



South Coast Tourism & Investment Enterprise SOC (RF)  
 Address 16 Bisset Street, Port Shepstone,  
 4240, KwaZulu-Natal, South Africa  
 Phone +27 39 682 7944 / +27 39 682 3881  
 Facsimile +27 39 682 1034  
 Email info@sctie.co.za



WWW.SCTIE.CO.ZA

WWW.VISITKZNSOUTHCOAST.CO.ZA

**BID REQUEST FOR PROPOSAL FOR THE MANAGEMENT AND  
 IMPLEMENTATION OF SPECIFIC ACCREDITED LEARNERSHIPS,  
 APPRENTICESHIPS AND SKILLS TRAINING PROGRAMS FOR SOUTH COAST  
 TOURISM AND INVESTMENT ENTERPRISE FOR A 36-MONTH PERIOD**

**CONTRACT NO: SCTIE 2024/01**

NAME OF TENDERER:

CONTACT PERSON:

TELEPHONE N°:

FAX N°:

EMAIL ADDRESS:

ADDRESS:

TENDER SUM:

**TENDER CLOSES: 5 April 2024, at 10H00**

*Note: This bid document must NOT be separated or edited and must be bound*

*Annexures are to be attached to the back of the document.*

## Contents

SCTIE / MBD 1.....	5
SCTIE/ SBD 4 .....	7
SCTIE / MBD 6.1.....	10
TERMS OF REFERENCE.....	16
SCTIE /MBD 7.2.....	31
CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES .....	33
ATTACH COPY OF THE LATEST MUNICIPAL ACCOUNT OR AFFIDAVIT OR LEASE AGREEMENT .....	35
<b>FORM OF OFFER AND ACCEPTANCE.....</b>	<b>36</b>
A. OFFER .....	36
B. ACCEPTANCE .....	37
COMPANY REGISTRATION DOCUMENTS .....	38
TAX REFERENCE PIN .....	39
CENTRAL SUPPLIER DATABASE REPORT .....	40
WORKMAN’S COMPENSATION COMPLIANCE CERTIFICATE .....	41
SPECIFIC GOALS SUPPORTING DOCUMENTS.....	42
EXPERIENCE OF BIDDER IN SIMILAR PROJECTS (LETTERS OF AWARD).....	43
PROJECT MANAGEMENT EXPERIENCE (REFERENCE LETTERS OR LETTERS OF CONFIRMATION FROM SETA).....	44
MENTORSHIP (CONFIRMATION OR COMMITMENT LETTERS ON COMPANY LETTERHEAD) .....	45
PRICING SCHEDULE.....	46



## BID NOTICE: SCTIE 2024/01

**SOUTH COAST TOURISM & INVESTMENT ENTERPRISE (SCTIE) REQUESTS SUBMISSION OF BIDS FOR THE MANAGEMENT AND IMPLEMENTATION OF SPECIFIC ACCREDITED LEARNERSHIPS, APPRENTICESHIPS AND SKILLS TRAINING PROGRAMS FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR A 36-MONTH PERIOD**

Bids are hereby invited from suitably qualified and compliant bidders for the **PROVISION OF MANAGEMENT AND IMPLEMENTATION OF SPECIFIC ACCREDITED LEARNERSHIPS, APPRENTICESHIPS AND SKILLS TRAINING PROGRAMS FOR SOUTH COAST TOURISM & INVESTMENT ENTERPRISES (SCTIE) FOR A 36-MONTH PERIOD.**

Service providers or companies responding to this bid are advised to ensure that they are compliant with all related legislation and essential criteria pertaining to the individual business requirements as well as National Treasury regulations eg: Central Supplier Database registrations.

**A Compulsory Bid Briefing session will be held on Monday 11 March 2024 at the Port Shepstone Civic Centre at 10H00. No late entry will be allowed.**

**Bids will be evaluated on functionality, price and preference.**

Minimum points of 70% must be obtained for functionality eligibility. Bids scoring less than 70% will not be evaluated further. The following, will form criteria utilised for functionality assessment:

- Experience
- Project Management Experience
- Proof of Provision of Mentorship

**The 80/20 preference point system shall be applied during the evaluation and adjudication of the Bid proposal.**

SPECIFIC GOALS	POINTS	VERIFICATION DOCUMENTS
Local Companies within Ugu District Municipality	<b>10</b>	Utilities: Company (Rates statement, Water Account, Lease Agreement or in case of business operating in the rural areas, an affidavit)
Local companies within KwaZulu-Natal	4	Utilities: Company (Rates statement, Water Account, Councillors proof of residence) Existing lease agreement of Proof of residence of Company issued by relevant Municipality)
Other	3	Utilities: Company (Rates statement, Water Account, Councillors proof of residence) Existing lease agreement of Proof of residence of Company issued by relevant Municipality)
An EME or QSE which is at least 100% owned by black people	<b>5</b>	Sworn Affidavit and Company Registration documents issued by CIPC and Shareholder certificate
An EME or QSE which is at least 51% but less than 100% owned by black people	4	
An EME or QSE which is 50% or less owned by black people	3	
100% owned by Woman/Youth/Disable	<b>5</b>	Sworn Affidavit and Company Registration documents issued by CIPC

Bids need to comprise **one master and 3 exact paper copies** and need to be completed in accordance with the conditions indicated in the bid document, must be bound, sealed and marked with the relevant contract number and deposited in the official tender box at the reception of South Coast Tourism & Investment Enterprise 16 Bisset Street, Port Shepstone, not later than 10h00 on Friday 05 April 2024 at which time bids will be opened in public.

Bids that are submitted late, incomplete, unsigned, edited, unbound, by facsimile, electronically, or not completed in black ink on original bid documents will be rejected and not accepted for further evaluation. Bids submitted are to hold good for a period of 90 days.

The bid document will be available at <https://www.sctie.co.za/open-tenders/>

All bid enquiries are to be directed in writing to the Supply Chain Officer via email: [Lihle@sctie.co.za](mailto:Lihle@sctie.co.za)

The Company reserves the right not to accept the lowest proposal or any proposal and reserves the right to accept the whole or part of the proposal, or to reject all proposals and cancel this notice.

**Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations state that the Entity may not make any award to a person who is in the service of the State.**

DEBORAH LUDICK  
MANAGER: FINANCE, HR AND ADMIN  
SOUTH COAST TOURISM & INVESTMENT ENTERPRISE (SOC)RF

**PART A:  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH COAST TOURISM &amp; INVESTMENT ENTERPRISE</b>					
BID NUMBER:	SCTIE 2024/01	CLOSING DATE:	5 APRIL 2024	CLOSING TIME:	10H00
DESCRIPTION	<b>REQUEST FOR PROPOSALS FOR THE IMPLEMENTATION AND MANAGEMENT OF SPECIFIC ACCREDITED LEARNERSHIPS, APPRENTICESHIPS AND SKILLS TRAINING PROGRAMS FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR A PERIOD OF THIRTY-SIX (36) MONTHS</b>				

<b>SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE</b>					
<b>16 BISSET STREET</b>					
<b>PORT SHEPSTONE, 4240</b>					
<b>SUPPLIER INFORMATION</b>					
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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	Yes	
	No			No	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS ISERVICES IWORKS OFFERED?	Yes	No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS ISERVICES IWORKS OFFERED?	Yes	No
	[IF YES ENCLOSE PROOF]			[IF YES, ANSWER PART B:3 ]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SCM Unit		CONTACT PERSON	Lihle Ncane	
CONTACT PERSON	Lihle Ncane		TELEPHONE NUMBER	039 682 7944	
TELEPHONE NUMBER	039 682 7944		FACSIMILE NUMBER	039 682 1034	
FACSIMILE NUMBER	039 682 1034		E-MAIL ADDRESS	<a href="mailto:Lihle@sctie.co.za">Lihle@sctie.co.za</a>	
E-MAIL ADDRESS	<a href="mailto:Lihle@sctie.co.za">Lihle@sctie.co.za</a>				

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
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)
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2023, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS AND ARE REQUIRED TO SUBMIT VALID TAX CLEARANCE CERTIFICATE.
2.2. IN BIDS WHERE CONSORTIA   JOINT VENTURES   SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED**.....

**DATE:**.....

**Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.**

- Company registration documents
- Certified ID documents of directors/owners/members/shareholders
- SARS Tax Pin on SARS letterhead Tax clearance verification
- Documents supporting claim to Specific Goals points
- Company Profile, Qualifications, Curriculum Vitae
- Declarations, all completed and signed
- Workman’s Compensation Compliance Certificate
- Joint Venture agreement (where applicable)
- One master and 3 exact copies of the Bidder’s Proposal
- National Treasury Central Suppliers Database registration report
- Statements of accounts for municipal rates or taxes – no arrears
- Every page must be initialled
- Ensure that where there is space for a Name, Title, Position etc in the document, that this is completed
- The Bid Document and pagination must NOT be altered/retyped.

**NB: Original Certified copies must be within 3 months of certification by the commissioner of oaths.**

**BIDDER'S DISCLOSURE**

**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 in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 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 the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.



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

**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

.....  
Name of Bidder

.....  
Position

*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*

**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, TENDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

---

**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 **80/20** preference point system.
- 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>	<b>100</b>

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 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 TENDERERS: *The Tenderer MUST indicate how they claim for each preference point system in the table***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state) PART A B	Number of points allocated (80/20 system) (To be completed by the organ of state) PART A B	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Ownership:</b>				
BBBEE Level 1				
BBBEE Level 2				
BBBEE Level 3-8				
<b>Empowerment</b>				
1. an EME or QSE which is at least 100% owned by black people;		<b>10</b>		
2. an EME or QSE which is at least 51% owned by black people;		<b>8</b>		
3. an EME or QSE which is at 25% - 50% owned by black people;		<b>6</b>		
<b>RDP</b>				
1. Enterprise Located within the District Municipality - Rural		<b>5</b>		
2. Enterprise Located within the District Municipality - Urban		<b>4</b>		
2. Enterprise Located within the Province		<b>3</b>		
<b>100% owned by:</b>				
Woman/Youth/Disable		<b>5</b>		

**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
- 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
- (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>	.....
	.....

## TERMS OF REFERENCE

### MANAGEMENT AND IMPLEMENTATION OF SPECIFIC ACCREDITED LEARNERSHIPS, APPRENTICESHIPS AND SKILLS TRAINING PROGRAMS FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR A 36-MONTH PERIOD

#### 1. BACKGROUND

South Coast Tourism & Investment Enterprise (RF) SOC (SCTIE) is a municipal entity, wholly controlled by Ugu District Municipality. As a State-Owned Entity SCTIE is regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003.

#### 2. SCTIE MANDATE

SCTIE is mandated to drive the economy of Ugu District through positioning it as a tourism and investment destination. As the official economic development arm of Ugu District, the responsibility of SCTIE is to proactively identify and unlock the full tourism, trade and investment potential of the region. This involves engaging with all the role players and stakeholders to attract tourists and assist investors looking to branch out into the district uncovered opportunities.

#### 3. MISSION STATEMENT

*SCTIE aims to develop and promote an inclusive and sustainable economy that is beneficial to all citizens within Ugu district municipal areas.*

#### 4. NATIONAL SKILLS FUND

Through an application to the National Skills Fund (NSF), SCTIE has provisionally been awarded funds to implement a range of Skills Training Programs which will benefit a total of 1415 (One thousand four hundred and fifteen) recipients in the Ugu District.

The implementation of this bid will be **subject to the final confirmation received by the NSF within their requirements, and the signing of their Memorandum of Agreement.**

#### 5. SKILLS TRAINING PROGRAM OBJECTIVES

The overall objective is to address unemployment through developing skills and capacity of beneficiaries to ensure they are employable.

The specific focus will be on unemployed youth, women, and disadvantaged communities.

**The program will seek to achieve the following specific objectives:**

- To have 1415 beneficiaries undergoing training interventions
- To target unemployed beneficiaries from the communities or any other unemployment database.
- To increase and improve employability of the beneficiaries.
- Link the beneficiaries with on job training programs and access to markets.
- Youth integration into the labour market.



## 6. TRAINING PROGRAMS REQUIRED

### 6.1. SAQA based Training Programs:

No.	Program	SAQA #	No. participants
1	Plant Production	49009	150
2	Poultry Production	49578	75
3	Macadamia Production	48892	75
4	Tea Tree production	49009	30
5	Banana Farming	49009	75
6	Landscaping	66649	30
7	Flower Arranging	21027	30
8	Environmental Practice	50309	50
9	Local Economic Development	36436	50
10	Water Reticulation	60189	100
11	Water and Waste Treatment and Process Control Supervision	61709	100
12	Water and Wastewater Control	60190	75
<b>Sub – Total (i)</b>			<b>840</b>

### 6.2. SAQA based Apprenticeship Programs:

No.	Program	SAQA #	No. participants
1	Plumbing	91782	30
2	Fitter & Turner	94020	30
3	Welding application	57887	30
4	Bricklaying & Plastering	93627	30
5	Carpentry	94022	30
<b>Sub – Total (ii)</b>			<b>150</b>

### 6.3. SAQA based Skills Programs:

1	Professional Cookery	14111	50
2	Hospitality Reception	64469	75
3	Customer Services	246740	50
4	Fast Food Services	14115	25
5	Information Technology Technical Support	78964	50
6	Road Works	24173	75
7	New Venture Creation	66249	100
<b>Sub – Total (iii)</b>			<b>425</b>
<b>Total for all Programs</b>			<b>1415</b>

## 7. SCOPE AND EXTENT OF WORK

SCTIE is seeking the services of an experienced Company / Project Manager, to coordinate training and certification of candidates across four local municipalities (i.e., Umdoni, Umzumbe, Ray Nkonyeni and Umuziwabantu). The Project Manager will be responsible for the following results area (s) outlined in three project stages:

### 1) Stage 1 – Project planning

The objective of the project planning stage will be for the Project Manager to lay the groundwork for successful implementation of the program. This will include validating the Scope, Objectives, Activities and Terms of Reference, ensuring that all necessary arrangements are in place for sound program implementation. The Planning Phase will culminate in a final Business Plan, a detailed Project Implementation Plan and the detailed costing in the templates prescribed by the NSF.

The Project Implementation Plan should amongst other things include a set of activities for each phase or key results of the project, with timelines showing when each project stage and activity will start and finish. Furthermore, the project implementation plan will also provide levels of input and per activity including but not limited to the following:

- i. Selection of Accredited training institutions/service providers or site (*To be vetted by the NSF*)
- ii. The manner in which modules will be structured.
- iii. How classroom activities will be rolled out.
- iv. How practical training and simulations will be rolled out.
- v. The plan to roll out workplace experience / on-job training.
- vi. Time to be spent in classroom, practical and workplace training.
- vii. Timing for registration of participants onto SETA system.
- viii. Potential workplaces for on-job/ experiential training.
- ix. Coordination of participants attendance.
- x. Develop and roll out of an Induction Manual, to include compliance training i.e Induction, OHS, SHE reps and First Aiders
- xi. Management of Occupational Health and Safety compliance and reporting thereof
- xii. Personal Protective Equipment items to be purchased per participants, distribution and keeping evidence thereof.
- xiii. List of tools, distribution and keeping of evidence.
- xiv. Delivery and safe keeping of consumables and training material.
- xv. Submission of monthly, quarterly and annual progress reports.
- xvi. Managing of risks.
- xvii. Managing dropouts.
- xviii. Ensuring that suitable financial record keeping, procurement and reporting systems are in place for monthly, quarterly and annual financial reporting requirements.

## 2) Stage 2 – Project implementation

During this phase the Project Manager will be expected to:

- i. Contracting or appointment of Accredited Training Institutions, Service providers and venues.
- ii. Recruit and contract project participants
- iii. Generate Risk assessment report, develop the OHS plan and file,
- iv. Implement functional and compliance training (Induction, Basic – non accredited training Occupational Health and Safety, accredited First Aider and SHE representative training
- v. Implement all components of training project (theory, practical and simulation, workplace experience training.)
- vi. Implement all project deliverables and activities, facilitate procurement, compliance, reporting and evidence keeping, risk management, OHS compliance, coordination, time management, conduct project advisory committee meetings and submission of SETA moderation reports and declare all competent participants, issuing of competency certificates/ statements of results to participants and certificate handover ceremonies.
- vii. The Project Manager must ensure that all stakeholders are properly briefed and receive all relevant handover material and presentation request well in advance of the actual ceremony.
- viii. Monthly, quarterly and annual financial reporting and program progress reporting according to the NSF requirements.

## 3) Reporting Stage 3 – Project close out.

During this phase the Project Manager must indicate how they plan to coordinate project wrap-up activities, which will capture all components of the program including but not limited to:

- i. Development and submission of project completion report, lessons learned sessions and feedback on challenges, supported by areas of improvements etc.
- ii. Submission of all outstanding evidence for milestones achieved.
- iii. Handover all projects records and evidence for all project activities from inception to completion, which will be retained by SCTIE.

## 8. PROJECT KEY RESULTS AREAS

### 8.1. RESULTS AREA 1: Consultations, development, and submission of the Business Plan

The appointed Project Manager shall

- i. consult with the relevant, municipal officials and all other relevant stakeholders on the confirmation of deliverables, activities and the project roll out plan.
- ii. Submit the business plan and training will only commence on the approval of the Business Plan.
- iii. Submit the Project Implementation Plan together with the detailed costing in the templates provided for by the entity

## **8.2. RESULTS AREA 2: SHEQ Compliance and Management**

The appointed Project Manager shall in consultation with the relevant District Health Safety Compliance Officer undertake to:

- i. Obtain the EP-OHS specification(s)
- ii. Development and management of OHS plan and OHS file per site
- iii. Provide non accredited Occupational Health and Safety training prior and during implementation and also perform the following:
  - a. Establishment and appointment of OHS Committees per site
  - b. Provide support structure to OHS Committees
  - c. Collate quarterly OHS reports per project.
  - d. Provide or develop HIRA and SWP for the project
  - e. Incident management and reporting
  - f. Risk management and reporting
  - g. Conduct one day induction training using induction manual
  - h. Provide accredited SHE Rep training to 3 participants per site (make contingency of re-training in the case of drop-outs). Refresher training to be done within 18 months where applicable
  - i. Provide accredited First Aider training to 3 participants per site (make contingency of re-training in the case of drop-outs). Refresher training to be done within 18 months where applicable
  - j. The Project Manager to conduct venue risk assessment
  - k. Depending on the training program, establish whether a participant may be required to perform pre-medical screening through a public facility.

## **8.3. RESULTS AREA 3: Recruitment of project participants**

Working with SCTIE, the Project Manager shall conduct the recruitment of project participants in the areas provided as the project area/site. The following guidelines should also be observed.

- a. The entry requirement into the qualification and proof where necessary
- b. Only unemployed participants to be recruited, according to an agreed criteria
- c. Advertisement of opportunities in the municipalities/ project area/site for a period not less than 14 days.
- d. No municipality lists to be entertained.
- e. Only South African citizens with valid Identity Document shall be considered.
- f. Department of Labour local centres unemployment list is considered where necessary.
- g. Depending on the training program, a participant may be required to perform pre-medical screening.

#### **8.4. RESULTS AREA 4: Sourcing of training venues**

The Project Manager shall source training venues for the implementation of training in walking distance and/or not more than a 30km radius to the site.

- a. Project specification to provide the exact number of participants to be trained per project site, which will be approved by SCTIE.
- b. Training venues to be conducive for learning
- c. Training venues to have both chairs and desks for all participants
- d. Training venues to have running water, ablution facilities and electricity
- e. Enough toilet paper rolls to be provided everyday

#### **8.5. RESULTS AREA 5: Provision of PPE for all project participants**

The Project Manager shall provide a comprehensive list with specifications of Personal Protective Equipment for all project participants, where applicable, which SCTIE will manage the procurement process thereof.

#### **8.6. RESULT AREA 6: Registration of project participants with relevant SETA and or quality assuring body**

The Project Manager shall conduct registration of project participants with relevant SETA's and or quality assuring body and provide proof to SCTIE.

#### **8.7. RESULTS AREA 7: Provision of start-up tools for all project participants**

The Project Manager shall provide a comprehensive list with specifications of start-up tools for project participants, where applicable. SCTIE will manage the procurement process thereof.

The Project Manager will:

- i. Allocate the startup tools during the implementation of training where such tools are necessary.
- ii. Will have the responsibility of safety of start-up tools
- iii. To hand over the startup tools to participants at project conclusion.

#### **8.8. RESULTS AREA 8: Provision of consumables**

The Project Manager shall be expected to provide for all the daily consumables necessary for the implementation of training, this shall be project specific and should be enough throughout the project duration. This includes all the materials and equipment purchased or hired needed during the classroom, practical and simulations activities as prescribed by the relevant quality assuring bodies.

### **8.9. RESULTS AREA 9: Provision of study material**

The Project Manager shall be expected to provide for all necessary study material for the implementation of training for each project participant. Each project participant must receive his/her own material which covers all the unit standards/modules of the course. (No sharing of study material shall be accepted). Study material must be neatly packaged and should be in the sequence in which the training shall be rolled out and also cover all the modules of the course. No loose papers shall be accepted as the learner manual. This shall include the provision of Portfolio of Evidence material and also for Logbooks.

### **8.10. RESULT AREA 10: Implementation of training theory/classroom**

The Project Manager shall ensure that theory for all the modules of the skills program/qualifications and the cost for such shall be provided for in the bid price. Portfolio of evidence shall be complete for all modules/unit standards completed, assessed and moderated.

### **8.11. RESULT AREA 11: Implementation of practical and simulation**

The Project Manager shall ensure that all practical and simulation for all the modules of the skills programme/qualifications and the cost for such shall be provided for in the bid price. Portfolio of evidence shall be complete for all modules/unit standards completed, assessed and moderated.

### **8.12. RESULT AREA 12: Roll out of the workplace experience training**

The Project Manager shall coordinate and provide for workplace experience training. In a case of inhouse training, Project Manager to consult the relevant SETA, QCTO or relevant quality assuring body for such arrangement and obtain approval for the preferred option which should be endorsed by the NSF. The cost for coordination, provision and placement in the workplaces to be included in the bid price

**8.13. RESULT AREA 13: Project monthly progress report**

The Project Manager shall prepare and submit the monthly progress report in the format prescribed by SCTIE and the NSF, administration of such reports to be included in the bid price. The Project Manager must provide progress reports per result area on a monthly basis or as and when required by SCTIE and responsible for the following:

- a. Daily attendance register
- b. Pictures and videos taken during implementation of project.
- c. Provide records of all project participants.
- d. Registrations forms of participants
- e. Certified and valid Identity documents for all participants
- f. Bank details and bank account confirmation letters for all participants

All other relevant progress report evidence required by SCTIE shall be complied to. Such includes but not limited OHS monthly reports, SMMEs used each month, number of participants declared competent, etc.

**8.14. RESULT AREA 14: Administration of project stipend, UIF contribution and COIDA**

The Project Manager shall coordinate the attendance registers, and such shall be submitted timeously to SCTIE together with the monthly progress reports. The template for the daily register will be formulated and shall be used to determine the monthly stipend paid to each participant by SCTIE.

SCTIE shall ensure the participants' UIF registration with the Department of Employment and Labour and also pay and obtain the letter of Good Standing for the project duration.

**8.15. RESULTS AREA 15: Financial administration of the project**

The Project Manager shall be responsible for providing details of;

- a. All financial transactions undertaken by the Bidder for the duration of this project.
- b. monthly, quarterly and annual Income and Expenditure reports.
- c. relevant supporting documentation for invoices paid
- d. bank reconciliations
- e. Will be bound by the same terms and conditions as SCTIE in terms of the NSF Memorandum of Agreement.

**8.16. RESULT AREA 16: Project coordination, stakeholder engagements and review meetings**

The Project Manager shall be responsible for all project coordination, organize and lead bimonthly project advisory meetings within the District, and attend quarterly review meetings and one yearly performance reviews conducted in the SCTIE Head office.

**8.17. RESULT AREA 17: Submission/ Issuing of certificates for all project participants declared competent**

The Project Manager shall obtain at minimum of 100% competency rate in all the project participants. The level of dropouts should be maintained by ensuring recruitment of participants that are interested in the course and also meeting the entry requirements. Competent project participants to be issued with their competency certificates/statement of results. Facilitate the certificate handover ceremony. The Project Manager will forfeit 10% of Phase 2 budget in the case where less than 80% competency rate is achieved.

**8.18. RESULT AREA 18: Submission of evidence for participants declared competent**

The Project Manager shall be responsible for submission of evidence for participants declared competent immediately after the SETA/Skills Development bodies moderation report has been concluded. Submission of evidence for participants declared competent should be provided through the spreadsheet template provided by SCTIE supported by either of the following

- a. SETA/Skills Development bodies moderation report
- b. Statement of Results (SORs)
- c. SETA/Skills Development competency certificates

Evidence for participants declared competent should be submitted at the year in which the certificate was issued (refer to certificate date of issue) or the year in which the moderation report was done. Failure to submit evidence in the year in which the certificate was issued (refer to certificate date of issue) or the year in which the moderation report was done will compel SCTIE to impose 10% penalty of stage 2 project fee (quoted by the bidder)

**8.19. RESULT AREA 19: Submission of Training Project completion report**

Project Manager shall submit the training project completion report in the format prescribed by SCTIE (NSF approved) for the approval and payment of the final invoice.

**8.20. RESULT AREA 20: Other Terms & Conditions**

The Service Provider will be bound to operate under the same terms and conditions as outlined in the Memorandum of Agreement (MoA), between the NSF and SCTIE once signed.



**9. Functionality Score – Criteria – Three stage process:**

**9.1.** This tender is based on functionality, price and preference. Therefore, bidders must ensure all evidence is supplied. All bids will be scored according to the following functionality criteria,

**9.1.1.Stage 1:**

- Any bids received scoring below 70% will be invalid and not considered further.

**9.1.2.Stage 2:**

- All bidders scoring 70% and above in stage 1, will be vetted by NSF on their accreditation and facilities.
- All bidders must be compliant with NSF Vetting.

**9.1.3.Stage 3:**

- Only bidders with approved vetting by the NSF will be considered for stage 3 being the Preferential Points and Price calculation

**9.2.** All evidence submitted must be in hardcopy. No electronic files will be accepted for review.

**9.3.** The evaluation panel will evaluate proposals according to the Supply Chain Management Policy. However, SCTIE is insistent that the successful appointee meets the following in that they **MUST** have provable experience and supply evidence in terms of the following:

Functionality assessment will be conducted as follows. Bidders that score less than 70% will not be evaluated further.

ASPECT	CRITERIA	VERIFICATION METHOD	POINTS		
<b>Experience</b>	Bidders must have experience in managing similar projects	Award letters -Status report if project in progress -Closeout report on successful completion of the project	Seven (7) letters of awards	<b>35</b>	
<b>Project Management</b>	Proven track record in managing or leading multiple training service providers in different disciplines	Reference letters or confirmation letters from SETA	Five (5) letters of award	25	
			Less than five (5) letters of award	15	
			Five (05) reference letters / SETA confirmation letters	<b>30</b>	
			Three (03) reference letters / SETA confirmation letters	20	
<b>Mentorship</b>	Student workplace experience placements.  (This covers placement, mentorship and supervision of beneficiaries' practical components of training)	Signed confirmation letters / letters of commitment on a Company Letterhead to participate and provide support to beneficiaries requiring practical training / mentorship and workplace experience as part of the program	24 of 24 - All training fields covered	<b>15</b>	
			20 - 23 of 24 - All training fields covered		10
			16 - 20 of 24 - All training fields covered		8
			Less than 15 of - All training fields covered		5
<b>Presentation</b>	Implementation and management of the project			<b>20</b>	
<b>TOTAL POINTS</b>				<b>100</b>	

**10. Mandatory Requirements:**

If a bidder does not comply fully with each of the mandatory requirements, it shall be regarded as mandatory non-compliance and the bid SHALL be disqualified. No “unanswered” questions will be allowed. If a response to a question has been indicated as complied to but not elaborated upon or substantiated, the bidder will receive less points for that particular requirement.

Any bidder who scores less than 70% on Stage 1 functionality will be automatically disqualified.

**Only bidders compliant with NSF vetting will proceed to stage 3 being the preferential points and price calculation.**

**11. Evaluation**

The bid will be subject to the 80/20 preference points principal, 80 points for price and 20 points for empowerment / social economic goals, subject to having successfully achieved the 80% functionality criteria.

<b>Factor</b>	<b>Points</b>
<b>Price Points</b>	<b>80</b>
<b>Preference points for BBEE</b>	<b>20</b>
<b>Total</b>	<b>100</b>

## 12. Contract Period

The Training Project contract shall be for a period not exceeding thirty-six (36) months from the date of appointment. Thereafter, project closeout reports will be required for final submission within 8 weeks.

## 13. Briefing Session

13.1. A **compulsory briefing session** will be **Monday the 11th March 2024, at 10H00 at the Port Shepstone Civic Centre. No late entry will be allowed**

13.2. It is the Bidders responsibility to:

13.2.1. Download the bid document prior to the meeting

13.2.2. Late comers will not be granted access to the meeting

13.3. All questions relating to the bid after the briefing session, must be e-mailed to: Thembalihle Ncane on [lihle@sctie.co.za](mailto:lihle@sctie.co.za) - No telephonic communications will be allowed.

13.4. The cut-off date for questions will be the 22 March 2024 at 10h00 – whereafter no further communication will be entered.

## 14. TERMINATION OF SERVICE

The stipulations of the Supply Chain Management Policies and Procedures and General Conditions of contract apply in particular to cases of any failure with any of the conditions of contract, or where an unsatisfactory service is rendered. The contract is **NOT** automatically renewable.

NOTE: Any amendment(s) or waiving from the stipulations of this contract must occur in writing by mutual consent with parties.

## 15. MINIMUM SPECIFICATIONS

These specifications are only minimum specifications. Any shortcomings in the specifications should be pointed out in the quote/bid and provided for in the price. Any additional costs incurred by the service provider because of shortcomings in the quote specifications will be for the service provider's own account.

## 16. COMPLIANCE

Where necessary the service provider must attach explanatory information reference to a paragraph number. The service provider must fully describe how the required functionality will be achieved. Failure to provide sufficient information may disqualify the service provider. Any condition imposed by the service provider that is restrictive or contrary to any part of this tender will automatically disqualify the service provider.

## 17. BID PRICE

Please give all the prices, itemized as far as possible, and indicating prices including Value Added Tax (VAT).

## 18. BID FORMAT

1 (one) original bid and 3 exact copies must be submitted in the following format: -

- must be SIGNED IN BLACK INK by an authorized employee, agent or representative of the Bidder and all pages of the Bid must be initialed
- Bid response and supporting documents must be neatly bound in one file.
- Any changes to the original bid document will automatically disqualify your bid.
- The written delegation of authority to sign all documents must form part of the Bid.
- All documents as required MUST be included in the bid in order for the bid to be considered.

**South Coast Tourism & Investment Enterprise (SOC) RF reserves the right to investigate and verify all the information supplied by the bidder.**

## 19. MEETINGS

The successful service provider must make themselves available for regular progress or update meetings with the SCTIE management.

## 20. OWNERSHIP

All documents, materials, data, assets and information in whatever format (whether hard copy, digital, video or otherwise) produced as part of the successful bid during the contract period will be the property and copyright of South Coast Tourism & Investment Enterprise and will be handed over within the stipulated time should a new supplier be appointed.

## 21. CRITERIA FOR AWARDING CONTRACT

- **Contracting**

Acceptance of the successful bidder's Proposal is subject to entering a formal written and signed Service Level Agreement with South Coast Tourism & Investment Enterprise, which Agreement will contain the terms of the contract between the parties.

- **Methodology**

Bidders are required to describe in detail the methodology to be employed, which is required to illustrate what approach will be taken and why this approach is believed to be the best suited to achieve the project objectives

**22. DOMICILIUM**

The parties hereby choose as their *domicilium citandi et executandi* for the service of notices and legal document the following street addresses:

**Bidder:**

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

Tel Number .....

**South Coast Tourism & Investment Enterprise**

Manager: Finance, HR & Admin  
16 Bisset Street  
Port Shepstone  
4240

**23. CONTACT DETAILS**

The following person may be contacted for more information, in writing no later than 22 March 2024:

Ms T Ncane  
E-mail : Lihle@sctie.co.za  
Tel: 039 682 7944

**I/We hereby declare that all the information supplied is true and exact.**

\_\_\_\_\_  
SIGNATURE of Bidder

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
Name

\_\_\_\_\_  
Witness Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*If it is found that any of the above-mentioned information provided is false, the Company reserves the right to terminate this contract with immediate effect. The Company may VET the successful bidder.*

**CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder’s past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

FULL NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

..... Signature	<b>WITNESS</b>  ..... Name
--------------------	-------------------------------------

CONTRACT FORM - RENDERING OF SERVICES

**PART 2 (TO BE FILLED IN BY THE PURCHASER – SCTIE)**

- 1. I..... in my capacity as ..... accept your bid under reference number ..... dated .....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating service delivery instructions is forthcoming.
- 3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<i>DESCRIPTION OF SERVICE</i>	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	BBBEE STATUS LEVEL	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

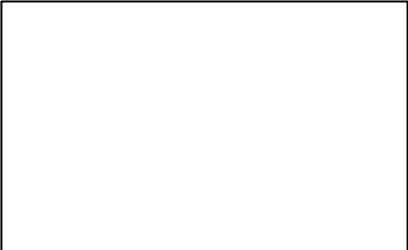
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....2024

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESS
.....
Signature
.....
Name



**CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES  
DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56**

**OF 2003)** - (To be signed in the presence of a Commissioner of Oaths)

**\*FAILURE TO SUBMIT ANY PROOF AS REQUIRED, WILL INVALIDATE THE TENDER**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to Ugu District Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct.

The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified.

Director / Shareholder /partner.....

Physical /residential address of the Director /shareholder / partner.....

Municipal Account number(s).....

Director / Shareholder / partner.....

Physical /residential address of the Director /shareholder / partner.....

Municipal Account number(s).....

Physical address of the Business.....

Municipal Account number(s).....

.....	.....	.....
Signature	Position	Date

**NB: Bidders who reside/whose businesses are situated in the rural area and are not liable for any Municipal Payment for Services MUST submit an Affidavit (SAPS) in confirmation of their declaration.**

**NB: Bidders who are tenants and are not liable for any Municipal Payment for Services MUST submit a valid Lease Agreement**

**NB: Bidders who reside/operating their businesses in a property situated in an urban/ township area that they do not own or rent MUST submit the Municipal Account for the owner and an Affidavit from the owner confirming same.**

**COMMISSIONER OF OATHS**

Signed and sworn to before me at....., on this .....day of .....2024

by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

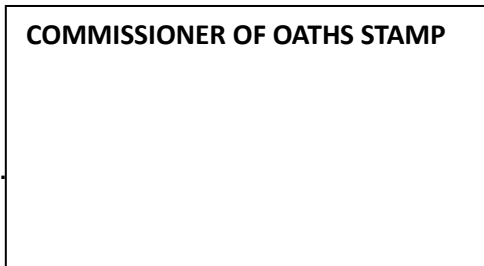
**COMMISSIONER OF OATHS:-**

Name & Surname.....

Signature.....

Position: .....

Address:.....



**ATTACH COPY OF THE LATEST MUNICIPAL ACCOUNT OR AFFIDAVIT OR LEASE AGREEMENT**

*[Failure of a Bidder to submit this will invalidate the bid]*

# FORM OF OFFER AND ACCEPTANCE

## A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**BID REQUEST FOR PROPOSAL FOR THE MANAGEMENT AND IMPLEMENTATION OF SPECIFIC ACCREDITED LEARNERSHIPS, APPRENTICESHIPS AND SKILLS TRAINING PROGRAMS FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR A 36-MONTH PERIOD**

**CONTRACT NO: SCTIE 2024/01**

The Bidder, identified in the Offer Signature block below, has examined the documents listed in the Specifications and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is: ***(AS PER THE PRICING SCHEDULE)***

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature:** *(of person authorized to sign the bidder):* .....

**Name:** *(of signatory in capitals):* .....

**Capacity:** *(of Signatory):* .....

**Name of Bidder:** *(organisation):* .....

**Address:** .....

**Telephone number:** ..... **Fax number:** .....

**Witness**

**Signature:** .....

**Name:** *(in capitals):* ..... **Date:** .....

***[Failure of a Bidder to fully complete and sign this form will invalidate the bid]***

## B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

Part 1 Agreement, and Specifications (Agreement to be finalised after award)

Part 2 Pricing Schedule

and the schedules, forms and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Specifications and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

**Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.**

Signature: .....

Name: *(in capitals)* .....

Capacity: .....

Name of Employer (*organisation*).....

Address: .....

**Witness:**

Signature: .....

Name: .....

Date: .....

# COMPANY REGISTRATION DOCUMENTS

[Failure to submit will disqualify bid]

## TAX REFERENCE PIN

[Failure to submit will disqualify bid]

# CENTRAL SUPPLIER DATABASE REPORT

[Failure to submit will disqualify bid]



# WORKMAN'S COMPENSATION COMPLIANCE CERTIFICATE

[Failure to submit will disqualify bid]

## **SPECIFIC GOALS SUPPORTING DOCUMENTS**

[No points will be awarded if not submitted]

## EXPERIENCE OF BIDDER IN SIMILAR PROJECTS (LETTERS OF AWARD)

[No points will be awarded if not submitted]

## **PROJECT MANAGEMENT EXPERIENCE (REFERENCE LETTERS OR LETTERS OF CONFIRMATION FROM SETA)**

[No points will be awarded if not submitted]

## **MENTORSHIP (CONFIRMATION OR COMMITMENT LETTERS ON COMPANY LETTERHEAD)**

[No points will be awarded if not submitted]

## PRICING SCHEDULE

[Failure to submit will disqualify bid]