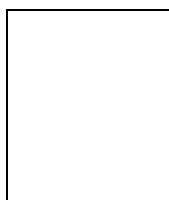




## REQUEST FOR BID PROFESSIONAL SERVICES

<b>BID NUMBER:</b>	BS/2023/RFB484
<b>ADVERT DATE</b>	Friday, 12 May 2023
<b>CLOSE</b>	<b>Date:</b> Monday, 05 June 2023
	<b>Time:</b> 11h00
<b>DESCRIPTION:</b>	<b>PROVISION OF SERVICES TO DEVELOP MONITORING AND EVALUATION (M&amp;E) PROCESSES SUITABLE FOR BANKSETA PROGRAMMES AND PROVISION OF RELATED M&amp;E TRAINING/CAPACITY BUILDING</b>
<b>ONLINE NON- COMPULSORY BRIEFING SESSION</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Monday, 22 May 2023 - 11:00</div>



Email for Briefing link to  
be sent to  
[jacks@bankseta.org.za](mailto:jacks@bankseta.org.za)  
and  
[scm@bankseta.org.za](mailto:scm@bankseta.org.za)

### Respondent details (Use this as a cover page for response document and envelope)

<b>Company Name:</b>	
<b>Contact person:</b>	
<b>Company physical address</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Mobile number:</b>	

<b>Date:</b>				
<b>Original copy of documents or copy - Mark with X</b>	<b>ORIGINAL</b>		<b>COPY</b>	

## 1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is the SETA for the banking and alternative banking industry. It is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act, 26 of 2011. The BANKSETA seeks to promote skills development within the banking and alternative banking sector.

For further details on the BANKSETA, visit [www.bankseta.org.za](http://www.bankseta.org.za) and refer to the 2021 – 2022 annual report under the Media Center /publications/annual reports section.

<https://www.bankseta.org.za/wp-content/uploads/2021/22/Bankseta-Annual-Report.pdf>

## 2. PURPOSE AND OBJECTIVES OF THE PROJECT

All SETAs need to have effective and efficient Monitoring and Evaluation (M&E) as per the directives of the Department of Higher Education and Training DHET and the National Skills Authority (NSA). M&E will assist the BANKSETA, and its partners involved in the various programmes to work more effectively and efficiently towards achieving the BANKSETA goals and objectives. The M&E will be used as a mechanism by which information will be collected, captured, collated, stored, and used, to assess the progress achieved by the BANKSETA on its programmes. It is the system that should be designed to inform the Board and stakeholders of the progress made, expose any gaps, and review the impact achieved.

- 2.1** The BANKSETA seeks to appoint a South African entity to establish a new M&E processes to be utilised by BANKSETA in-house and train BANKSETA staff on these.

The BANKSETA requires the service provider to assist in the implementation of the following:

- 2.1.1 Provision of an M&E process development for the BANKSETA programmes and
- 2.1.2 M&E training and capacity building for the BANKSETA team.

## 3. SCOPE OF WORK

The M&E process development will cover the following BANKSETA programmes.

**Please refer to the attached BANKSETA 2022/23 APP to find more details of these programmes.**

**3.1 Administration Programme to cover the following.**

- (a) Strategic Management
- (b) Optimal Human Resource Capacity
- (c) Communication and Brand Awareness
- (d) Information and Communication Technology Support
- (e) Financial Management, Supply Chain, and Reporting
- (f) Organisational Compliance, Internal Audit, and Risk Management

**3.2 Skills Planning Programme**

- (a) Submission and approval of Workplace Skills Plans/Annual Training Reports
- (b) Research and Benchmarking
- (c) Annual Sector Skills Plan developed and approved by DHET

**3.3 Learning Programmes**

- (a) PIVOTAL Grant Funding Window: Unemployed (Includes employer-driven Learnerships, Internships, Part Qualifications/Skills Programme)
- (b) Skills development initiatives for grade 12
- (c) Online Short Courses Funding Window
- (d) TVET Work Integrated Learning Funding Window
- (e) Universities of Technology Work Integrated Funding Window
- (f) Higher Education Funding Window
- (g) Career Development Services
- (h) Leadership Development Programme
- (i) PIVOTAL Grant Funding Window
- (j) Reskill, Upskill, and/or Out-Skill Funding Window for Employees
- (k) IT Skills Funding Window for Employees
- (l) SME and CFI Support
- (m) Entrepreneurship Programme
- (n) Rural Areas Focused Training
- (o) Executive Development Programme: Development Finance
- (p) Doctoral and Post-Doctoral Funding Window
- (q) Strategic Projects

**3.4 Quality Management**

- (a) Development of Occupational Qualifications/Part-Qualifications/ Skills

## Programmes

- (b) The certification of learners on BANKSETA qualifications

3.5 **(2023-2024)** To provide an M&E process development to track the BANKSETA Strategy. The scope of work for this project will include but is not limited to the following:

- (a) Measurement of goals and objectives of the BANKSETA strategy
- (b) Evaluation of the Programmes of the strategy
- (c) Design of the Strategy M&E Logical Model
- (d) Routine data collection, analysis, and reporting
- (e) Use of M&E in Evaluation and Research
- (f) Data Management and Data Quality Assurance
- (g) Data Reporting, Dissemination and Use
- (h) Build capacity Building for BANKSETA team (between 30 to 50 employees)
- (i) M&E Budget and Workplans

## 3.6 BANKSETA M&E capacity building workshops

## 4. EXPECTED OUTPUTS AND DELIVERABLES

To develop an effective and efficient M&E system for the BANKSETA as per the directives of the DHET and the NSA and to train BANKSETA staff on those M&E processes.

## 5. COMPETENCY AND EXPERTISE REQUIREMENTS

- 5.1 Company Experience - The company should have at least 3 years' experience in setting up M&E processes and submit a list of assignments conducted in different years. The company should also provide their company registration (CK) number.
- 5.2 Experience and qualification of the project team - The service provider should provide a Project Team consisting of at least one Project Director/leader and 2 other Team Members.
- 5.3 M&E Development Plan - The service provider should provide the M&E Development Plan (What steps to be followed for the development of the M&E processes)
- 5.4 Track record of the bidder - The service provider should provide its track record of its past experience in the M&E development process through reference letters

### **The reference letters must:**

- Be on the client's letterhead,

- Be signed and dated
- Indicate the work done,
- Indicate the year the work was done, (please note that the reference letters should show work done not earlier than 2014.
- Show the client contact details including contact name and telephone or email address.

## **6. DURATION OF THE CONTRACT**

- 6.1 The contract will be valid from the contract signing date by both parties for a period of two years (02).

## **7. PRICING STRUCTURE**

***N.B: The Pricing Schedule must be completed as per the attached annexure A. Failure to comply with the requirements may lead to disqualification of the bids because it will be impractical to compare across all submissions.***

- 7.1 The quoted prices will remain fixed for the particular year indicated for the duration of the contract.
- 7.2 The attached pricing sheets (Appendix A) should be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 7.3 The pricing sheet should show VAT separately.
- 7.4 The Bidders are therefore required to indicate a total bidding price by completing the pricing schedule provided in full.
- 7.5 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.
- 7.6 All pricing assumptions, excluded costs and estimated costs should be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.

## **8 SUBMISSION REQUIREMENTS**

- 8.1 All submissions should be delivered in individual envelopes as per clause 8.4.
- 8.2 Respondents should take particular care to ensure that there is no discrepancies between all submissions presented to the BANKSETA.
- 8.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.
- 8.4 Document should be submitted as follows:

One hardcopy should be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft (electronic) copy (preferably to be memory stick).

8.4.1 An Envelope 1 – Original

8.4.2 B Envelope 2 – Hard Copy of the original document and 1 Soft copy (USB)

8.4.3 C Envelope 3 – **Pricing and SBD1** – (invitation to bid) together with the BANKSETA PREFERENCE POINTS CLAIM DOCUMENT.

8.4.4 Each individual envelope must be clearly marked with the following information:

Description of the Submission: **PROVISION OF SERVICES TO DEVELOP MONITORING AND EVALUATION (M&E) PROCESSES SUITABLE FOR BANKSETA PROGRAMMES AND PROVISION OF CAPACITY BUILDING FOR M&E TEAM**

Submission Bid Number: **BS/2023/RFB484**

8.5 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.

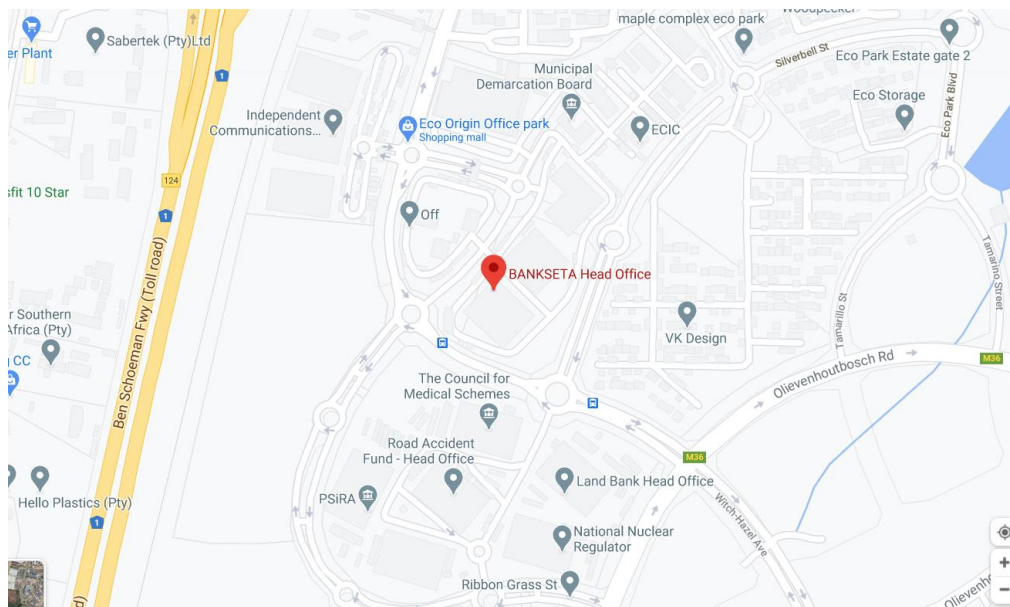
8.6 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.

8.7 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -

Eco Origin Office Park, (Please use gate 1 to enter the Eco-origins Office Park)

Block C2, 349 Witch-Hazel Avenue, Eco Park Estate, Highveld, Centurion, 0144

**The BANKSETA is situated in a very large office park with security offices at the main gate. Please allow at least 30 minutes to clear security and navigate through the office park.**



**BS/2023/RFB484: PROVISION OF SERVICES TO ESTABLISH MONITORING AND EVALUATION (M&E) PROCESSES SUITABLE FOR BANKSETA PROGRAMMES AND BANKSETA TARGETS AND PROVISION CAPACITY BUILDING FOR BANKSETA M&E TEAM**

- 8.8 NB: The Service provider is required to sign a register on their submission.
- 8.9 Unsuccessful bidders will be informed in writing when the process is concluded.
- 8.10 A tender will be considered late if received after the specified date and time.
- Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

## 9. ENQUIRIES/COMMUNICATION

- 9.1 Contact person for enquiries regarding the tender document:

Mr. Jack Serite

Title: Specialist: Supply Chain Management Unit

- 9.2 Bidders who wish to attend virtual non- compulsory briefing session should indicate in writing within a week after advertising date by emailing:

Email: [jacks@bankseta.org.za](mailto:jacks@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za)

- 9.3 All clarifications or enquiries should be made in writing and received by the BANKSETA at least 9 days before closing date of the Tender. Telephonic requests for clarification will not be accepted.

- 9.4 The transcript of the non-compulsory briefing session will be updated on the BANKSETA website under the tender for all service providers' information.

Kindly check BANKSETA's website for this information before finalisation of your bid.

Should your questions not be included on the website kindly escalate this matter to [Rapulas@bankseta.org.za](mailto:Rapulas@bankseta.org.za) and [Beaulad@bankseta.org.za](mailto:Beaulad@bankseta.org.za) at least 10 days before the tender closes.

### 9.5 RFB TIMELINES

Activity	Time	Date
Non-compulsory Virtual Briefing  Bidders who wish to attend a virtual briefing session should indicate in writing within a week after advertising date.	11:00	Monday, 22 May 2023 - 11:00
Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	c.o.b.	29 May 2023

<b>Closing date</b>	<b>11h00</b>	Monday, 05 June 2023
Tender evaluation, Bidder Verification and Due Diligence	c.o.b.	30 June 2023
Clarification presentations by Service Providers if required/ Due Diligence	c.o.b.	10 July 2023
Provisional Contract Award	c.o.b.	31 July 2023
Contract Signatures	c.o.b.	16 August 2023

## 10. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in three phases:

- 10.1 Phase 1 - Compliance/eligibility evaluation (Bids that do not pass the compliance eligibility evaluation will be disqualified from participating in the next evaluation)
- 10.2 Phase 2 -Technical/Functionality Evaluation (Bids that do not meet the minimum threshold indicated in clause 13 will not participate in the final evaluation)
- 10.4 Phase 3 - Price and the BANKSETA Preferential Procurement points (Bidder will be appointed on the highest scores)

## 11. COMPLIANCE STATUS

- 11.1 The service provider should be registered on the Central Supplier Database (CSD) maintained by the National Treasury and accessible on [www.treasury.gov.za](http://www.treasury.gov.za)
- 11.2 The BANKSETA, before making an award, shall check on the central supplier database (CSD) whether.
  - (a) the bidder's tax status is compliant
  - (b). the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and person prohibited, and
  - (c) the bidders, its directors or management are not employees of the state or if a director is an employee of the state, or if they are employees of the state, they have written authority to do work with the state as required by legislation.
- 11.3 The BANKSETA will not award any bids to service providers who do not comply with the above.
- 11.4 The BANKSETA will afford bidders a chance to clarify and provide evidence where there is any adverse information on the CSD reports.



## 12. COMPLIANCE/ELIGIBILITY EVALUATION

Respondents who do not meet the requirements below **will be** immediately disqualified.

**NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed below and the JV agreement).**

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

NB: Failure to submit the items listed below will result in the bid being immediately disqualified.

1.	Submission of proposal (response document) and pricing schedule –Annexure A
2.	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none"><li>- SBD 1 Invitation to submission</li><li>- SBD 4 Bidder's Disclosure</li><li>- SBD 6.1 Preference points claim form (complete the part that is applicable to the BANKSETA PREFERENCE POINTS CLAIM DOCUMENT)</li></ul>
3.	Special Conditions that the bidder needs to accept by signing the last page and submit.
4.	Submission of the service provider's Central Supplier Database report

## 13. FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA	SUB-CRITERION WEIGHTING/ PERCENTAGE	WEIGHT /PERCENTAGE
<b>1. Company Experience</b>		<b>15</b>
The company should have at least 3 years' experience in setting up the M&E processes. The company should provide at least 02 M&E assignments showing the year when the assignments were conducted. The list should cover assignments conducted in the last 10 years. The company should also provide their Company registration number CK number) indicating the number of years the company has been in existence and a company profile.		
<b>On evaluation, the BANKSETA will award points as follows:</b>		

<p>(a) 5 years or more experience in providing M&amp;E process development and Implementation = 5 Points</p> <p>(b) 3 Years to less than 5 years' experience in providing M&amp;E process development and Implementation = 3 Points</p> <p>(c) Less than 3 years' experience in providing M&amp;E process development and Implementation = 0 points</p>		
<b>2. Experience and qualification of the Project Director/Person in Charge of the Assignment</b>		<b>25</b>
<p>The service provider should provide a Project Director or person in charge of the assignment or similar position. The Project Director or person in charge of the assignment should hold a post graduate qualification on NQF level 8 or above in any fields:</p> <p>-</p> <p>The service provider should submit the CV or professional profile, resume, employee profile and table of staff qualifications and experience of the Project Director or Person in charge showing his/her experience in Monitoring and Evaluation, as well as copies of his/her qualifications.</p> <p>The evaluation will be based on years of relevant experience only if the Project Director or Person in charge has the required qualification. Failure to provide the required qualification will result in no points being allocated. The Project Director to be clearly indicated, should it not be indicated then the person with the highest qualification and most experience will be evaluated as the Project Director.</p> <p><b>On evaluation, the BANKSETA will award points as follows:</b></p> <p>(a) Less than 1 year experience in the development of Monitoring and Evaluation processes = 0 points</p> <p>(b) 1 year to less than 3 years in the development of Monitoring and Evaluation processes = 1 Point</p> <p>(c) 3 years to less than 5 years' experience in the development of Monitoring and Evaluation processes = 2 Points</p> <p>(d) 5 years to less than 6 years' experience in the development of Monitoring and Evaluation processes = 3 Points</p> <p>(e) 6 years to less than 7 years' experience in the development of Monitoring and Evaluation processes = 4 Points</p> <p>(f) 7 or more years' experience in the development of Monitoring and Evaluation processes = 5 Points</p>		

3. Experience and qualifications of the Project Team		20
<p>The service provider should provide a Project Team for this assignment consisting of at least two members with post matric qualification on NQF Level 7 in any fields:</p> <p>The service provider should submit the CVs or professional profile, resume, employee profile and table of staff qualifications and experience of the Project team members showing experience in Monitoring and Evaluation</p> <p>Failure to provide the required qualifications for any of the project team members will result in no points being allocated on the experience for that project team member.</p> <p>The project team (Team 1 member and Team member 2) to be clearly indicated, should they not be indicated then the person with the highest qualification and more experience will be evaluated as the Team Member 1 and 2</p>		
<p><b>SUB CRITERION 3.1 Team Member 1</b></p> <p><b>Evaluation of Team member 1</b></p> <p><b>On evaluation, the BANKSETA will award points as follows:</b></p> <ul style="list-style-type: none"> <li>(a) Less than 1 year experience in the development of Monitoring and Evaluation processes = 0 points</li> <li>(b) 1 year to less than 2 years' experience in the development of Monitoring and Evaluation processes= 1 Point</li> <li>(c) 2 years to less than 3 years' experience in the development of Monitoring and Evaluation processes = 2 Points</li> <li>(d) 3 years to less than 4 years' experience in the development of Monitoring and Evaluation processes = 3 Points</li> <li>(e) 4 years to less than 5 years' experience in the development of Monitoring and Evaluation processes = 4 Points</li> <li>(f) 5 or more years' experience in in the development of Monitoring and Evaluation processes = 5 Points</li> </ul> <p>The service provider should submit a detailed CV or professional profile, resume, employee profile and table of staff qualifications and experience of <b>Team member 1</b> demonstrating Monitoring and Evaluation experience.</p>	10	
<p><b>SUB CRITERION 3.2 Team Member 2</b></p> <p><b>Evaluation of Team member 2</b></p> <p><b>On evaluation, the BANKSETA will award points as follows:</b></p> <ul style="list-style-type: none"> <li>(a) Less than 1 year experience in the development of Monitoring and Evaluation process= 0 points</li> <li>(b) 1 year to less than 2 years' experience in the development of Monitoring and Evaluation processes = 1 Point</li> <li>(c) 2 years to less than 3 years' experience in the development of Monitoring and Evaluation processes = 2 Points</li> </ul>	10	

<p>(d) 3 years to less than 4 years' experience in the development of Monitoring and Evaluation processes = 3 Points</p> <p>(e) 4 years to less than 5 years' experience in the development of Monitoring and Evaluation processes = 4 Points</p> <p>(f) 5 or more years' experience in in the development of Monitoring and Evaluation processes = 5 Points</p> <p>The service provider should submit a detailed CV or professional profile, resume, employee profile and table of staff qualifications and experience of <b>Team member 2</b> demonstrating Monitoring and Evaluation experience.</p>		
<b>4. M&amp;E Development Plan</b>		<b>25</b>
<p><b>M&amp; E Development Plan</b></p> <p>The Service Provider should provide an M&amp;E process Development Plan to be covered for the period of two (02) years including milestones and timelines covering at least the following.</p> <ul style="list-style-type: none"> <li>• Initiation phase</li> <li>• Planning phase</li> <li>• Execution phase</li> <li>• Project monitoring</li> <li>• Project Closure</li> </ul> <p><b>On evaluation, the BANKSETA will award points as follows for information included in the M&amp;E development plan:</b></p> <p>(a) Initiation phase = 1 point</p> <p>(b) Planning phase = 1 point</p> <p>(c) Execution phase = 1 point</p> <p>(d) Project Monitoring phase = 1 point</p> <p>(e) Closure phase = 1 point</p>		
<b>5. Track record of the bidder (Company Experience)</b>		<b>15</b>
<p>The bidder should submit formal reference letters from clients where it has previously delivered work on M&amp;E Development.</p> <p>The reference letters should</p> <ul style="list-style-type: none"> <li>- Be on the client's letterhead,</li> <li>- Be signed and dated</li> <li>- Indicate the work done,</li> <li>- Indicate the year the work was done, (please note that the reference letters should show work not done earlier than 2014.</li> <li>- Show the client contact details including contact name and telephone or email address.</li> </ul>		

<b>On evaluation, The BANKSETA will award points as follows.</b>		
(a) 1 Reference Letter covering M&E process Development = 1 point		
(b) 2 reference letters covering M&E process Development = 2 Points		
(c) 3 Reference Letters covering M&E process Development = 3 points		
(d) 4 Reference Letters covering M&E process Development = 4 points		
(e) 5 and more Reference Letters covering M&E process Development = 5 points		
<b>TOTAL WEIGHTING</b>		<b>100</b>
<b>MINIMUM WEIGHTING THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION</b>		<b>70</b>

The minimum weighting threshold for technical / functional evaluation is 70%. Any bidder scoring less than 70% or 70 weight will be disqualified from further evaluation and will be disqualified from System demonstration - phase 3 evaluation.

Bidders who score 70 points or higher will be further evaluated on phase 3 – M&E process development demonstration.

**14. Functionality will be evaluated using the following formula for each criterion or sub-criterion.**

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion or sub-criterion under consideration.
- So – is the total score evaluated by the BANKSETA for the criterion or sub-criterion under consideration.
- Ap – is the percentage allocated for functionality for the criterion or sub-criterion.
- Ms – is the maximum score possible per criterion or sub-criteria which is 5.

14.1 Each technical /functional evaluation criterion or sub-criterion shows how it will be evaluated by BANKSETA out of a maximum of 5 points. i.e Ms =5 points.

14.2 The score/points evaluated per criterion or sub-criterion by BANKSETA is divided by 5 and then multiplied by the weighting of the criteria to arrive at the percentage for that criterion/sub-criterion.

14.3 The percentages for all criteria/sub-criteria are added together to reach the final percentage.

14.4 Any proposals not meeting a minimum total weight threshold of 70 **percentage** or 70 weighting on technical/functionality evaluation will not participate in the price/preference

points evaluation.

## 15. PRICE AND PREFERENCE POINTS EVALUATION

The tender will be evaluated using the following:

### 80/20 PRICEPREFERENCE POINT SYSTEMS

Points for Price	Preference Points Utilising BANKSETA Goals	Total Points
80	20	100

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

**80/20**

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

**Where**

**Ps** = Points scored for price of bid under consideration.

**Pt** = Price of bid under consideration.

**Pmin** = Price of lowest acceptable bid.

### 15.1 PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership and Active Management by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership and management- Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership and management – 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership and Management or Employment of People with Disabilities – 20% threshold for Ownership and Management and 10% threshold for Employment of Persons with Disabilities as explained below	2

6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

**The Service provider should complete the BANKSETA preference point bidding form attached.**

## **EXPLANATIONS**

15.2 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
  - (i) before 27 April 1994.
  - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

15.3 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership who are actively involved in the day-to-day activities of the company or entity. The shareholding will determine the ownership. The position and role that black owners play in the company should be stated.

15.4 Promotion of Local Production and Services Delivered by South Africans

The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens. Should only services be required, the services should be provided 100% utilising South African citizens.

15.5 Women ownership points will be awarded to a Tenderer who have 50% or more women ownership, who are actively involved in the day-to-day activities of the company or enterprise and are South African citizens. The position and role that women owners play in the company should be stated.

15.6 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ

closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.

15.7 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability who are actively involved in the day-to-day activities of the company or entity are OR to tenderers who employ 10% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability who are actively involved in the day-to-day activities of the company or enterprise OR by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.

15.8 An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability.

15.9 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

15.10 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

15.11 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.



The points scored by a bidder in respect of the **PREFERENCE POINTS UTILISING BANKSETA GOALS** contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or **PREFERENCE POINTS UTILISING BANKSETA GOALS** contribution.

## **16. REVIEW PROCESS**

- 16.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- 16.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 16.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality.
- 16.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).

## **17 TENDER CONDITIONS**

- 17.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 17.2 BANKSETA reserves the right not to award this tender or partially award the tender.
- 17.3 The cost of preparing the applications will not be reimbursed.
- 17.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment, and financial capability assessment) on short listed tender submitters before contracting.
- 17.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- 17.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director,

officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.

17.7 BANKSETA makes no representations, undertakings, or warranties whatsoever to any person in respect of the tender or any information contained in the tender.

17.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.

17.9 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. BANKSETA complies with POPIA in collecting, processing, and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

## **18. REVIEW PROCESS**

18.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

18.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

18.3 All proposals will go through Evaluation Committee for evaluation on functionality.

18.4 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC).

**18.5 The validity period of proposals is 150 days after closing.**

## **19. REASONS FOR REJECTION**

19.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the

applicant concerned.

- 19.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

## **20. BRANDING CONDITION/CLAUSE**

- 20.1 The Banking Sector Education and Training Authority (BANKSETA)'s brand value is vital for the positioning of the organisation's brand reputation to the various target markets that the BANKSETA provides services to. It is therefore paramount that training providers appointed by the BANKSETA adhere to the organisation's corporate identity guidelines whereby material is to be produced for learning programmes, programme research publications, promotional material, public relations whereby the BANKSETA is the funder of such programmes or materials.
- 20.2 Whereby programs are fully funded by the BANKSETA, BANKSETA will be deemed the sole or primary brand unless in instances whereby certification by institutions of higher learning advise in advance that for certification of qualifications, their branding guidelines prohibit dual branding on certificates. In this regard, the respective institution or training provider is expected to provide a corporate identity manual or letter of confirmation that for certification, only their branding is allowed and provide reasons for such.
- 20.3 In instances whereby promotional material, press releases and other material is produced for BANKSETA funded programs/projects, the BANKSETA remains the hero brand. There may be agreement between the BANKSETA, training providers, other SETAs, and other collaborative partners to co-brand whereby the BANKSETA is still the funder or primary funder. In such instances, the BANKSETA will remain the hero or primary brand. Prior approval is required from the BANKSETA's Marketing and Communications Manager prior to any promotional items, corporate gifts, publications, and press releases being produced, distributed, or published.
- 20.4 The exception for the BANKSETA being the only primary brand, applies in circumstances whereby the partnership is of equal contribution whereby funding is concerned. This means that partners will have equal brand status. The corporate identity manual will be provided to all that enter into contracts with the BANKSETA through the respective operational departmental representatives.

## 21 JOINT VENTURE

- 21.1 In the case of a Joint Venture, the following will be Applicable:
- 21.2 Each JV Member must have a CSD report showing tax status.
- 21.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document: and
- 21.4 Submission of a BANKSETA PREFERENCE POINTS CLAIM DOCUMENT.

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA					
BID NUMBER:	BS/2023/RFB484	CLOSING DATE:	Monday, 05 June 2023	CLOSING TIME:	11:00am
DESCRIPTION	PROVISION OF SERVICES TO ESTABLISH MONITORING AND EVALUATION (M&E) PROCESSES SUITABLE FOR BANKSETA PROGRAMMES AND BANKSETA TARGETS AND PROVISION CAPACITY BUILDING FOR BANKSETA M&E TEAM				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Eco Origin Office Park, Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion,					
NB: Bidders as part on requirement - Submission of soft copy on PDF must be part of bid submissions.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

BS/2023/RFB484: PROVISION OF SERVICES TO ESTABLISH MONITORING AND EVALUATION (M&E) PROCESSES SUITABLE FOR BANKSETA PROGRAMMES AND BANKSETA TARGETS AND PROVISION CAPACITY BUILDING FOR BANKSETA M&E TEAM

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid, e.g., resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	BANKSETA	CONTACT PERSON	
CONTACT PERSON	Ms Yolanda Mutheiwana	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	yolandam@bankseta.org.za		

## SBD4 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<sup>1</sup> in the enterprise,

---

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

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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement

<sup>2</sup> 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.

process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS.**

### 1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) (b) Preference points using BANKSETA's preference point.

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

<b>PRICE</b>	<b>80</b>
<b>PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEMB</b>	<b>20</b>
<b>Total points for Price and Preference Points must not <del>exceed</del></b>	

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

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



## 2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form into an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (d) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts.
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (g) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

## 3. POINTS AWARDED FOR PRICE

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

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

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

**80/20**                      **or**                      **90/10**

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

## 4. PREFERENCE POINTS CLAIMED

**THE BIDDER SHOULD COMPLETE THE BANKSETA PREFERENCE POINTS CLAIM DOCUMENT BELOW**

## 5. SUB-CONTRACTING

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

(Tick applicable box)

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

5.1.1 If yes, indicate:

5.1.1.1 What percentage of the contract will be subcontracted. %

5.1.1.2 The name of the sub-contractor.....

## 6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

6.2 VAT registration number:.....

6.3 Company registration number:.....

6.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g., transporter, etc.[TICK APPLICABLE BOX]

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

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference

points system qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the bidder has claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process.
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule
  - (e) has been applied; and
  - (f) forward the matter for criminal prosecution.

WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

## BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points.

It is the service providers responsibility to ensure that the form is accurately and fully completed.

1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.

1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership and Active Management by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership and management- Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership and management – 33% Threshold as explained below	2
5	Empowerment of Persons with Disabilities - Ownership and Management or Employment of People with Disabilities – 20% threshold for Ownership and Management and 10% threshold for Employment of Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

## 1.4 Empowerment of black persons- Ownership and Active Management by black persons

### Black Person Ownership

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
  - (i) before 27 April 1994.
  - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under black ownership and management where 51% or more ownerships and management is by black people		<b>6</b>	

### IF YES please provide the following details

DETAILS OF BLACK OWNERS WHO ARE ACTIVELY MANAGING THE BUSINESS				
	Full Name of Black Owners who are Actively Involved in the Business	ID Number	Ownership Percentage (via shareholding)	Management Position in the Company
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				

7				
8				
9				
10				
	<b>TOTAL Black Ownership</b>			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for the preference points claimed. Please note that such additional information may include but is not limited to certified IDs, naturalisation records for owners not South African by birth and CIPC records of the entity.

#### **1.5 Preference Points Claimed for Empowerment of 100% Local production of Goods and/or 100% Use of South African Citizens for Delivery of Services.**

The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens. If only services are being sought, the services should be delivered using 100% South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Promotion of Local production and Delivery by South Africans – 100% threshold		<b>6</b>	

#### **IF YES please provide the following details**

Details	Service Provider to Indicate YES or NO
2.1 If goods are to be supplied are these 100% assembled or manufactured in South Africa	
2. If goods are to be supplied are these 100% assembled or manufactured in South Africa	

2.3 If services are to be supplied, are these to be delivered 100% by South African citizens. Kindly note that the citizen status of employees is stated in the ID document	
--	--

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to sworn affidavits, details of manufacturing/assembly plant, details of main raw material suppliers, employee lists and ID numbers.

### **1.6 Preference Points Claimed for Empowerment of Women – Through Women Ownership and Management of the Entity- Threshold 50%**

Women ownership points will be awarded to a Tenderer who have 50% or more women ownership, who are actively involved in the day-to-day activities of the company or enterprise. The position and role that women owners play in the company should be stated. The woman should be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership and management where 50% or more ownerships and management is by women who are South African citizens		<b>2</b>	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE MANAGING THE BUSINESS AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners who are Actively Involved in the Business	ID Number	Ownership Percentage (via shareholding)	Management Position in the Company
<b>1</b>				
<b>2</b>				
<b>3</b>				

<b>4</b>				
<b>5</b>				
<b>6</b>				
	TOTAL WOMEN OWNERSHIP & MANAGEMENT			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

### **1.7 Preference Points Claimed for Empowerment of Youth Through Youth Ownership and management of the Service Provider /Enterprise– 33% Threshold**

1.7.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens, who also manage the entity.

<b>Preference Point</b>	<b>Service Provider to Indicate YES OR NO</b>	<b>No of Points per BANKSETA Preference point System</b>	<b>For BANKSETA USE Only Points Claimed</b>
Does the service provider wish to claim points under Youth Ownership and management – 33% Threshold. The youth should be South African citizens		<b>2</b>	

IF YES please provide the following details

<b>DETAILS OF YOUTH OWNERS WHO ARE MANAGING THE BUSINESS AND ARE SOUTH AFRICAN CITIZENS</b>				
	<b>Full Name of Black Owners who are Involved in the Business Management</b>	<b>ID Number</b>	<b>Ownership Percentage (via shareholding)</b>	<b>Management Position in the Company</b>
<b>1</b>				



2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP & MANAGEMENT			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

**1.8 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership and Management or Employment of People with Disabilities – 20% threshold for Ownership and Management and 10% threshold for Employment of Persons with Disabilities of Youth Empowerment Through Youth Ownership and management – 33% Threshold.**

1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability who are actively involved in the day-to-day activities of the company or entity are.

OR

to tenderers who employ 10% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability who are actively involved in the day-to-day activities of the company or enterprise.

OR

by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

Kindly note that full points are awarded for either ownership/management of persons with disabilities or employment of persons with disabilities.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability who are actively involved in the day-to-day activities of the company or entity are OR to tenderers who employ 10% or more South African persons with disability on a permanent basis.		<b>2</b>	

IF YES please provide the following details

DETAILS OF OWNERS WHO ARE MANAGING THE BUSINESS AND HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners who are Involved in the Business	ID Number	Ownership Percentage (via shareholding)	Management Position in the Company
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
	TOTALPERSON WITH DISABILITIES OWNERSHIP & MANAGEMENT			

AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs, CIPC records, employee list, disabilities list or certificates of disability.

### **1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban**

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		<b>2</b>	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but are not limited to CIPC records, annual financial statements and sworn affidavits.

#### **1.10 False Information from Bidders**

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

## SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.

NB: Complete only the part which is applicable for this tender.

	SPECIAL CONDITIONS	CONFIRMATION		
		Yes	No	If no, indicate deviation
<b>1</b>	<b>GENERAL</b>			
1.1	<p>Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail by referring to other sections will not be accepted.</p> <p>Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents are <b>not</b> in compliance or agreement with the statement(s) as specified in this request for quotation.</p>			

<b>2</b>	<b>THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			
<b>3</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
<b>4</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
4.1	During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded.			
<b>5</b>	<b>VENDOR INFORMATION</b>	<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
5.1	<b>Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.</b>			

<b>6</b>	<b>CONFIDENTIALITY</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
6.1	The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.			

6.2	All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.			
<b>7</b>	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)</b>			
7.1	Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.			
7.2	All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.			
7.3	In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.			

7.4	BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment, or transfer.			
7.5	The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.			
7.6	The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright Act, no 98 of 1978, as amended.			
7.7	The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally, and separately enforceable from any other provisions of this contract.			
7.8	The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.			
7.9	This contract contains various stipulatio alteri in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.			
7.10	This clause 7 shall survive termination of this contract.			
<b>8</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>



8.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this effect.			
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9	WARRANTS and PAYMENTS			
		Yes	No	If no, indicate deviation
9.1	The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA.			
9.2	The successful respondent IS NOT required to furnish to the purchaser a performance security.			
9.3	Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.			
9.4	The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.			
9.5	The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.			
9.6	Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms: <input type="checkbox"/> Copy of a cancelled cheque; <input type="checkbox"/> Letter from bank; <input type="checkbox"/> Statement.			

9.7	The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.			
9.8	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
<b>10</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
10.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.			
10.2	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
<b>11</b>	<b>RETENTION</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
11.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.			
11.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing			
<b>12</b>	<b>Dispute Resolution</b>			

		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
12.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.			
12.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of his			

	intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Such notice shall be in English.			
12.3	Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.			
12.4	If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.			
12.5	All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its successor.			
12.6	Notwithstanding any reference to mediation and/or court proceedings herein,  (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier			
<b>13</b>	<b>FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>

13.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents:			
13.2	Respondents must complete and return Special Conditions of Contract.			

<div style="margin-bottom: 20px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">NAME OF BIDDER</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">SIGNATURE</div> </div>	<div style="text-align: center; height: 100px;">DATE</div>
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