



South Coast Tourism & Investment Enterprise SOC (RF)

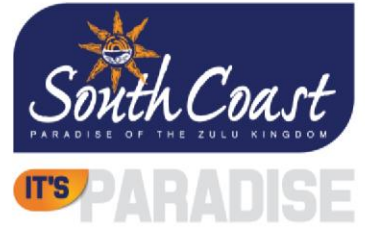
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**INVITATION FOR BIDDERS TO SERVE IN A PANEL OF CONSULTANTS RESPONSIBLE FOR THE
IDENTIFICATION, PACKAGING AND SOURCING OF FUNDING FOR SKILLS PROGRAMMES & THE
IMPLEMENTATION OF ACCREDITED TRAINING SERVICES FOR SOUTH COAST TOURISM AND
INVESTMENT ENTERPRISE FOR A 36-MONTH PERIOD**

TENDER NUMBER: SCTIE 02/2026

COMPANY NAME _____

ADDRESS: _____

CONTACT NO.: _____

FAX: _____

CLOSING DATE: 24 OCTOBER 2025

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PART T1: TENDERING PROCEDURES

T1.1 Tender Notice and Invitation to Tender

South Coast Tourism and Investment Enterprise (SCTIE) hereby invites suitably qualified and experienced service providers to form part of a **Panel of Consultants** to provide the following services for a period of **36 months**:

- **Identification, packaging, and sourcing of funding for skills development programmes;** and
- **Implementation of accredited training programmes** aligned to SETA/QCTO/SAQA requirements.

Appointments to the panel do not guarantee work. Allocations will be made through Requests for Proposals (RFPs) issued to panel members in the relevant category, in line with SCTIE's SCM policies.

A compulsory briefing meeting will be held online on Microsoft Teams, on **08 October 2025 at 12h00**.

- **Technical Enquiries: Coordinator: Finance, Ms Sheroma Singh** –sheroma@sctie.co.za / 039 682 7944
- **SCM Enquiries: Manager: Finance, HR & Admin, Mrs. Deborah Ludick** – deborah@sctie.co.za / 039 682 7944

Completed tender documents must be sealed and clearly marked:

“Panel of Consultants Responsible for the Identification, Packaging and Sourcing of Funding for Skills Programmes & the Implementation Of Accredited Training Services” Contract: **SCTIE-02/2026**, and deposited in the tender box at SCTIE, 16 Bisset Street, Port Shepstone, 4240 by **12h00 on 24 October 2025**. Late bids will not be accepted. Tenders will be opened in public soon after closure and only the tender name will be read out.

The procedure for the evaluation of responsive tenders will be based on preferential procurement and functionality/quality: tenderer must achieve at **least 60%** to qualify.

	Categories	Weight	80/20	90/10	Supporting Documentation
1	Ownership	60%	10	6	
2	Reconstruction & Development Programme	30%	5	3	
3	Other Specific Goals-	10%	5	1	
		100%	20	10	
#	Specific Goal(s)	Weight	80/20	90/10	
1	Ownership Categories:				
	Broad Based Black Economic Empowerment:				
	BBBEE Level 1	100%	10	5	BBBEE Certificate/Certified Sworn Affidavit

	BBBEE Level 2	80%	8	4	BBBEE Certificate/Certified Sworn Affidavit
	BBBEE Level 3 to 8	40%	5	2	BBBEE Certificate/Certified Sworn Affidavit
2	Promotion of Local Business(s)				
	1. Enterprise Located within the District Municipality - Rural	100%	5	3	Sworn-Affidavit confirming that the enterprise is located within the district municipality – Rural
	2. Enterprise Located within the District Municipality – Urban	75%	3	2	Sworn-Affidavit confirming that the enterprise is located within the district municipality – Urban
	2. Enterprise Located within the Province	25%	1	1	Sworn-Affidavit confirming that the enterprise is located within the province
3	Other Specific Goals				
	1. Enterprise 100% owned by Youth/Women/Disabled/Military Veteran	100%	5	2	CIPC Registration/ Military Veteran Certificate/ Directors ID/Sworn Affidavit confirming that the Director of the company is living with disability.

Disclaimer

In terms of the Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations, pricing preference (e.g., 80/20 or 90/10 preference point system) will only be applied **post-appointment to the panel** when specific projects or work packages are allocated.

At this stage of the evaluation process, submissions will be assessed **solely on functionality and the bidder's demonstrated capacity** to deliver the required services. No price or preference point evaluation will be conducted at this stage.

Bidders must provide proof of registration with Central Suppliers Database (CSD).

SCTIE subscribes to the Preferential Procurement Policy Framework Act (Act No.5 of 2000).

Compulsory Returnables at Submission (Stage 1 Compliance):

- Valid SARS Tax Compliance Status (TCS) PIN
- CIPC Company Registration

- CSD Summary Report (active)
- Municipal Rates Clearance / Valid Lease Agreement (no arrears > 90 days)
- B-BBEE Certificate/Affidavit (valid)
- AA-rated Professional Indemnity Insurance certificate/schedule (see Form 18)
- Audited Annual Financial Statements for the last three (3) financial years (see Form 19)
- Letter of intent to provide sureties (see Form 20)
- Proof of Accreditation (see Form 13)
- Attendance Certificate for compulsory briefing (see Form 9)
- Proof of Purchasing Tender Document (Form 12)
- Declaration of Interest (Form 3 & 8)
- Any other relevant information as listed in the returnables section of the document.

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

Deliver to the Tender Box at SCTIE, 16 Bisset Street, Port Shepstone, 4240, before 12h00 on **24 October 2025**. Late bids will not be accepted. 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

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.

Dr V. Sibiya
Chief Executive Officer (CEO)
South Coast Tourism & Investment Enterprise (SCTIE)RF

T1.2 Tender Data

- **Employer:** South Coast Tourism & Investment Enterprise (SCTIE)
- **Tender Validity:** 12 weeks from closing date
- **Clarification Meeting:** As per T1.1
- **Alternative Tenders:** Not applicable
- **Two-envelope System:** Not applicable

Evaluation Method

The tenders will be evaluated on Returnables and functionality / quality. The procedure for the evaluation of responsive tenders will be as following:

First Stage of Evaluation: Returnable document

- In this stage, all the Tenders shall be scored, based upon validity of documents submitted.

Second Stage of Evaluation: Assessment of Functionality The proposal will be assessed in terms of:-

- Relevant experience – that is relevant experience of the Consulting Company in carrying out similar projects.
- Relevancy of the Key Personnel – the qualification and experience of the proposed key personnel.
- Methodology – The Consulting Company must demonstrate that he/she understands the scope of the project and the tasks required to affect its successful completion.
- Company finance and resources – Company cash flow and resource

Third Stage of Evaluation: Assessment of BBBEE

- In this stage, all the Tenders shall have fresh scores based upon validity of documents submitted. The scoring shall be based firmly on the following criteria:
- The tender offers will be evaluated on compliance and functionality/quality
- The procedure for the evaluation of responsive tenders will be as detailed in the following paragraphs:
- The procedure for the evaluation of responsive tenders will be based on preferential procurement and functionality/quality: tenderer must achieve at least 60% to qualify.

	Categories	Weight	80/20	90/10	Supporting Documentation
1	Ownership	60%	10	6	
2	Reconstruction & Development Programme	30%	5	3	
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		100%	20	10	
#	Specific Goal(s)	Weight	80/20	90/10	
1	Ownership Categories:				
	Broad Based Black Economic Empowerment:				
	BBBEE Level 1	100%	10	5	BBBEE Certificate/Certified Sworn Affidavit

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	1. Enterprise 100% owned by Youth/Women/Disabled/Military Veteran	100%	5	2	CIPC Registration/ Military Veteran Certificate/ Directors ID/Sworn Affidavit confirming that the Director of the company is living with disability.

Disclaimer

In terms of the Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations, pricing preference (e.g., 80/20 or 90/10 preference point system) will only be applied **post-appointment to the panel** when specific projects or work packages are allocated.

At this stage of the evaluation process, submissions will be assessed **solely on functionality and the bidder's demonstrated capacity** to deliver the required services. No price or preference point evaluation will be conducted at this stage.

PART T2: RETURNABLE DOCUMENTS & SCHEDULES

Complete all forms and attach supporting documents. Where a form references an attachment, index it using the same form number.

Form 1: Certificate of Tax Clearance (SARS TCS PIN)

Attach valid Tax Compliance Status (TCS) PIN. For JV/Consortium, each member must submit.



Form 2: Record of Addenda to Bid Documents

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this bid offer, amending the bid documents, have been taken into account in this bid offer and is attached hereto.

Addendum No.	Date	Title/Details	Bidder Acknowledgement (Initial)
1			
2			
3			
4			
5			
6			

Please attach all Addenda hereto

SIGNATURE:

.....

DATE:

.....

Form 3: Declaration of Interest (MBD 4)

Complete the standard MBD 4 questionnaire (conflicts of interest, state service, relationships).

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 and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state¹ **YES / NO**

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council 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

3.6.1 If so, furnish particulars.

.....

.....

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

3.7.1 If so, furnish particulars.

.....

.....

3.8 Do you, have any relationship (family, friend, other) with **YES / NO**

persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) **YES / NO**

between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

.....

.....

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

3.10.1 If so, furnish particulars.

.....

.....

(a) an employee of Parliament or a provincial legislature.

.....

.....

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

3.11.1 If so, furnish particulars.

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (*NAME*)

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

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

.....

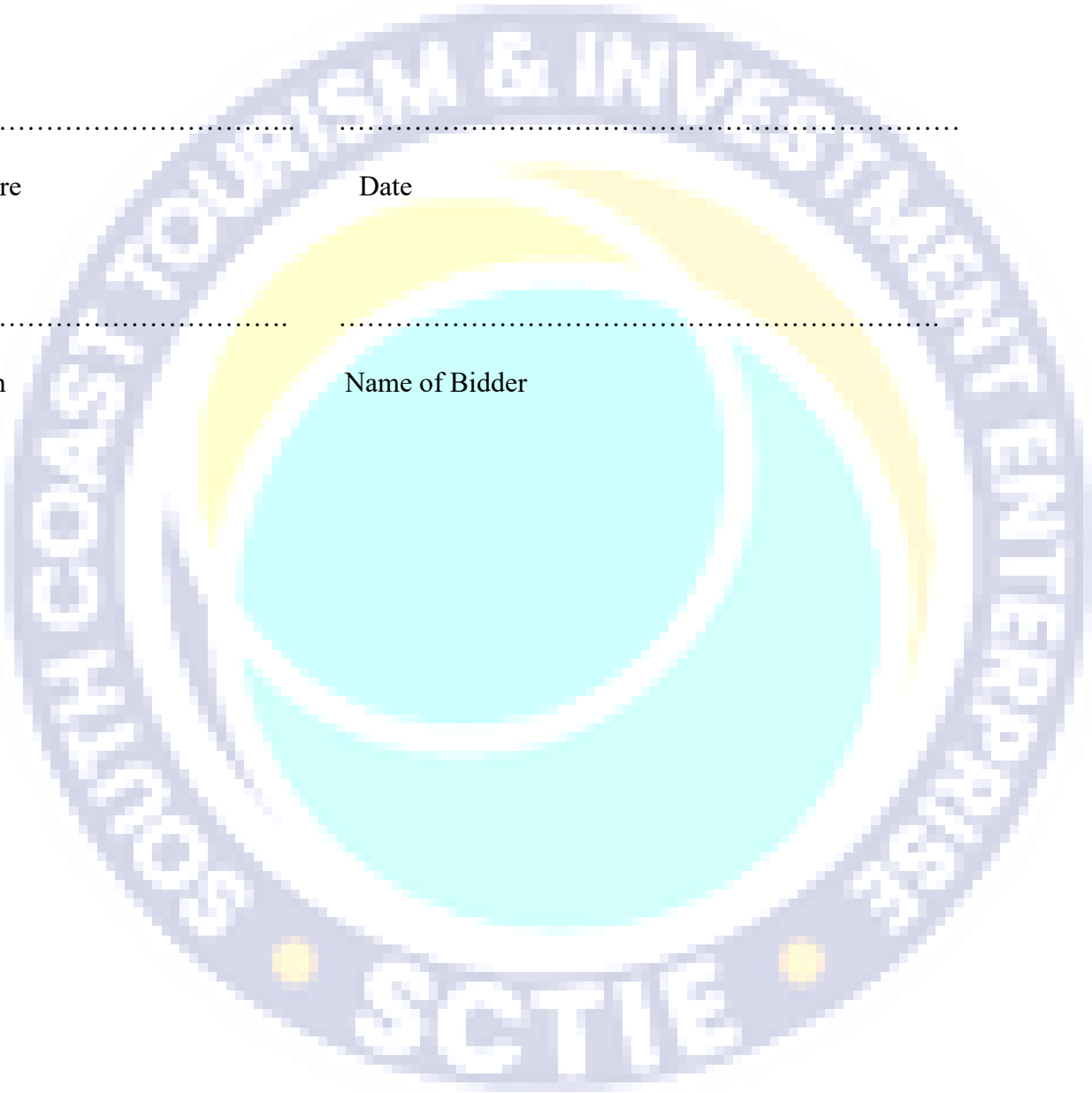
Signature

Date

.....

Position

Name of Bidder



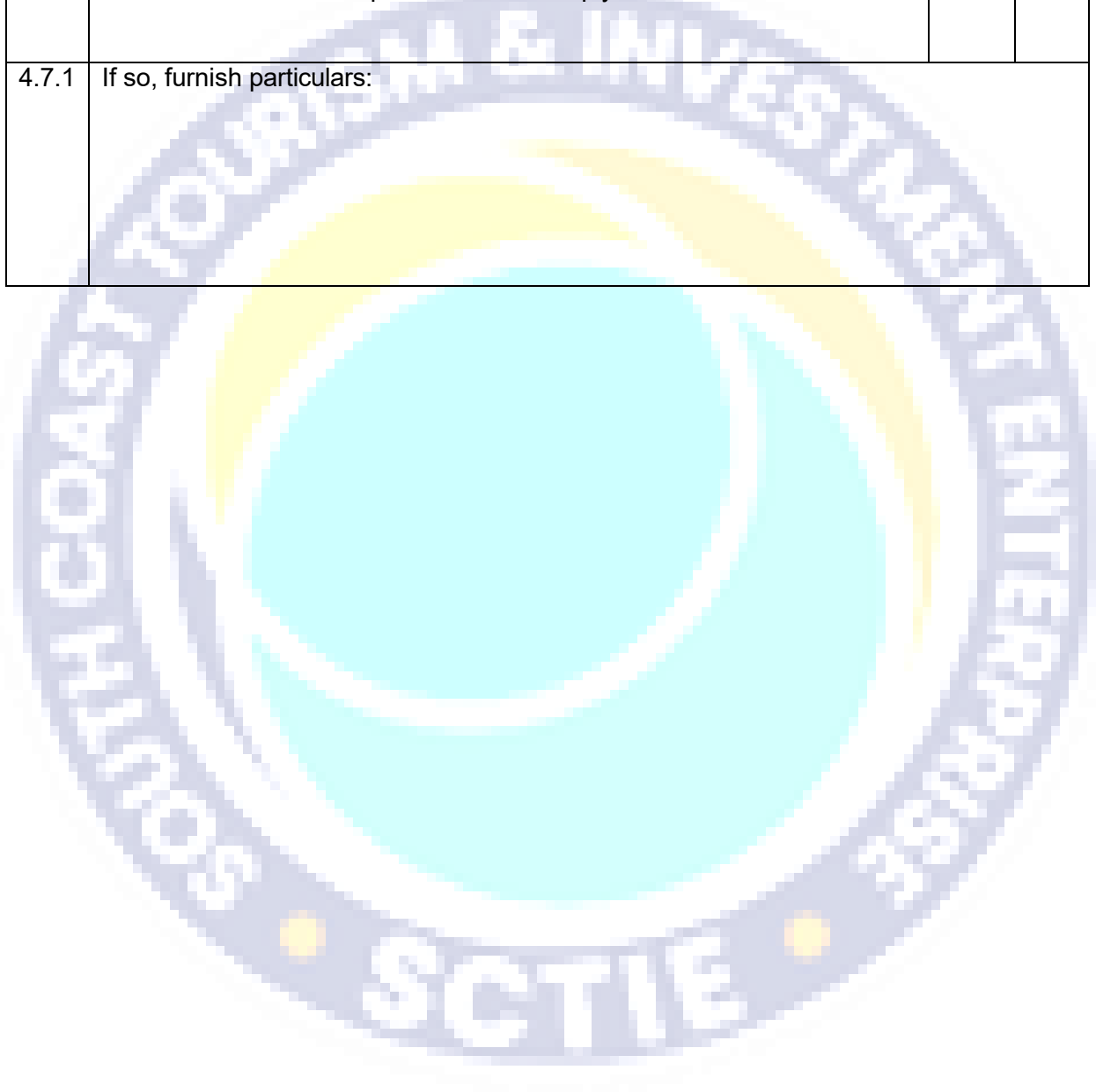
Form 4: Declaration of Bidder's Past SCM Practices

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal 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 municipality's / municipal 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. willfully 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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	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?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal 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 ☐	No ☐
4.7.1	If so, furnish particulars:		



CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Form 5: Company Registration Certificate

Attach CIPC Company Registration documentation.



Form 6: Certificate of Independent Bid Determination (MBD 10)

Declare that prices/conditions were not discussed with competitors and no collusion occurred.

- 1 This Municipal Bidding Document (MBD) must form part of all bids² invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).³ Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 1 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid- rigging.
- 2 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

² Includes price quotations, advertised competitive bids, limited bids and proposals

³ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that: (Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
 - (a) In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;

- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 8. 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.
 9. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Form 7: Preferential Procurement Declaration (MBD 6.1)

Attach valid B-BBEE Certificate/Affidavit and complete preference points declaration.

IMPORTANT NOTES:

1. *Tenderers with annual total revenue of R5 Million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)) or an accredited verification agency.*
2. *Tenderers other than Exempted Micro Enterprises must submit an Original or certified copy of a Valid B-BBEE status level verification certificate substantiating their B-BBEE rating.*
3. *Submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.*
4. *These certificates must be submitted by each Tenderer and, in the case of a Consortium or Joint Venture, by every member of the Consortium or Joint Venture. Any subcontractor(s) nominated for participation in the contract must also submit these certificates.*
5. *False documents and/or information will invalidate the tender.*
6. *The B-BBEE status level attained by the tenderer must be used to determine the number of points contemplated in the table below.*
7. *The said certificates are essential and vital for the evaluation of the tender, and failure to submit these certificates will prejudice the tender and may invalidate it at the discretion of the Employer.*
8. *The information for registration as in the possession of the SCTIE will apply.*
9. *It is the Tenderer's responsibility to ensure that the details as submitted to the SCTIE are correct.*

Form 8: Declaration of Interest (Additional)

Repeat declaration of absence of undue influence/relationships.

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, 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 employed by the principal, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Are you or any person connected with the bidder, employed by the principal? **YES / NO**

2.1.1 If so, state particulars

.....

.....

.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.2.1 If so, state particulars.

.....

.....

.....

2.3 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.3.1 If so, state particulars.

.....

.....

.....

DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1
ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

Form 9: Certificate of Attendance – Compulsory Briefing

This is to certify that (Bidder)

.....of
(address)

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

was presented by the person(s)

Named below:

.....at the compulsory meeting held

for all bidders on Microsoft Teams for Contract No. **SCTIE – 02/2026** on 08 October 2025;
Wednesday starting at 12h00.

I/We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the matters incidental to doing the work specified in the bid documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the bid.

Particulars of person(s) attending the meeting:

Name:.....

Signature:.....

Capacity:.....

Attendance of the above person(s) at the meeting is confirmed by the employer's representative, namely:

Name:.....

Signature:.....

Capacity:

Date and Time:

SCTIE STAMP

--

Form 10: Certificate of Authority for Signatory

Notes to Bidder:

- 1) The signatory for the bidder shall confirm his/her authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors/partners. Alternatively this form may be used directly. It is deemed that whoever authorizes the signatory has the capacity to commit the tenderer to enter into contracts.
- 2) In the event that the tenderer is a joint venture, a certificate of authority for signatory is required from all members of the joint venture and the designated lead member shall be clearly identified.

By resolution of the board of directors passed at a meeting held
on.....

Mr/Ms, whose signature appears below, has been
duly authorised to sign all documents in connection with the bid for Contract No. **SCTIE-02/2026**: PANEL OF CONSULTANTS RESPONSIBLE FOR THE IDENTIFICATION,
PACKAGING AND SOURCING OF FUNDING FOR SKILLS PROGRAMMES & THE
IMPLEMENTATION OF ACCREDITED TRAINING SERVICES and any contract which
may arise there from on behalf of (*block capitals*)

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

SIGNED ON BEHALF OF THE COMPANY:

..... IN
HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESS:

SIGNATURE.....

Form 11: Municipal Clearance Certificate

Attach proof of **no arrears > 90 days** or valid **lease** with payment confirmation.



Form 12: Proof of Purchasing Tender Document

Attach official receipt.



Form 13: Accreditation

Attach **certified copies** of registrations for SETA/SAQA/QCTO accreditation for relevant programmes. Proof of registration of facilitators, assessors, and moderators.



Form 14: Company Experience (Project References)

Attach **Appointment Letters** and **Completion Certificates** for each listed project (see Form 17 tables). Include client reference details.



Form 15: B-BBEE Status Level Verification Certificate

Attach valid **B-BBEE** certificate.



Team Organogram Attached: Yes / No
Note: Bidders must provide **letters of commitment** for any sub-consultants.

Form 17: Schedule of Completed Projects (Evidence Table)

Provide at least **five (5)** comparable, training & funding mobilisation projects completed. Attach **Appointment Letters** and **Completion Letters/Certificates** for each.

[illegible]

Form 18: Proof of Professional Indemnity Insurance (AA-Rated Insurer)

Attach **Policy Schedule/Certificate** showing:

- Insurer credit rating: **AA (or better)**
- Policyholder (bidder) name and policy number
- **Minimum Cover Limit:** R5 000 000.00 (min)
- **Aggregate Limit:** N/A
- **Retroactive Date:** (must precede earliest project date)
- **Validity Period:** [dates covering tender validity + 6 months]
- Territorial and jurisdictional limits suitable for South Africa

Note: The Employer reserves the right to require **increased cover** for specific assignments at secondary procurement stage.

Form 19: Audited Annual Financial Statements (Last 3 Years)

Attach audited AFS for the most recent three (3) financial years. Where the bidder is an EME/QSE exempt from audit, attach independently reviewed financials plus bank statements for the most recent 12 months.

Financial Summary Table (to be completed by the bidder):

Financial Year End	Turnover (ZAR)	Net Profit/(Loss) (ZAR)	Current Assets (ZAR)	Current Liabilities (ZAR)	Current Ratio	Solvency (Total Assets/Total Liabilities)	Auditor/Reviewer
FY-1:							
FY-2:							
FY-3:							

Minimum Financial Capacity Expectations (guideline):

- Current Ratio ≥ 1.1
- Solvency Ratio ≥ 1.0
- No going-concern qualification notes.

Form 20: Letter of intent to provide sureties

To be issued by the bidder's bank and attached on bank letterhead.

For panel admission, a **Letter of intent to provide sureties** may suffice; project-specific guarantees may be required at secondary selection.



Form 21: Supplier Banking Details & Confirmation

Attach **bank-stamped** confirmation of account OR official bank letter confirming account details.



Form 22: Specific Goals Supporting Documents

CIPC Registration/ Military Veteran Certificate/ Directors ID/Sworn Affidavit confirming that the Director of the company is living with disability



PART T3: EVALUATION CRITERIA & GRADING TABLES

Stage 1 – Compliance (Pass/Fail)

- All Forms 1–21 completed and signed:
 - Valid SARS Tax Compliance Status (TCS PIN).
 - CIPC Company Registration.
 - CSD Summary Report.
 - Letter of intent to provide sureties
 - Municipal Rates Clearance or Lease Agreement (no arrears > 90 days).
 - Valid B-BBEE Certificate / Sworn Affidavit.
 - Proof of SETA/QCTO accreditation for programmes.
 - Proof of registration of facilitators/assessors/moderators.
 - Audited/Reviewed Financial Statements (last 3 years or bank statements if EME/QSE).
 - Professional Indemnity Insurance.
 - Attendance Certificate for compulsory briefing session.

Non-compliance with any mandatory item may render the bid non-responsive.

Stage 2 – Functionality (Technical) – 100 Points

Minimum 60 to qualify.

T3.2.1. Company Experience (20 Points)

Evidence of Relevant Experience	Points
6 or more comparable projects completed (funding secured OR accredited training implemented), with appointment/award & completion letters	20
4–5 projects with full supporting evidence	15
2–3 projects with full supporting evidence	10
1 project with evidence	3
No comparable projects / insufficient evidence	0

T3.2.2. Ability to Raise External Funds (30 Points)

Bidders must demonstrate proven ability to raise external funds from SETAs, NSF, DHET, DFIs, or donor agencies.

Evidence of Funding Secured	Points
R100 million and above secured in the past 5 years	30
> R50 million but < R100 million	20
Between R10 million and R50 million	15
Between R1 million and R10 million	10
Below R1 million	3
No evidence submitted	0

Evidence Required (to claim points):

- Gazetted Allocation
- Signed reference letter(s) on the referee's official letterhead, accompanied by corresponding appointment letters.
- **NB:** Completion Certificates will be accepted in lieu of reference letters, provided that:
 - The certificate contains at least two signatories, and
 - It is traceable (i.e., includes a valid email address or contact number).

T3.2.3. Accreditation & Personnel (20 points)

Accreditation & Key Staff	Points
SETA/QCTO accreditation + at least 3 accredited facilitators, 2 assessors, 1 moderator registered for relevant programmes	20
SETA/QCTO accreditation + at least 2 facilitators, 1 assessor, 1 moderator	15
SETA/QCTO accreditation + at least 1 facilitator/assessor	10
SETA/QCTO accreditation only (no key staff evidence)	3
No valid accreditation evidence	0

T3.2.4. Methodology & Approach (20 points)

Quality of Proposed Methodology	Points
Comprehensive methodology covering funding sourcing, training rollout, learner support, reporting, risk management & stakeholder engagement	20
Good methodology covering most aspects but lacking detail in 1–2 areas	15
Partial methodology, limited to either funding or training only	10
Weak or generic methodology, lacking relevance	3
No methodology submitted	0

T3.2.5. Financial Capacity & Risk Cover (5 points)

Financial Strength	Points
Audited/reviewed financials show positive liquidity, solvency, and sustainability + valid PI insurance + bank letter	5
Financials acceptable but showing some weaknesses (e.g., lower ratios) + PI insurance OR bank letter	3
Weak financials with gaps in required cover	1
No financial evidence submitted	0

T3.2.6. Localisation (5 points)

Local Empowerment & B-BBEE	Points
local presence in KZN South Coast	5
local presence in KZN	3
local presence in South Africa	1
localisation evidence	0

Total Functionality: 100 (Minimum 60 to proceed to Preference)

Stage 3 – Preference (PPPFA)

Price evaluation will be conducted in line with the Preferential Procurement Policy Framework Act (PPPFA) and its 2022 Regulations, using either the **80/20 or 90/10 preference point system**, depending on the value of the bid.

Disclaimer

In terms of the Preferential Procurement Policy Framework Act (PPPFA) and its associated Regulations, pricing preference (e.g., 80/20 or 90/10 preference point system) will only be applied **post-appointment to the panel** when specific projects or work packages are allocated.

At this stage of the evaluation process, submissions will be assessed **solely on functionality and the bidder's demonstrated capacity** to deliver the required services. No price or preference point evaluation will be conducted at this stage.

To ensure fairness and comparability of bids where service providers quote on a percentage recuperation basis (success fee linked to funds raised):

- The fixed percentage recuperation structure quoted by each bidder shall be multiplied by an estimated amount of R1 million,
- The resulting value shall be used in the price calculation for each responsive bidder.

Preference points will be allocated based on B-BBEE Status Level of Contributor and other specific goals (youth, women, disability, local participation, rural enterprise).

PART C1: AGREEMENTS & CONTRACT DATA

Panel appointment for 36 months. Project-specific Terms of Reference, pricing, deliverables, insurances and guarantees will be confirmed at secondary procurement stage. The General Conditions of Contract (GCC 2015 or latest) or other appropriate conditions may be applied per call-off.



PART C2: SCOPE OF WORK

C2.1. Objectives

- Secure external funding for catalytic skills programmes aligned with SCTIE's mandate and strategic priorities.
- Package bankable funding proposals that meet the requirements of SETAs, NSF, DHET, DFIs, and donor agencies.
- Deliver SETA/QCTO/SAQA-accredited training programmes in tourism, hospitality, agriculture, ocean economy, ICT, green economy, and related sectors.
- Enhance youth employability, entrepreneurship, and local economic development within the KZN South Coast.
- Support SCTIE in implementing skills development initiatives that contribute to job creation and enterprise development.

C2.2. Detailed Scope

Stream A: Funding Identification & Packaging

Panel members will:

- Identify potential funding sources from SETAs, NSF, government departments, DFIs, and donor agencies.
- Develop and submit comprehensive proposals that include budgets, implementation plans, outputs, and impact projections.
- Engage with funders and manage negotiations on behalf of SCTIE.
- Provide advisory support on structuring funding applications and reporting requirements.
- Ensure all proposals are aligned with national priorities (NSDP, NDP 2030, DDM, provincial skills strategies).

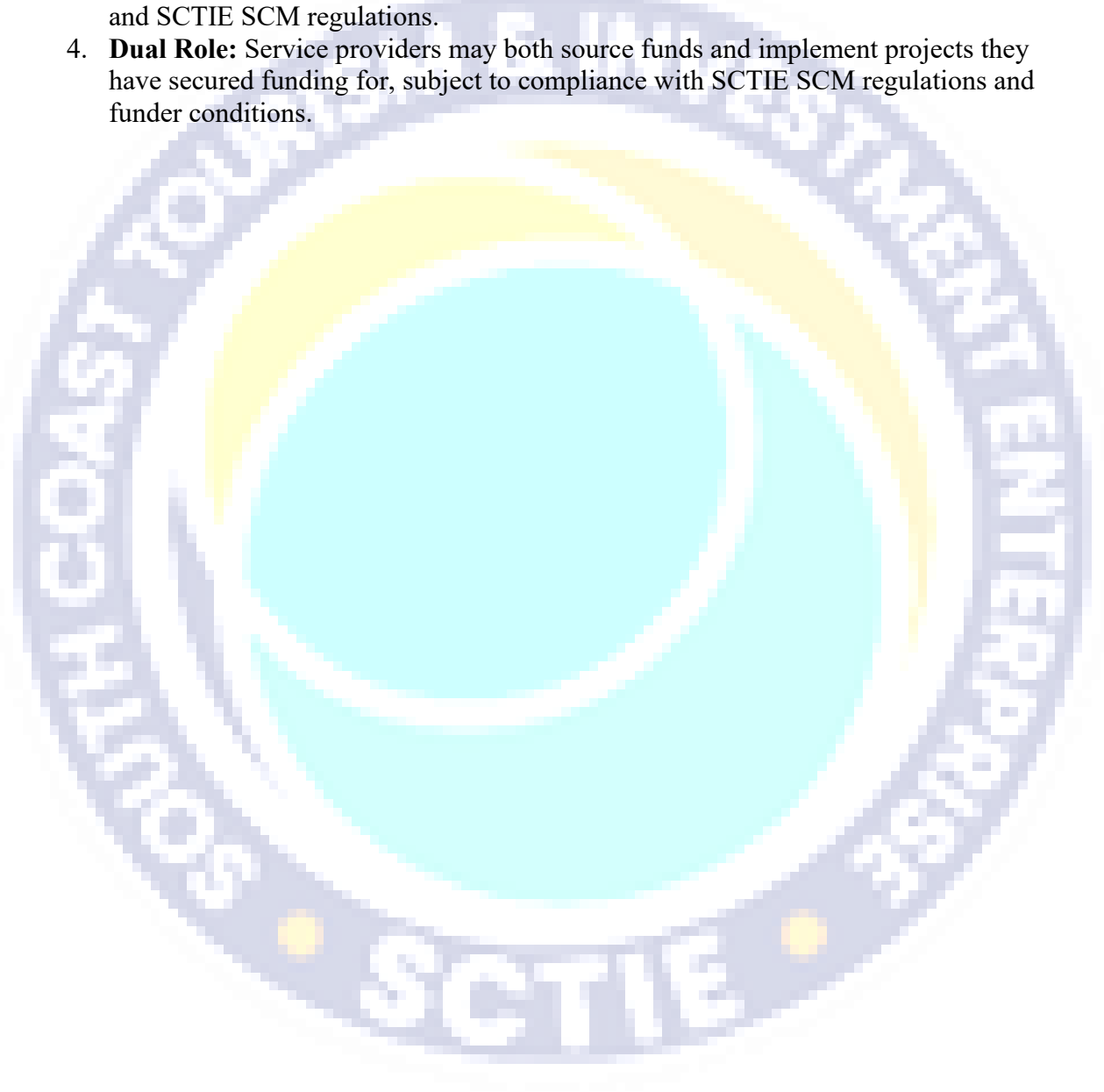
Stream B: Accredited Training Services

Panel members will:

- Implement accredited training interventions that are aligned with SAQA, QCTO, and relevant SETAs.
- Recruit and register learners from targeted communities, ensuring inclusion of youth, women, and persons with disabilities.
- Deliver learning content through qualified facilitators, assessors, and moderators.
- Provide learner support, including stipends, PPE, and workplace placement where required.
- Conduct assessments, moderation, and ensure accreditation of all learners.
- Submit Portfolios of Evidence (PoEs), learner records, and completion reports to relevant SETAs and SCTIE.
- Issue accredited certificates upon completion of training.

C2.3 Special Conditions

1. **No-Risk Funding Sourcing:** Sourcing of funds shall be at no risk and no cost to SCTIE. Service providers will assume all risks for resource commitments and expenses, direct or indirect, for sourcing funds.
2. **Panel Appointment:** Appointment to the panel does not guarantee work. Work will be allocated through Requests for Proposals (RFPs) from panel members.
3. **Fee Structure:** There shall be a 4% - 8% fee structure, as funding types and options vary. Fees will be finalised at the contractual stage, aligned with funder conditions and SCTIE SCM regulations.
4. **Dual Role:** Service providers may both source funds and implement projects they have secured funding for, subject to compliance with SCTIE SCM regulations and funder conditions.



ANNEXURES & CHECKLIST

Tick (✓) to confirm attachment.

#	Document	Attached
1	SARS TCS PIN (Form 1)	
2	Record of Addenda (Form 2)	
3	MBD 4 (Form 3)	
4	Past SCM Practices Declaration (Form 4)	
5	CIPC Registration (Form 5)	
6	MBD 10 (Form 6)	
7	MBD 6.1 + B-BBEE (Form 7 & 15)	
8	Additional Declaration (Form 8)	
9	Briefing Attendance (Form 9)	
10	Authority for Signatory (Form 10)	
11	Municipal Clearance (Form 11)	
12	Proof of Purchasing (Form 12)	
13	Professional Registrations (Form 13)	
14	Company Experience (Form 14)	
15	Key Personnel Schedule (Form 16)	
16	Completed Projects Schedule + Appointment & Completion Letters (Form 17)	
17	AA-rated PI Insurance (Form 18)	
18	Audited Financial Statements (3 yrs) (Form 19)	
19	Letter of intent to provide sureties (Form 20)	
20	Supplier Banking Confirmation (Form 21)	
21	Methodology & Approach (Narrative + Programme)	
22	Team Organogram & Letters of Commitment (subs)	

DECLARATION BY BIDDER

I/We, the undersigned, hereby submit this bid in accordance with the terms and conditions of this Tender Document and certify that the information provided is true and correct.

Bidder (Legal Name):

Representative (Name & ID):

Capacity/Title:

Signature:

Date:

Place:

Notes for the Bidder:

1. Where monetary amounts are required (e.g., minimum PI cover, bank guarantee), SCTIE will finalise figures prior to issue; bidders must comply or propose equivalent protections.
2. For category selection (Part A/B), ensure your team and experience evidence align with the chosen category.
3. All tables may be expanded. Electronic submission (USB) mirroring the hard copy is recommended for large attachments.