrepresented or disadvantaged groups.
- Maintain detailed records of participant recruitment and selection criteria.

7.4 Training Delivery

- Provide both accredited and non-accredited training in the selected artisan trades, ensuring:
- Delivery of high-quality theoretical knowledge aligned with industry standards.
- Facilitation of hands-on, practical skills training to prepare participants for real-world applications.

7.5 Supervision

- Supervise participants during on-site practical activities to ensure:
 - Safety and quality in all work performed.
 - Adherence to industry standards and project requirements.

- Provide guidance and support to help participants apply classroom learning effectively.

7.6 Certification

- Facilitate the certification process for accredited training courses, ensuring:
- Certificates are issued to all participants who successfully complete the program.
- Certificates are properly branded, signed, and aligned with relevant accreditation standards.

7.7 Practical Assignments

- Organize and oversee participants' involvement in practical assignments, such as:
 - Work on Ezemvelo, government, or community projects.
 - Supervise these assignments to ensure participants can demonstrate and refine their skills in real-world environments.

7.8 Mentorship and Quality Assurance

- Provide ongoing mentorship to participants during and after training to ensure continuous learning and professional growth.
- Monitor and evaluate the quality of work performed by participants, ensuring it aligns with industry standards.
- Address challenges or gaps in performance through personalized guidance and feedback.

7.9 Monitoring and Reporting

- Implement robust monitoring and reporting mechanisms, including:
- Accurate participant attendance records.
- Progress reports submitted to Sasopsbiz regularly.
- Feedback mechanisms to identify and address any challenges during the training program.

7.10 Stipend Coordination

- Ensure all necessary documentation, such as attendance registers and progress records, is submitted to Sasopsbiz promptly to facilitate timely stipend payments for participants.

7.11 Additional Responsibilities

- Provide adequate IT and technical support for training activities.

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- Assign a dedicated logistics coordinator to oversee the smooth running of all logistical aspects during the program.
- Address and resolve any unforeseen logistical challenges promptly, with clear communication to Sasopsbiz

8. DELIVERABLES

8.1 Recruitment: Successfully recruit and assess 10 participants for both accredited and non-accredited training streams, ensuring that candidates meet the required criteria for participation and are placed in the appropriate training stream.

8.2 Facilitation of Placement: Identify and secure appropriate real-world projects or work placements for participants, ensuring alignment with their skill development needs and training objectives. This includes liaising with industry partners and ensuring the work environment supports learning and safety.

8.3 Training Modules: Deliver in-class training in modular formats, covering the theoretical and practical components of each trade, ensuring a balance between classroom instruction and hands-on practice.

8.4 Supervision: Provide day-to-day oversight of participants in the workplace, ensuring adherence to safety protocols and work standards. Supervision includes monitoring progress, addressing challenges, and ensuring tasks are completed correctly and efficiently.

8.5 Mentorship: Offer personalized guidance and support to participants, helping them navigate work-related challenges, refine their skills, and foster professional growth. Mentorship involves regular check-ins, providing constructive feedback, and offering advice for career advancement.

8.6 Certification: Ensure accredited participants receive formal qualifications upon completion of their training, ensuring they meet the necessary requirements for certification and career progression.

8.7 Evaluation and Feedback: Assess participant performance regularly, providing feedback on areas of strength and improvement. Conduct evaluations to ensure that participants are meeting the expected learning outcomes and are successfully applying classroom knowledge in practical settings.

8.8 Quality Assurance: Conduct regular quality checks to ensure participants' work aligns with industry standards. These checks ensure that the skills and knowledge gained during training are applied effectively in the workplace.

8.9 Support and Problem Solving: Provide ongoing assistance in resolving issues that arise during placement, whether related to skills development, workplace dynamics, or safety concerns, ensuring a positive and productive learning experience.

8.10 Final Report: Provide a comprehensive report detailing programme outcomes, participant performance, and overall project impact, highlighting achievements and areas for improvement, and recommending strategies for future training programs.

9. TIMELINE

The Artisan Development Programme will be implemented over a 12-month period, with key milestones as follows:

- **Months 1-6:** In-class training (accredited and non-accredited), where participants will receive theoretical and practical instruction aligned with the relevant trade standards.
- **Months 6-12:** Practical work assignments in rural areas near Ezemvelo Protected Area, with

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a focus on continuous supervision and mentorship. While the specific format of the practical work assignments may be adjusted to respond to evolving circumstances, participants will spend at least 9 months in the field, ensuring they gain hands-on experience while maintaining training quality and standards.

10. BUDGET

Service providers are required to submit a detailed budget proposal using the attached template:

Item	Cost
Training Personnel	
Personal Protective Equipment	
Training Materials & Tools	
Equipment use	
Facilities & Overheads	
Administration	
Monitoring & Evaluation	
TOTAL PROJECT COST	

**Prices should be inclusive of VAT where applicable

*Stipends will be paid by Sasopsbiz and should not be included in this budget

11. PROPOSAL EVALUATION CRITERIA

11.1 EVALUATION CRITERIA

For certainty that the Bidder(s) meet the necessary requirements to undertake this Bid, Sasopsbiz would need to satisfy itself that the Bidder(s) has the necessary resources, expertise, and experience. The Bid functionality will be evaluated out of 100 points. All Bids that score below the 80 points threshold marks in this regard will be eliminated and not considered for further evaluation. Bidder(s) deemed technically competent will thereafter be assessed in terms of their Pricing and preference points on an 80/20 preference points system. Thus, the financial Proposal will also be assessed in terms of the reasonableness of costs about prevailing guidelines, consistency with the technical Bid submitted, and value for money.

Functionality Evaluation Criteria

Criteria	Description	Maximum Points
A1	Understanding of Project Objectives and Scope	20
A2	Bidders' Qualification (Certified copies of certificates) <ul style="list-style-type: none"> • Accreditation in Plumbing • Accreditation in Electrical • Accreditation in Bricklaying • Accreditation in Carpentry • Accreditation in any of tiling, painting or other related artisan skills 	15
A3	Experience (Letters of reference)	15
A4	Capacity to implement in the rural areas	15
A5	Approach and Methodology	35

Total		100
--------------	--	------------

A1. Understanding of Project Objectives and Scope (20%)

This criterion evaluates the bidder’s understanding of the project’s goals, objectives, and scope, particularly in terms of artisan development in rural areas. It will also assess the bidder’s ability to articulate the project’s purpose and the needs of the target communities.

Scoring Guide:

- **20 points:** The bidder demonstrates a deep understanding of the project objectives and scope. They clearly articulate the goals of the Artisan Development Programme, its impact on rural communities, and provide insights into the challenges and opportunities in rural contexts.
- **12 points:** The bidder has a good understanding of the project objectives and scope but may lack detail in addressing specific rural challenges or may overlook some key aspects of the program’s focus.
- **9 points:** The bidder demonstrates a basic understanding of the project but lacks depth in addressing key components or the unique context of the rural areas.
- **0 points:** The bidder does not demonstrate a clear understanding of the project objectives or scope, and their response lacks relevance to the specific goals of the program

A2. Bidders' Qualification (15%)

This criterion assesses the qualifications of the bidder, in terms of accreditation in the required specialities mentioned in the evaluation grid. **They should provide certified copies of accreditation.**

Scoring Guide:

- **15 points:** Bidder has all five accreditations mentioned in the evaluation grid.
- **10 points:** The bidder has at least four of the accreditations mentioned in the evaluation grid.
- **5 points:** The bidder has at least three of the accreditations listed in the evaluation grid.
- **0- points:** The bidder has less than three of the accreditations listed in the evaluation grid.

A3. Bidders' Experience (15%)

This criterion assesses the bidder's experience in implementing similar programs in the past. **Bidders should provide proof/references.**

- **15 points:** The bidder has over 3 years of experience in artisan training, or similar programs. They should provide references
- **10 points:** Bidder has 2-3 years' experience of artisanal training or similar projects
- **5 points:** Bidder has at least 1 year experience in artisanal training or similar projects.
- **0 points:** Bidder has no experience of artisanal training or similar

A4. Capacity to Implement in Rural Areas (15%)

This criterion assesses the bidder's capacity to implement the program in rural settings, considering logistical capabilities, local knowledge, access to rural networks, and the ability to navigate challenges specific to rural areas.

Scoring Guide:

- **15 points:** The bidder demonstrates strong capacity to implement in rural areas, with established rural networks, experience working with rural communities, and a clear understanding of the logistical challenges. They have a proven track record of rural project implementation.
- **8 points:** The bidder shows good capacity to operate in rural areas but may have limited experience in some rural contexts. They demonstrate reasonable access to local networks and show awareness of the challenges in rural implementation.
- **0 points:** The bidder does not demonstrate the capacity to operate in rural areas effectively. Their response lacks evidence of understanding the unique challenges associated with rural project implementation.

A5. Approach and Methodology (35%)

This criterion evaluates the overall approach and methodology the bidder will use to implement the project. It will assess the bidder's plan for delivering the training program, including recruitment, delivery of both theoretical and practical components, and monitoring and evaluation of participants' progress.

Scoring Guide:

- **35 points:** The bidder provides a highly detailed and well-structured approach that covers all aspects of the project, from recruitment to training delivery and monitoring. The methodology is tailored to the specific context of rural areas and includes a clear plan for participant support and quality assurance.

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- **20 points:** The approach is solid and covers most aspects of the project in good detail. The methodology is appropriate for the rural context, though there may be minor gaps in some areas.
- **10 points:** The bidder's approach is adequate but lacks some detail. While the overall methodology is sound, there may be concerns about the execution of certain aspects, such as practical training or participant support.
- **0 points:** The approach is basic and lacks depth. There are significant gaps in how the training will be delivered, and the methodology may not be well-suited to the rural context.

RETURNABLE DOCUMENTS

The returnable to be included are as follows:

- (a) Proof of Accreditation with the relevant SETA/QCTO
- (b) Original valid Tax Clearance/Tax Pin Certificate (in terms of the Preferential Procurement Regulations, 2022).
- (c) Certified copy of VAT Registration Certificate (if VAT number is not included in tax clearance certificate where applicable),
- (d) Certified Copy of BBBEE – Either issued by a Verification Agency or a Sworn Affidavit.
- (e) Certified copy of Certificate of Incorporation (if tenderer is a Company),
- (f) Certified copy of Founding Statement (if tenderer is a Closed Corporation),
- (g) Certified copy of Partnership Agreement (if tenderer is a Partnership),
- (h) Certified copy of Identity Document (if tenderer is a One-man concern),
- (i) Company Resolution signed by all Members/ Directors, authorising the signatory to sign all documents.
- (j) Joint Venture Agreement (if tenderer is a Joint Venture),
- (k) Curriculum Vitae and Qualification and Professional Registration for all Professionals and Artisans.

DATA SHEET 1: AUTHORITY TO SIGN DOCUMENT

I/We*, the undersigned, am/are* duly authorised to sign the tender document on behalf of

.....

by virtue of the Articles of Association/Resolution of the Board of Directors*, of which a certified copy is attached, or

Full Name of Signatory:

Capacity of Signatory:

Signature:

Date:

Witnesses:-

(1) Full Name:

Signature:Date.....

(2) Full Name:

Signature:Date.....

* ***Delete whichever is inapplicable or complete as indicated if none are applicable.***

DATA SHEET 2: STATEMENT OF PREVIOUS EXPERIENCE

The nomination of works, preferably of a similar nature to the works in this contract and which the Tenderer has successfully completed, is invited for adjudication purposes.

Tenderers are hereby required to complete the schedule below in its entirety.

Alternatively, Tenderers without experience may submit statements from a person or persons or organisation as to their abilities and standing in support of their tender, for adjudication purposes.

Failure to comply with either of these requirements shall lead to disqualification.

Name of Company	Contact Person	Contact No.	Nature of Works	Value of Works and Duration

SIGNATURE

DATE.....

DATA SHEET 3: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee shareholder²):

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

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1MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal company.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Company of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of 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).
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars

.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars

.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, THE UNDERSIGNED, (NAME)

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

DATA SHEET 4: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This company Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by government entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the government entity's supply chain management system or committed any improper conduct in relation to such system.
 - b. been convicted for fraud or corruption during the past five years.
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 ***In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.***

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

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4.3.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the government entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED, (NAME)

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DATA SHEET 5:TENDER FORM

I/We, the undersigned, warrants that I am/We are duly authorized to submit this tender on behalf of the enterprise, certifies that the enterprise complies with all statutory and municipal requirements and that the information supplied in terms of this documents with additional information is correct and accurate and acknowledges that if the information supplied is found to be incorrect then SASOPSBIZ in addition to any remedies, it may have: may:-

- i. Recover from the Enterprise all costs, losses or damages incurred or sustained by SasopsBiz or its Client as result of the award of the contract, and /or
- ii. Cancel the contract and claim any damages which SASOPBIZ or its Client may suffer by having to make less favourable arrangements after such cancellations, and/or
- iii. Impose a penalty on the Enterprise as provided in the Tender Document, and/or
- iv. Take any other action as may be deemed necessary.

I/we further undertake to submit documentary proof regarding any tendering issue to the Company when so required.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly Authorised to sign on behalf of.....

Physical Address.....

.....

SIGNATURE.....DATE.....

DATA SHEET 6: B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

Notes to tenderer:

1. The tenderer shall submit proof of B-BBEE Status Level of Contributor by submitting a copy of a valid B-BBEE Verification Certificate issued in accordance with the Amended Construction Sector Code published in Notice 931 of 2017 of Government Gazette No. 41287 of 1 December 2017.

1. The certificate shall:
 - i. have been issued by a verification agency accredited by the South African National Accreditation System (SANAS); or
 - ii. in the case of an Exempted Micro Enterprise (EME) with a total annual revenue of R3 million and less, be in the form of a sworn affidavit, in respect of their ownership and annual turnover, for the year ending not earlier than 12 (twelve) months prior to the tender closing date; and
 - iii. have a date of issue not earlier than 12 (twelve) months prior to the tender closing date.

2. A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate. In addition, the consolidated B-BBEE Status Level Verification Certificate for unincorporated joint ventures shall only be applicable to this project (Tender No. to be indicated on the certificate).

3. An enterprise will qualify as an Exempted Micro Enterprise (EME) if it has a total annual revenue of R3 million or less, and is deemed to have the following B-BBEE Status in accordance with their black ownership levels: if less than 30% Black Owned then “**Level Five Contributor**”; if at least 30% Black Owned but less than 51% Black Owned then “**Level Four Contributor**”; if at least 51% Black Owned but less than 100% Black Owned, then “**Level Two Contributor**”; and if 100% Black Owned then “**Level One Contributor**”.

4. Tenderers are advised that any misrepresentation in the affidavits is a criminal offence.

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B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE) (Gazette Vol. 630 No. 41287) Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned, Full Name & Surname
Identity number

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name		
Trading Name (If Applicable):		
Registration Number		
Enterprise Physical Address:		
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):		
Nature of Business:	BEP (Built Environment Professional)	Contractor
		Supplier
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>a. who are citizens of the Republic of South Africa by birth or descent;</p> <p style="text-align: center;">or</p> <p>b. who became citizens of the Republic of South Africa by naturalisation-</p> <p style="margin-left: 20px;">i. before 27 April 1994; or</p> <p style="margin-left: 20px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>	
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <p>a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.</p> <p>b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.</p> <p>d) Black people living in rural and underdeveloped areas;</p> <p>e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>	

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Construction Sector Affidavit

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

BEP	R1.8 million
Contractor	R3.0 million
Supplier	R3.0 million

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

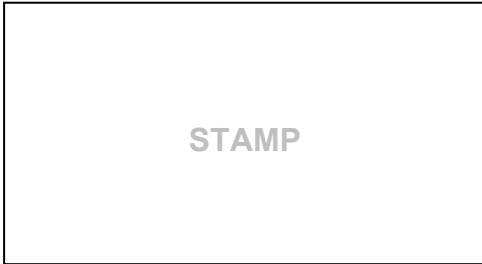
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of ___/___/_____, (dd/mm/yyyy) the annual Total Revenue was R3,000,000.00 (3 Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	Level Four (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	Level Five (80% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.

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5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.



Deponent Signature: _____

Date: ____/____/____

Signature of Commissioner of Oaths

FAILURE TO FULLY COMPLETE DATE AND SIGN THIS FORM WILL REUSLTS TO NON-AWARD OF PREFERENCE POINTS

ANNEXURE "A"
ALTERATIONS BY TENDERER

PAGE	SECTION OR ITEM	PROPOSED DEPARTURE/MODIFICATION

SIGNATURE..... DATE.....

ANNEXURE “B”

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

The tenderer is required to submit a copy of the Service Providers CIPC certificate, a **FULL CSD** report as well as **original certified copies** of all Members/ Directors/ Owners Identity Documents to be eligible to claim the above-prescribed Specific Goals Preference Points. These documents must be attached hereto.

Failure to submit the above will result in zero (0) points being awarded per goal.

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 Preference Point System shall be applicable.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	100

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Bidders must score themselves on the specific goals grid below:

Specific Goals	Description	Maximum Points	Bidders own Score
Demographics	Enterprise with at least 51% ownership by	Max Points = 12 points	
	1. Black People	6 points	
	2. Youth	2 points	
	3. Women	2 points	
	4. People with disability	2 points	
Locality	Locality within the KwaZulu Natal Province.	8 points	
	Total Preference Points (Specific Goals)	20 Points	

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals, if the bidder did not submit proof or documentation required to claim for specific goals 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 bid 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) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

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- (b) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (c) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (d) **“Highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.
- (e) **“Lowest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders.
- (f) **“price”** means amount of money tendered for good or services and includes all applicable taxes less all unconditional discounts.
- (g) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (h) **“Rand Value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation.
- (i) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (j) **“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.
- (k) **“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;

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:

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80/20

or

90/10

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

Where: -

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

3.2.1 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where: -

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = 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.

4.2 For the purpose of this tender points will be allocated in accordance with the specific goals as outlined in the Tender Document specification and must be supported by proof / documentation stated therein.

4.3 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

5. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%?

ii) The name of the sub-contractor.....

iii) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Co-operative owned by black people		
Black people who are military veterans		
Location of a Business Enterprise		

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm.....

6.2 VAT registration number.....

6.3 Company registration number.....

6.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

6.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

6.7 MUNICIPAL INFORMATION

Municipality where business is situated.....
Registered Account Number:
Stand Number:

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

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.2, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser 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 purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.

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- (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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES:

6. 2.
.....

.....

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

DATE:
.....

ADDRESS:
.....

ANNEXURE "C"

TAX CLEARANCE CERTIFICATE

Please attach hereto an Original Valid Tax Clearance Certificate (or Tax Compliance Status Verification Pin issued by SARS) as required in terms of Regulation 16 of the Preferential Procurement Regulations, 2022

ANNEXURE "D"

CIPC REGISTRATION CERTIFICATE

Please attach hereto proof of registration with the Companies and Intellectual Property Commission (CIPC)

ANNEXURE "E"

CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION REPORT

Please attach hereto proof of registration with the Central Supplier Database (CSD)