



REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER: BS/2023/RFB509

ADVERT PUBLISH DATE **Wednesday 11 October 2023**

ADVERT DATE CLOSE **Date: Thursday 02 November 2023**

Time: **11h00**

DESCRIPTION: APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES

ONLINE NON-COMPULSORY BRIEFING **Wednesday 18 October 2023**



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

Respondent details

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

Company Name:

APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES

Contact person:				
Company physical address				
Email:				
Telephone:				
Mobile number:				
Date:				
Original copy of documents or copy - Mark with X	ORIGINAL		COPY	

1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is the SETA for 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, please visit www.bankseta.org.za and refer to the 2021/22 annual report under Media Centre/publications

2. BACKROUND OF THE PROJECT

In line with legislation, BANKSETA offers discretionary grants to fund various training and development project activities to employers within its sector. The BANKSETA advertises a discretionary grant funding window with guidelines and criteria and employers submit applications which are evaluated and awarded. BANKSETA aims to award discretionary grants to as many as possible qualifying employers throughout South Africa. BANKSETA then enters into memorandum of agreements (MoAs) for the awarded grants with the stakeholders.

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The BANKSETA implements Discretionary Grant / PIVOTAL Grant Funding Window/(s) to all employers in the Banking and Alternative Banking Sector for training and development each year. This is for employed as well as unemployed beneficiaries.

The BANKSETA is seeking to appoint up to four (4) suitably qualified South African service providers who are located in South Africa to provide contract management and administration services for the Discretionary Grant /PIVOTAL Grant Funding window and for the stakeholder's contracts arising from these Discretionary Grant / PIVOTAL Grant Funding Windows. This will cover all nine (9) provinces. The service providers must be prepared and, in a position, to manage employers who have a national footprint and therefore have training activities throughout South Africa. The service providers need to be prepared to manage the project efficiently and effectively.

The BANKSETA currently has over 700 such PIVOTAL contracts with stakeholders in all nine (9) provinces in South Africa. Further discretionary Grant PIVOTAL Grant funding windows will be undertaken, and new stakeholder training contracts entered into this year and in future years. The stakeholder training contracts are normally between 12 months to 18 months.

PIVOTAL Grant Funding Window – PIVOTAL is an acronym which means Professional, Vocational, Technical and Academic Learning Programmes that result in occupational qualifications or part qualifications on the National Qualifications Framework. This funding for PIVOTAL projects will specifically address the ambit of learning programmes such as Registered Learnerships for the Employed and Unemployed, Registered Skills Programmes / Registered Part Qualifications for Employed and Unemployed, Internships for Unemployed, Bursaries (Undergraduates, Post-Graduates, Honours and master's Level, Inclusive of Candidacy Programmes (EISA/Board Exams)) and Recognition of Prior Learning (RPL) Programmes.

3. STRATEGIC OBJECTIVES AND GENERAL INFORMATION

PIVOTAL programmes are meant to improve the probability of employment (in the case of unemployed beneficiaries) or enhance employment (in the case of existing employees). The BANKSETA wishes to provide and promote relevant, quality education to the Banking and Alternative Banking Sector through the implementation of the PIVOTAL Grant as per the regulations as set out by the Department of Higher Education and Training (DHET).

The regulations together with the Discretionary Grant Policy will guide and govern the allocation of the BANKSETA funding for PIVOTAL Programmes in a transparent, open and

fair way, that will allow qualifying employers access to funding and further enable and support skills development.

3.1 Assignment Objectives:

The purpose of this assignment is procured up to 4 services providers to contract manage and administer the discretionary grant window process and the stakeholder contracts. BANKSETA funds this demands driven Employer Skills Development PIVOTAL training projects.

4. THE ASSIGNMENT SCOPE:

The service providers will be expected to both administer and contract manage the contracts that are funded through the Discretionary / PIVOTAL Grant Funding Window using recognised Project Management Principles for example PMBOK and the PRINCE II methodology.

The appointed service providers will be required to familiarise themselves and adhere to the:

- Applicable legislation that governs the SETA and its environment such as the Skills Development Act 1998, Skills Development Act, Amended 2008, Learnership Regulations.
- BANKSETA Discretionary Grant Policy.
- BANKSETA PIVOTAL Grant Funding Window Guidelines.
- BANKSETA reporting requirements such as the DHET National Skills Development Plan (NSFP) reporting template (DHET validation framework)

The appointed service providers will contract manage as well as provide administration services for the Discretionary / PIVOTAL Grant Funding Window applications and the contracts for the BANKSETA.

This will include (but not limited) to the following:

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4.1 Manage the following deliverables:

4.1.1 Administer the applications and the approved Application Master List for the discretionary PIVOTAL Grant window by ensuring the list is kept up to date with actions taken, such as 1st and 2nd Tranche payments, Project Change Control Notes for writing back funds, etc.

4.1.2 Draft the contracts using the BANKSETA template for the approved funding as per the abovementioned Master List.

4.1.3 Follow up with the employers to ensure that the contracts are signed and the BANKSETA team receives the documentation signed by the employers for BANKSETA's final signatures.

4.1.4 Request learner evidence for quality assurance timeously.

4.1.5 Request tranche invoices from employers after learner evidence has been quality assured.

4.1.6 Draft Project Change Control Notes for writing back funds on contracts where the number of learners contracted for are not achieved.

4.1.7 Conduct regular project reviews on progress and highlight issues and risks monthly to the BANKSETA team.

4.2 Assist with Internal Audit and Auditor General requests for information (RFIs) in relation to the contacts administered.

4.3 The service provider should

4.3.1 Have good knowledge of applicable legislation governing SETAs

4.3.2 Have good knowledge of contract management / administration and handling large volume of contracts.

4.3.3 Have recognizable qualification/s and experience/s in Project Management, for example Project Management Body of Knowledge (PMBOK) and PRINCE II Methodology, etc.

4.3.4 Have good stakeholder management.

4.4 Size of the PIVOTAL Grant Funding Window Project:

The project involves stakeholders that are spread across the country. The project load (number of employers) will be divided equitably into clusters with numbers of learners indicated below:

Services Providers (SP =service provider)	Number of Organisations approved (based on Previous Funding Window submissions)	Estimated Number of Learners (this could differ from year to year)
1. SP 1	± 20 - 40 employers	This could be from 500 up to 2,000 learners per group of employers. This is also dependent on the number of applications received in the new funding window.
2. SP 2	± 20 - 40 employers	This could be from 500 up to 2,000 learners per group of employers. This is also dependent on the number of applications received in the new funding window.
3. SP 3	± 20 - 40 employers	This could be from 500 up to 2,000 learners per group of employers. This is also dependent on the number of applications received in the new funding window.
4. SP 4	± 20 - 40 employers	This could be from 500 up to 2,000 learners per group of employers. This is also dependent on the number of applications received in the new funding window.

4.4.1 The 2000 learners are inclusive of enrolled learners and completed learners.

The service provider will manage the learner evidence at enrolment and at completion stage.

4.4.2 Above table is in anticipation that the BANKSETA will appoint 4 service providers.

However, if less than 4 service providers are appointed, the work will be divided equitable among the appointed service providers.

4.4.3 The project involves an estimated 15 000 learners spread across the country from different employers.

4.4.4 The service providers will be expected to administer, and contract manage;

- existing stakeholder training contracts from 2022/23 years and
- Additional stakeholder training contracts that the BANKSETA will enter in 2023/24 and future years.

The normal contract length for these contracts is between 12 months and 18 months.

4.4.5 The service providers will also perform the administration of the applications for the Discretionary / PIVOTAL Grant Funding Windows.

5. THE ROLE OF THE SERVICE PROVIDER

5.1 The Service Provider will assume responsibility and accountability for contract Management for the Discretionary / PIVOTAL Grant Funding Window Projects and administer the stakeholder contracts, including;

5.1.1 Implement the work using suitably skilled staff that are knowledgeable and can create and maintain a project management environment for the implementation of the Discretionary Grant / PIVOTAL Grant Funding Window Projects for Employed and Unemployed Beneficiaries.

5.1.2 Assign a Project Executive/Project Manager or person in charge of the project to be the BANKSETA contact person for all work

5.1.3 Ensure overall stakeholder engagement and feedback done for the contracts that the service provider is responsible for.

5.1.4 Sign a confidentiality agreement with BANKSETA prior to commencement of contract. Learner information needs to be kept confidential at all times as BANKSETA enforces the Protection of Personal Information as per POPIA.

5.1.5 Provide proof that learner information will be kept in a safe and secure facility.

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5.2 The Service Providers should ensure that they have an established office, that includes.

5.2.1 office infrastructure for example office space, computer equipment, document storage. This will be the programme office in which the overall Discretionary / PIVOTAL Grant Funding Window contract management pertinent to this assignment can be conducted in a stable and consistent manner allowing the service provider team to actively monitor data progress and to provide reliable and dependable tracking of data and reports.

5.3 The service provider will undertake the following activities when implementing the Discretionary / PIVOTAL Grant Funding Window, i.e.

5.3.1 Familiarize themselves and adhere to the BANKSETA Discretionary Grant Policy and adhere to the BANKSETA PIVOTAL Grant Funding Window Guidelines.

5.3.2 Support and adhere to the objectives and expectations of BANKSETA with respect to the abovementioned funding window.

5.3.3 BANKSETA will discuss expectations of project deliverables, such as the scope and internal procedures with the Service Providers to organise planning activities for the project for the Number of Employers that they will be responsible for.

5.3.4 Assist the BANKSETA by drawing up of the contracts with stakeholders in accordance with the approved Application Master list for Employed and/or Unemployed beneficiaries, obtain signature from Employer/s and the stakeholder to agree to the disbursement schedule in line with the contracts Annexure A.

5.3.5 Familiarise themselves and adhere to the BANKSETA's reporting requirements, such as the DHET National Skills Development Plan (NSDP) reporting template and requirements (DHET validation framework).

5.3.6 Set-up facilities for the receipt of beneficiary Performance Information

relating to the contracts with employers which they will be responsible for.

- 5.3.7 Assist stakeholders to comply with Project Management Methodology that BANKSETA uses, BANKSETA will share the required customised Project Management templates with the appointed service providers.
- 5.3.8 Create a central repository with a systematic filing system for all project related documentation.
- 5.3.9 Utilise a project tracking and reporting instrument.
- 5.3.10 Review and finalise project plans per group of employers assigned to the service provider.
- 5.3.11 Deliverables and due dates will be approved, and checkpoints and milestones will be agreed to with the BANKSETA. These deliverables include, but is not limited to:
- 5.3.12 Conduct regular contract reviews and use the output of these reviews to update project plans, highlight issues and produce management reports for BANKSETA management. These reports should include learner success stories for future BANKSETA use.
 - 5.3.12.1 Update BANKSETA with contract/project progress on a monthly basis (or as agreed with the BANKSETA).
 - 5.3.12.2 Identify, review and eliminate contract/project risks where possible. Mitigate project risks where they cannot be eliminated and manage on a continuous basis. Alert BANKSETA to any risks and indicate how those will be managed.
 - 5.3.12.3 Set-up of regular Steering committee meetings between BANKSETA, employers and the service provider and agree on the feedback interfaces. The format and content of the feedback to stakeholders will be agreed upon beforehand.
 - 5.3.12.4 Be the secretariat for the Steering Committee.

5.3.12.5 Provide draft contract/project plan for the contracts they are responsible for.

5.3.13 The service providers should have an existing document management system.

5.3.14 Escalate issues to the BANKSETA where necessary.

5.3.15 Follow up on bottlenecks and project inefficiencies and escalate to BANKSETA.

5.4 Undertake the following activities relating to receipt of beneficiary performance information and requesting of tranche invoices from employers, i.e.

5.4.1 Adhere to the steps that needs to be followed when tranche invoices are requested, and tranche payments are executed.

5.4.2 Adhere to the BANKSETA's accounting processes and the necessary financial controls.

5.4.3 Advise the Employer of acceptable invoicing requirements so as to expedite the processing of invoices.

5.4.4 Appropriate audit requirements and other controls must be put in place in respect of the budget and records of the payments to the relevant stakeholders.

5.4.5 Follow up with the employers to ensure the submission of correct performance information, invoice/s.

5.5 Undertake the following activities relating to audit requirements and requests, i.e.

5.5.1 Appropriate audit requirements and other controls should be put in place in respect of the invoice, supporting documents of the payments to the relevant stakeholders.

5.5.2 Conduct monitoring and evaluation visits (on behalf of the BANKSETA) of project performance against performance deliverables. The service provider should expect to do at least one visit per contract.

5.5.3 Assist BANKSETA PIVOTAL teams with any audit request that may be received from Internal Audit and/or the Auditor General for the contracts they are responsible for.

5.6 Undertake the following activities relating to Data Management and Tracking of Employer (Beneficiary) Performance Information, i.e.

5.6.1 Capture and save the funding performance information per Employer/per contracts and relevant documentation in an appropriate manner and maintain a systematic filing facility for each Employer.

5.6.2 Quality assure of all performance information and ensure that it is accurate and compliant with audit requirements.

5.6.3 Provide the BANKSETA with softcopies of all learners supporting evidence.

5.6.4 Keep thorough records of learner employment (unemployed learners) on the completion of the programme for at least nine months after the completion of the programme.

5.6.5 Update the BANKSETA database with terminations, completion and employment details of the learners as per the reporting requirements. The relevant performance information must accompany the data.

5.7 Undertake the following activities relating to Monitoring and Evaluation. i.e.

5.7.1 The service provider should be available to travel to the BANKSETA stakeholders to implement the monitoring and evaluation of their portfolio of employers / beneficiaries. The service provider should expect to do at least one site visit for each contract.

5.7.2 The service provider should be available to attend meetings with BANKSETA on a monthly basis – this can be done in person or virtually

through an agreed platform such as MS Teams.

5.7.3 The service provider should be available to assist with audit requirements from BANKSETA and adhere to required time deliverables.

5.7.4 The service provider should perform all functions related to the successful end to end implementation of the contract not necessarily described here.

5.8 Undertake the following activities relating to closing out of contract/s , i.e.

5.8.1 The contract close-out must be done before the end date of the contract to assess the project's implementation progress / outcome / lessons learnt and by archiving relevant documentation.

5.8.2 Related project documents will be made available.

5.8.3 Prepare a final report to provide feedback on the project progress leading up to closure. The types of elements that need to be incorporated in this report include:

5.8.4.1 Issue and risk management

5.8.4.2 Deviations from project aims and objectives

5.8.4.3 Change requests

5.8.4.4 Lessons learnt

5.8.4.5 Challenges, achievements and successes.

6. COMPETENCY AND EXPERTISE REQUIREMENTS

6.1 Key Personnel '- The Project Team should comprise of at least five (5) resources including one Project Executive / Project Manager and at least one Project Administrator. The team assigned to this project should have suitable experience and certification/qualification. The service provider should submit the CV's and qualifications of the Project Executive/Project Manager and the Project Administrator to be assigned to this work to demonstrate that it meets this requirement. The bidder should also

provide an organogram specifying roles/positions of the team. (The service provider to complete the table on **clause 15.2 -page 27** by indicating the name of the Project Manager and Project Administrator)

- 6.2 The service provider should provide a list of projects from a project/s they previously implemented where they worked with 10 or more concurrent contracts with various stakeholders.
- 6.3 The service provider should make provision for the Monitoring and Evaluation of contracts in their budget that they will be solely responsible for.
- 6.4 Track Record of the Bidder (Reference Letters) should be provided - The bidder should provide signed contactable references on the client's letterhead to establish track record.
- 6.5 Working Capacities: The bidder should have working facilities and resources for administrative duties and data filling.
- 6.6 The bidder should have Data management, Tracking and Reporting tools.

7. GENERAL INFORMATION

The parties involved in this project are the following:

- 7.1 **Employers** – The term Employers refer to Employers in the Banking and Alternative Banking Sector that have registered with BANKSETA for skills development purposes. The employer is usually represented by a Skills Development Facilitator (SDF).
- 7.2 **Training Provider/s** – The term Training Provider/s refer to the Training Provider appointed by the Employer to implement training in accordance with the requirements of the programme that the Employer is seeking funding for. The Training Provider must have the required statutory accreditation and recognition for the specific programme delivery that the Employer has contracted the Training Provider for.
- 7.3 **The appointed service provider** – being the service provider sought in this transaction to provide contract management and administration services for the discretionary / pivotal grant funding windows for all 9 provinces
- 7.4 **BANKSETA** - The SETA that manages the overall program, funds and reports on the training done

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7.5 **Learners** – the individuals who the undertake the training offered by this project.

8. DURATION OF THE CONTRACT

8.1 It is envisaged that the overall contract will be for a two-year period.

8.2 The start date of the initial first year will be on contract signature and the end date will be the end of the final (second) year being in July 2026 (The contract to end in July 2026 to cover the finalization of the audit). As soon as the contract has been awarded, a meeting will be set-up immediately to confirm timelines.

9. PRICING STRUCTURE

N.B: The Pricing Schedule must be completed as per the attached annexure A. Bidders who fail to comply with this requirement will be disqualified because it will be impractical to compare pricing across all submissions.

9.1 The quoted prices will remain fixed for the particular year indicated for the duration of the contract.

9.2 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.

9.3 The pricing sheet should show VAT separately.

9.4 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.

9.5 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.

9.6 **Price Evaluation will be conducted on 2,000 learners using the scale/category : 1,500 – 2,000 learners p.a.**

9.7 BANKSETA reserves the right to negotiate market related prices.

10. SUBMISSION REQUIREMENTS

- 10.1 All submissions should be delivered in individual envelopes as per clause 10.5.
- 10.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions presented to the BANKSETA
- 10.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.
- 10.4 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.

- 10.5 An Envelope 1 – Original
 - 10.5.1 Envelope 2 – Hard Copy of the original document and 1 Soft copy
 - 10.5.2 Envelope 3 – Pricing and SBD1 – (invitation to bid) together with BANKSETA PREFERENCE POINTS CLAIM DOCUMENT
- 10.6 Each individual envelope must be clearly marked with the following information:

Description of the Submission: **APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES**

Submission Bid Number: BS/2023/RFB509: BIDDER NAME

- 10.7 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.
- 10.8 All submissions received by BANKSETA will become the property of the
- 10.9 BANKSETA and will not be returned to the respondent.

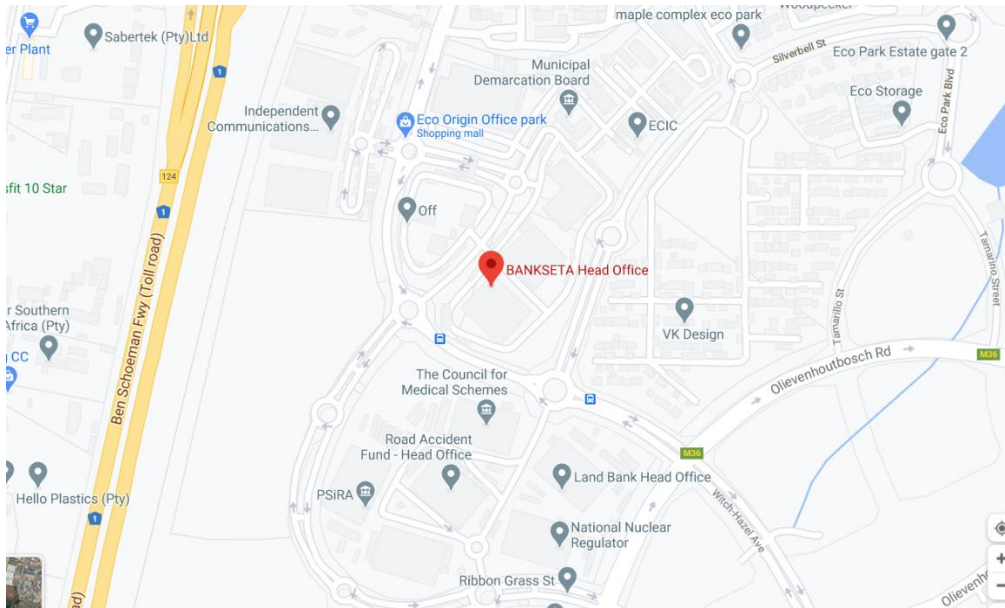
The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -

Eco Origin Office Park, (Please use gate 1 to enter the Eco-origins Office Park)
Block C2,

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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.



- 10.10 NB: The Service provider is required to sign a register on their submission.
- 10.11 Unsuccessful bidders will be informed in writing when the process is concluded.
- 10.12 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.

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11. ENQUIRIES/COMMUNICATION

11.1 Contact person for enquiries regarding the tender document:

Mr Jackie Kwinika

Title: Specialist: Supply Chain Management Unit

Email Address: jackiek@bankseta.org.za copy scm@bankseta.org.za

11.2 Bidders who wish to attend virtual *briefing* session should indicate in writing within 5 Days after advertising date by emailing:

Email: jackiek@bankseta.org.za copy scm@bankseta.org.za

11.3 All *clarifications* or enquiries should to be made in writing and received by the BANKSETA at least **8 Days** before closing date of the Tender. Telephonic requests for clarification will not be accepted.

11.4 All *questions* received after the briefing session and BANKSETA's answers 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

11.5 Should any questions submitted not be included in the responses on the website at least five days before a tender closes, kindly email this to jackiek@bankseta.org.za copy scm@bankseta.org.za and also escalate to rapulas@bankseta.org.za and info@bankseta.org.za.

RFB TIMELINES

Activity	Time	Date
Tender advertised	11:00	Wednesday 11 October 2023
Non-compulsory Virtual Briefing	11:00	Wednesday 18 October 2023
Bidders who wish to attend an online briefing session should		

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indicate in writing 5 Days after advertising date.		
Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	Close Of Business (C.O.B)	Wednesday 25 October 2023
Closing date	11h00	-Thursday 02 November 2023
Tender evaluation, Bidder Verification and Due Diligence	C.O.B	Wednesday 15 November 2023
Clarification presentations by Service Providers if required/ Due Diligence	C.O.B.	Monday 20 November 2023
Provisional Contract Award	C.O.B	Monday 27 November 2023
Contract Signatures	C.O.B.	Monday, 4 December 2023

12. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in three phases:

- 12.1 Compliance/eligibility Evaluation (Bids that do not pass the compliance eligibility evaluation will be disqualified from participating in the next evaluation phase)
- 12.2 Technical/Functionality Evaluation (Bids that do not meet the minimum threshold indicated in technical/function evaluation - **clause 15** will not participate in the final evaluation phase)
- 12.3 Price and BANKSETA Preferential Procurement points (Bidder will be appointed on the highest scores.)

13. COMPLIANCE STATUS

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- 13.1 The service provider should be registered on the Central Supplier Database (CSD) maintained by the National Treasury and accessible on www.treasury.gov.za
- 13.2 The BANKSETA, before making an award, shall check on the central supplier database (CSD) whether;
- (a) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and persons prohibited,
 - (b) the bidder's tax status is compliant. Bidders with non-compliant status will be given 7 days as indicated in legislation to rectify this; and
 - (c) the bidders, its directors or management are not employees of the state, or if a director/manager is an employee of the state, the service provider and or directors/management have permission to do business with the state, as provided for in the legislation.
- 13.3 The BANKSETA will not award any bids to service providers who do not comply with the above.
- 13.4 The BANKSETA will afford bidders an opportunity to clarify and provide evidence where there is any adverse information on the CSD reports.

14. 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 –
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	Annexure A The Pricing Schedule must be completed as per the attached annexure A. Failure to comply may lead to disqualification because it will be impractical to compare pricing across all submissions.
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none"> - SBD 1 Invitation to submission - SBD 4 Declaration of interest - SBD 6.1 Preference points claim form where applicable (complete the part that is applicable to the BANKSETA Preference Points Claim Document). NB. BANKSETA will not allocate points for BBBEE status Level Contributor
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.

15. FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA	SUB-CRITERION WEIGHTING/ PERCENTAGE	WEIGHT PERCENTAGE
1. Qualifications and Experience of the Project Team in Project Management		40
<p>The Project Team should comprise of at least a Project Executive / Project Manager and Project Administrator. (The service provider to complete the table on clause 15.2 below- page 29 by indicating the name of the Project Manager and Project Administrator)</p> <p>The Project Executive / Project Manager and Project Administrator should have a Project Management qualification at NQF level 5 or higher in any recognized project management methodology (for example PMBOK or</p>		

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Prince II methodology), as well as relevant project management experience in the Higher Education and Training environment.		
The criteria for evaluation of each module are indicated per the sub-criteria below		
Sub criterion 1.1 Experience of the Project Executive/Project Manager The bidder should submit the following for the person assigned as Project Executive / Project Manager in the team. <ul style="list-style-type: none"> - The CV or professional profile, or resume, or employee profile showing the relevant project management experience in the Higher Education and Training environment. On evaluation, the BANKSETA will award points as follows: <ol style="list-style-type: none"> 5 years or more relevant experience in project management in the Higher Education and Training environment = 5 Points 4 to less than 5 years' relevant experience in project management in the Higher Education and Training environment. = 4 Points 3 to less than 4 years' relevant experience in project management in the Higher Education and Training environment. = 3 Points 2 to less than 3 years' relevant experience in project management in the Higher Education and Training environment. = 2 Points 1 to less than 2 years' relevant experience in project management in the Higher Education and Training environment. = 1 Point Less than 1 year experience relevant in project management in the Higher Education and Training environment. = 0 points 	15	
Sub criterion 1.2 Qualification of Project Manager	10	

<p>The bidder should submit the following for the person assigned as Project Executive / Project Manager in the team.</p> <ul style="list-style-type: none"> - Copies of qualification at NQF level 5 or higher in any recognized project management methodology (for example PMBOK or Prince II methodology) <p>On evaluation, the BANKSETA will award points as follows:</p> <ol style="list-style-type: none"> a) NQF Level 5 or more in project management = 5 Points b) No NQF Level 5 or less in project management = 0 Points 		
<p>Sub criterion 1.3 Experience of Project Administrator</p> <p>The bidder should submit the following for the person assigned as Project Administrator the team.</p> <ul style="list-style-type: none"> - The CV or professional profile, or resume, or employee profile showing the relevant project administration experience in the Higher Education and Training environment. <p>On evaluation, the BANKSETA will award points as follows:</p> <ol style="list-style-type: none"> a) 5 years or more relevant experience in project administration or management in the Higher Education and Training = 5 Points b) 4 to less than 5 years' relevant experience in project administration or management in the Higher Education and Training = 4 Points c) 3 to less than 4 years' relevant experience in project administration or management in the Higher Education and Training = 3 Points d) 2 to less than 3 years' relevant experience in project administration or management in the Higher Education and Training = 2 Points e) 1 to less than 2 years' relevant experience in project administration or management in the Higher Education and Training = 1 Point f) Less than 1 year relevant experience in project administration or management in the Higher Education and Training = 0 points 	<p>10</p>	

Should a service provider provide more than one CV for the Project Administrator BANKSETA will evaluate the CV with the desired qualification and longest experience in project management in the Higher Education and Training.		
Sub criterion 1.4 Qualification of Project Administrator The bidder should submit the following for the person assigned as Project Administrator in the team. - Copies of qualification at NQF level 5 or higher in any recognized project management methodology (for example PMBOK or Prince II methodology) The BANKSETA will award points as follows: a) NQF Level 5 or more in project management = 5 Points b) No NQF Level 5 or less in project management = 0 Points	5	
2. Experience of Service Provider		20
The Service Provider should provide a list of projects in the Higher Education and Training environment which they have previously implemented / or are currently implementing with various stakeholders (A list of least 5 contracts to be submitted) Note that the work should have been done within the past five (5) years from the tender closing date) The list should - Indicate the description of work done, - Indicate the year and month the work was done, - Show the client's name, contact person name, email address and/or telephone / cell phone number (The BANKSETA reserves the right to contact current/ previous clients for confirmation) On evaluation, the BANKSETA will award points as follows: (a) List with less than 5 contracts = 0 point (b) List with 5 but less than 10 contracts = 3 point (c) List with 10 contracts or more = 5 point		

3. Monitoring and Evaluation Capability		10
<p>The service provider should submit the following to show their Monitoring and Evaluation Capability:</p> <ul style="list-style-type: none"> - At least 3 site visit reports from a previously implemented project - At least 2 Post implementation review reports from a previously implemented project <p>On evaluation, the BANKSETA will award points as follows:</p> <p>a) Three (3) Site visits reports submitted of previous work done regarding monitoring and evaluation that show the contract/project implementation (including at least learner attendance, learning environment, learner resources, project progressing as per training plan and other any learning hindrances etc.) = 3 points</p> <p>b) Two (2) Post-Implementation Review Reports submitted from previous work done (including lessons learnt, highlighting areas of improvement / streamlining, etc. = 2 points</p>		
4. Track Record of the Bidder (Reference Letters)		10
<p>The bidder should submit formal reference letters from clients where it has previously delivered or are currently delivering Contract / Programme Management in the Higher Education and Training environment</p> <p>The reference letters should</p> <ul style="list-style-type: none"> - Be on the client's letterhead, - Be signed and dated - Indicate the type of work done, - Indicate the year the work was done, (please note that the work should have been done not later than five (5) years from the tender closing date) - Show the client contact details (being the contact's name, phone and/or email address). <p>On evaluation, the BANKSETA will award points as follows:</p> <p>a) 1 Reference Letter = 1 point</p> <p>b) 2 Reference Letters = 2 points</p>		

c) 3 Reference letters = 3 points d) 4 Reference letters = 4 points e) 5 and more References letters = 5 points		
5. Work Facilities and Resources		10
<p>The service provider should have work facilities and resources to accommodate for administrative duties and data filling.</p> <p>The service provider should submit the following as evidence</p> <ul style="list-style-type: none"> - List of ICT equipment asset and showing at least 5 computers/laptops and at least 1 printer scanner. The assets may be leased or owned by the service provider - the organogram showing a minimum of 5 resources, including the Project Executive/Project Manager and Project Administrator and the roles/positions related to this assignment (Please also complete the table below) - An electronic filing system and indicate the full description of the electronic filing system utilised - <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> a) Office Equipment Resources: a list of ICT equipment asset register provided showing at least 5 computers/laptops and at least 1 printer/scanner = 2 points b) Human Capital Resources: An Organogram provided showing a minimum of 5 resources, including the Project Executive/Project Manager and Project Administrator and the roles/positions related to this assignment = 2 points c) Data Filing Capabilities – The bidder should provide a full description of the electronic Data filing system used for data filing capabilities = 1 Point 		
6. Data management, Tracking and Reporting capabilities		10

<p>The service provider should show that they can manage data, track the data, provide supporting evidence and formulate reports on the progress of the project.</p> <p>The service provider should submit the following as evidence</p> <ul style="list-style-type: none"> - 3 samples of contract progress reports from a previously implemented project using the service provider's data management system and - 2 samples of project issue/risk registers from previously implemented projects <p>On evaluation, the BANKSETA will award points as follows:</p> <p>a) The service provider provided Sample of 3 Programme Progress Reports from previous projects done from their Data Management System indicating the following;</p> <ul style="list-style-type: none"> - tracking of project progress (including payments) - tracking of learners, - general project data, - data accessibility, - security of learner data etc) = 3 points <p>b) Sample of 2 previous project Issue / Risk Register that the service provider has provided = 2 points</p>		
TOTAL WEIGHTING		100
MINIMUM WEIGHTING/PERCENTAGE THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION		70

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.

15.1 PROJECT TEAM MEMBERS

Please indicate the names of your team members as per roles described in the table below.

Team Member	Name and Surname
1. Project Manager	
2. Project Administrator	
3. Team Member 3 Position_____	
4. Team Member 4 Position_____	
5. Team Member 5 Position_____	
6. Other team Members (if applicable) Position_____	
Positions_____	

15.2 Functionality will be evaluated using the following formula for each criteria.

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

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion or

sub-criterion by Request for Proposal under consideration.

- So – is the total score evaluated for the criterion or sub-criterion of the Request for Proposal in question.
- Ap – is the percentage allocated for functionality for the criterion or sub-criterion.
- Ms – is the maximum score possible per criterion or sub-criterion. MS =5.

15.3 Each technical /functional evaluation criteria shows how it will be evaluated out of a maximum of 5 points. i.e Ms =5 points

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

15.5 The BANKSETA will add the percentages calculated for each criterion/sub-criterion to arrive at the final total technical/functional percentage or weight.

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

16. 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 using the following formula:

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

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Where**Ps** = Points scored for price of bid under consideration.**Pt** = Price of bid under consideration.**Pmin** = Price of lowest acceptable bid.**16.1 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 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 - Threshold 50% as explained below	2
4.	Youth Empowerment Youth Ownership– 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership 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
	Total Points allocated towards specific goals	20

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

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EXPLANATIONS

16.2 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.

16.3 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership. The shareholding will determine the ownership.

16.4 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 the work be only services, the services should be supplied 100% utilising South African citizens.

16.5 Women ownership points will be awarded to a Tenderer who have 50% or more women ownership are South African citizens.

16.6 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.

16.7 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability 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 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.

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.

- a. 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).

16.8 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.

16.9 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.

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.

- 17.10 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.
- 17.11 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 17.12 All proposals will go through Evaluation Committee for evaluation on functionality
- 17.13 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC).
- 17.14 The validity period of proposals is 150 days after closing.

18. REASONS FOR REJECTION

- 18.1 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.
- 18.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

19. JOINT VENTURE

- 19.1 In the case of a Joint Venture, the following will be Applicable:
- 19.2 Each JV Member must have a valid Tax Clearance Certificate issued by SARS; or CSD report showing tax status.

- 19.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and
- 19.4 Submission of a Joint added BANKSETA Preference Points Claim Document.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA					
BID NUMBER:	BS/2023/RFB509	CLOSING DATE:	02 November 2023	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES				
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:			

APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES

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	Mr Jackie Kwinika	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	jackiek@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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

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

2.2 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 consortium² will

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

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 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

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SBD 6.1**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 a
NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,

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) Preference points using BANKSETA's preference point system.

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

	POINTS
PRICE	80
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM	20
Total points for Price and Preference points must not exceed	100

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

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preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to 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;
 - 1)
- (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:

80/20 or 90/10

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

Where

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

4. PREFERENCE POINTS CLAIMED
THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

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

.....

.....

.....

.....

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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 been 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 has been applied; and

(e) 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 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 t- Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
	Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities as explained below	2

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

1.4 Empowerment of black persons- Ownership 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 t where 51% or more ownerships is by black people		6	

IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				

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2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL Black Ownership			

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

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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		6	

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 of the Entity- Threshold 50%

Women ownership points will be awarded to a Tenderer who have 50% or more women

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ownership, 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 where 50% or more ownerships is by women who are South African citizens		2	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

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.

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1.7 Preference Points Claimed for Empowerment of Youth Through Youth Ownership 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, .

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 Youth Ownership – 33% Threshold. The youth should be South African citizens		2	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT MANAGEMENT AND ADMINISTRATION SERVICES FOR THE DISCRETIONARY / PIVOTAL GRANT FUNDING WINDOWS FOR ALL 9 PROVINCES

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 or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities of Youth Empowerment

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

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.

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 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 of the company or entity are OR to tenderers who employ 10% or more South African persons with disability on a permanent basis.		2	

IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

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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		2	

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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).			
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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.

BIDDER TO SIGN THE LAST PAGE

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

SPECIAL CONDITIONS		CONFIRMATION		
		Yes	No	If no, indicate deviation
1	GENERAL			
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 are 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 is not in compliance or agreement with the statement(s) as specified in this request for quotation.</p>			
2	THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			

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3	GENERAL CONDITIONS OF CONTRACT			
		Yes	No	If no, indicate deviation
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
4	ADDITIONAL INFORMATION REQUIREMENTS			
		Yes	No	If no, indicate deviation
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.			
5	VENDOR INFORMATION	Yes	No	If no, indicate deviation
5.1	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.			

6	CONFIDENTIALITY			
		Yes	No	If no, indicate deviation
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.			
7	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)			
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.			
8	NON-COMPLIANCE WITH DELIVERY TERMS			

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		Yes	No	If no, indicate deviation
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.			

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.			
10	PARTIES NOT AFFECTED BY WAIVER OR BREACHES			
		Yes	No	If no, indicate deviation
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.			
11	RETENTION			
		Yes	No	If no, indicate

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				deviation
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			
12	Dispute Resolution			
		Yes	No	If no, indicate deviation
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.			

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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			
13	FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
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="border-bottom: 1px solid black; margin-bottom: 10px; text-align: center;">NAME OF BIDDER</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">SIGNATURE</div> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">DATE</div> </div>
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APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDERS WHO ARE LOCATED IN SOUTH AFRICA TO PROVIDE CONTRACT
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