



FREE STATE DEVELOPMENT CORPORATION

**APPOINTMENT OF A PANEL OF DULY ACCREDITED TRAINING PROVIDERS FOR
THE IMPLEMENTATION OF VARIOUS SHORT LEARNING PROGRAMMES,
LEARNERSHIPS AND APPRENTICESHIPS FOR A PERIOD OF THREE YEARS**

BID NUMBER: FDC BID NO. 005/2023

COMPULSORY BRIEFING SESSION: 10 NOVEMBER 2023 AT 12:00

CLOSING DATE: 22 NOVEMBER 2023 AT 12:00

PREPARED BY:

FREE STATE DEVELOPMENT CORPORATION

33 KELLNER STREET

WESTDENE BLOEMFONTEIN

9301

TECHNICAL CONTACT PERSON: THABISO TSHABALALA

**SUPPLY CHAIN MANAGEMENT CONTACT PERSON:
KELEBOGILE MOKOPI**

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions

- Tick in the relevant block below.
- Use the prescribed sequence in attaching the annexures when completing the Bid Document.
- Ensure that the following documents are completed and signed where applicable:

NB: Should any of these documents not be included, the bidders **may** be disqualified on the basis of non-compliance.

YES	NO	
		Original Bid and a Copy – (hard copy clearly marked as either original and copy) and one Electronic Copy. Important: Kindly note that every document that is submitted as part of the original submission must be <u>duly authorised with the required signatures or initials on each and every page</u> . Failure to comply will result in the bid being noted as incomplete.
		Specifications, Conditions of BID and Undertakings by Bidder
		Certificate of Authority for Joint Ventures
		SBD 1 - Invitation to Bid
		SBD 4 - Declaration of Interest
		Valid SARS pin number confirmation certificate
		Proof of registration with National Treasury Central Supplier Database
		Bidder's Company Profile
		Certified Copy of Valid accreditation letter

1 SUPPLY CHAIN MANAGEMENT UNIT

1.1 Only questions, queries clarifications which are submitted to this e-mail address, thabiso@fdc.co.za will be addressed.

1.2 Bid documents must be submitted as follows:

1.2.1 Original Bid – and

1.2.2 One Soft/ electronic Copy (CD or memory stick).

2. BID TIMETABLE

This timetable is provided as an indication of the timing of the bidding process. It is indicative only and subject to change by Free Development Corporation. Bidders are to provide proposals that will allow achievement of the intended commencement date.

Activity	Date
Advertisement of bid	30 October 2023
Bid document available	30 October 2023
Closing date for bid enquiries	15 November 2023. All enquiries must be directed to: thabiso@fdc.co.za
Compulsory Briefing Session	10 November 2023 at 12:00
Closing date and time	22 November 2023 at 12:00
Bid Validity Period	120 days

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION							
BID NUMBER:	FDC BID NO. 005/2023	CLOSING DATE:	22 NOVEMBER 2023	CLOSING TIME:	12:00		
DESCRIPTION	APPOINTMENT OF A PANEL OF DULY ACCREDITED TRAINING PROVIDERS FOR THE IMPLEMENTATION OF VARIOUS SHORT LEARNING PROGRAMMES, LEARNERSHIPS AND APPRENTICESHIPS FOR A PERIOD OF THREE YEARS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT							
FDC BUILDING, 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	KELEBOGILE MOKOPI			CONTACT PERSON	THABISO TSHABALALA		
TELEPHONE NUMBER	051 400 1500			TELEPHONE NUMBER	051 400 1500		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	kele@fdc.co.za			E-MAIL ADDRESS	thabiso@fdc.co.za		
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							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[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]							
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 THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g., company resolution)

DATE:

1. REQUEST FOR BID

APPOINTMENT OF A PANEL OF DULY ACCREDITED TRAINING PROVIDERS FOR THE IMPLEMENTATION OF VARIOUS SHORT LEARNING PROGRAMMES, LEARNERSHIPS AND APPRENTICESHIPS FOR A PERIOD OF THREE YEARS.

2. INTRODUCTION

The Free State Development Corporation (FDC) is a public entity established in terms of the FDC Act 6 of 1995. In terms of the Public Finance Management Act, it is classified as a schedule 3D entity.

The mandate of the FDC is to establish and develop sustainable SMMEs in the Free State Province by providing both financial and non-financial support services.

FDC Mission

To provide financial and business support services to SMME's and Cooperatives; to undertake the development and management of properties; and to facilitate and promote investments and exports in the Free State Province.

FDC Vision

To be the development and investment agency of choice in contributing to the economic growth of the Free State Province

3. OVERVIEW

The Free State Development Corporation (FDC) is the official agency responsible for driving economic development in the Free State. Our mandate covers various functions such as enterprise development, property portfolio management, investment promotion and facilitation as well as export promotion. we align ourselves to the National Development Plan Version 2030 calla= for faster economic growth, higher investment and greater labour absorption.

4. BACKGROUND

A plethora of legislative, strategic and policy instruments have propelled skills development to the centre of government's overarching economic development programme. The FDC - as a public entity - is enjoyed by the Medium - Term Strategic Framework to plan collectively with other organs of state and seek development. The FDC has established a fully functional Strategic Business Unit (SBU) to ensure that the objective of closing skills gap is realized.

The National Development Plan 2030 is the country's premier framework for our economic growth aspirations and devotes an entire chapter to education and skills development.

The Human Resources Strategy 2010 - 2030 has four strategic objectives, namely:

- Improving the foundations for human development;
- To improve the supply of high-quality skills which are more responsive to societal and economic needs;
- Increasing employer participation in lifelong learning;
- Supporting employment growth through industrial policies, innovation, research and development.

5. INVITATION TO BID

The FDC hereby invites bids from duly accredited and adequately experienced service providers for the delivery of Short Learning Programmes, Learnerships and Apprenticeships.

The Corporation may choose to appoint one service provider or several service providers for the delivery of the same learning programme at its sole discretion.

6. SCOPE

FDC seeks technical proposals from suitably qualified and experienced training providers who wish to be appointed as Service Providers for a range of learning programmes for various skills development projects. These projects will be implemented by the FDC across all districts and in various localities of the Free State Province, and in some initiatives – beyond the Free State boarders.

The bidders must submit proposals in line with their accreditation in the following sectors and must clearly indicate the learning programmes accredited for:

- Agriculture
- Entrepreneurship
- Construction
- Energy
- Engineering
- Environmental Management Services
- Financial Services
- Hospitality
- ICT
- Manufacturing
- Trades and Services
- Tourism
- Food Handling
- Water and Wastewater Management
- Education
- Health
- Mining
- Banking
- Insurance

The FDC reserves the right to determine which bidders, if any, are appointed in response to this request for submission of bid submissions.

7. BID REQUIREMENTS

7.1 Bidders must submit the completed bid documents of the FDC.

7.2 The bid proposal must include a company profile and specifically emphasise:

- a) Names and CV's of management team, company's physical resources (including trade test centres where relevant) and geographical footprint;
- b) Programme accreditation for the learning programme/s the bidder is making a submission for;
- c) Capacity in the form of the names and registration details of Facilitators, Assessors and Moderators for each learning programme applied;
- d) Details of specific large-scale training projects successfully delivered in multiple localities at a time; and
- e) Contactable references.

7.3 The following documents must accompany the bid proposal:

- a) Company registration documents;
- b) Valid Tax Compliance Status Pin
- c) ID Copies of directors
- d) Proof of address for the business.
- e) Company profile;
- f) Proof of registration with National Treasury Central Supplier Database
- g) Certified Copy of Valid Accreditation Letter

7.4 Panel utilisation guide

- a) The panel will consist of bidders who have achieved the minimum evaluation threshold of 80%.
- b) The selection of service providers for specific work assignment will be on a rotational basis or be guided by the specific service required.
- c) Level of speciality.
- d) There is no guarantee that a service provider on a panel will be contracted for a specific work assignment during the tenure of this contract.

FUNCTIONALITY CRITERIA

NB: A minimum of **80 points out of 100** for the functional evaluation will qualify the Bid to be considered for appointment.

CRITERIA	GUIDELINES	WEIGHT	SCORE
	<ul style="list-style-type: none"> • Project Approach & Methodology = 08 points • Experience in delivery of similar projects = 08 points (attach reference letter including minimum of 200 learners) • Experience in delivery in multiple centres (attach reference letter including minimum of 10 centres) = 06 points • Detailed Implementation plan (should at least cover the following; Induction, Upload and Registration of learners, Daily activities, Assessments, Moderations, Certification and Reporting).= 08 points 	30	
Team Experience	<p>(10) Available Facilitators = 10 points, (08) = 08 points, (06) = 06 points, (04) = 04 points, Less than 04 = 00 points</p> <p>(05) Available Assessors = 10 points, (04) = 06 points, (03) = 04 points, (02) = 00 points.</p> <p>(05) Available Moderators = 10 points, (04) = 06 points, (03) = 04 points, (02) = 00 points.</p> <p>Attach CVs with certified qualification and accreditations</p>	30	
Reference letters	<p>Five reference letters of successfully completed similar training projects including the number of beneficiaries certificated in the last Five (05) years;</p> <p>(05) relevant references = 30 points (04) relevant references = 20 points (03) relevant references = 10 points (02) relevant references = 00 points</p>	30	
Free State based companies	(Proof of a valid lease agreement or municipal account)	10	
TOTAL		100	
Minimum Threshold for Technical		80	

SBD 4

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 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:
.....
.....

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.

2.3 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 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.

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.

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