



**FREE STATE DEVELOPMENT CORPORATION**

**APPOINTMENT OF A PANEL OF DULY COMPETENT TRAINING SERVICES  
PROVIDERS TO IMPLEMENT AND TRAIN BENEFICIARIES ON DIGITAL  
TRANSFORMATION SKILLS DEVELOPMENT PROGRAMME (OUTSYSTEMS)**

**BID NUMBER: FDC BID NO. 002/2026**

**NON-COMPULSORY BRIEFING SESSION: 20 FEBRUARY 2026 AT 12:00**

**CLOSING DATE: 06 MARCH 2026 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.<br><b>Important:</b> 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                                                                                                                                                                                                                                                                                                                                                          |
|     |    | Company registration document                                                                                                                                                                                                                                                                                                                                                            |
|     |    | Proof of address for the business                                                                                                                                                                                                                                                                                                                                                        |
|     |    | Valid Tax Compliance Status Pin                                                                                                                                                                                                                                                                                                                                                          |
|     |    | SANAS accredited BBBEE Certificate or certified sworn affidavit                                                                                                                                                                                                                                                                                                                          |
|     |    | Proof of registration with National Treasury Central Supplier Database                                                                                                                                                                                                                                                                                                                   |
|     |    | Bidder's Company Profile                                                                                                                                                                                                                                                                                                                                                                 |
|     |    | Proof of registration as a training provider with the proposed technology stack original equipment manufacturer (OEM)                                                                                                                                                                                                                                                                    |

## 1 SUPPLY CHAIN MANAGEMENT UNIT

1.1 Only questions, queries clarifications which are submitted to this e-mail address, thabisot@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

| Activity                        | Date                                                  |
|---------------------------------|-------------------------------------------------------|
| Advertisement of bid            | 13 February 2026                                      |
| Bid document available          | 13 February 2026                                      |
| Bid enquiries                   | All enquiries must be directed to: thabisot@fdc.co.za |
| Non-Compulsory Briefing Session | 20 February 2026 at 12:00                             |
| Closing date and time           | 06 March 2026 at 12:00                                |
| Bid Validity Period             | 120 days                                              |

## PART A

## INVITATION TO BID

|                                                                                                                                                                                                                            |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|----------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FREE STATE DEVELOPMENT CORPORATION</b>                                                                                                                            |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| BID NUMBER:                                                                                                                                                                                                                | <b>FDC BID NO. 002/2026</b>                                                                                                                                                         |  | CLOSING DATE:                                                                   |                                                          | <b>06 MARCH 2026</b>                                                                                 |  | CLOSING TIME: <b>12:00</b> |
| DESCRIPTION                                                                                                                                                                                                                | <b>APPOINTMENT OF A PANEL OF DULY COMPETENT TRAINING SERVICES PROVIDERS TO IMPLEMENT AND TRAIN BENEFICIARIES ON DIGITAL TRANSFORMATION SKILLS DEVELOPMENT PROGRAMME (OUTSYSTEM)</b> |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT</b>                                                                                                                                                  |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| <b>FDC BUILDING, 33 KELLNER STREET, WESTDENE, BLOEMFONTEIN</b>                                                                                                                                                             |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
|                                                                                                                                                                                                                            |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
|                                                                                                                                                                                                                            |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
|                                                                                                                                                                                                                            |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                      |                                                                                                                                                                                     |  |                                                                                 | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>           |                                                                                                      |  |                            |
| CONTACT PERSON                                                                                                                                                                                                             | <b>KELEBOGILE MOKOPI</b>                                                                                                                                                            |  |                                                                                 | CONTACT PERSON                                           | <b>THABISO TSHABALALA</b>                                                                            |  |                            |
| TELEPHONE NUMBER                                                                                                                                                                                                           | <b>051 400 1500</b>                                                                                                                                                                 |  |                                                                                 | TELEPHONE NUMBER                                         | <b>051 400 1500</b>                                                                                  |  |                            |
| FACSIMILE NUMBER                                                                                                                                                                                                           |                                                                                                                                                                                     |  |                                                                                 | FACSIMILE NUMBER                                         |                                                                                                      |  |                            |
| E-MAIL ADDRESS                                                                                                                                                                                                             | kele@fdc.co.za                                                                                                                                                                      |  |                                                                                 | E-MAIL ADDRESS                                           | thabisot@fdc.co.za                                                                                   |  |                            |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| NAME OF BIDDER                                                                                                                                                                                                             |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| POSTAL ADDRESS                                                                                                                                                                                                             |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| STREET ADDRESS                                                                                                                                                                                                             |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| TELEPHONE NUMBER                                                                                                                                                                                                           | CODE                                                                                                                                                                                |  | NUMBER                                                                          |                                                          |                                                                                                      |  |                            |
| CELLPHONE NUMBER                                                                                                                                                                                                           |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| FACSIMILE NUMBER                                                                                                                                                                                                           | CODE                                                                                                                                                                                |  | NUMBER                                                                          |                                                          |                                                                                                      |  |                            |
| E-MAIL ADDRESS                                                                                                                                                                                                             |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| VAT REGISTRATION NUMBER                                                                                                                                                                                                    |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                                 | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                          |  | <b>OR</b>                                                                       | CENTRAL SUPPLIER DATABASE No:                            | MAAA                                                                                                 |  |                            |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                               | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                             |                                                          | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                |  |                            |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                      |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                                                                  |  | ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b> |                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |  |                            |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                          |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |
| 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 |                                                                                                      |  |                            |
| <b>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.</b> |                                                                                                                                                                                     |  |                                                                                 |                                                          |                                                                                                      |  |                            |

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

|                                       |                                                                                                                                                                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>             |                                                                                                                                                                                                                                     |
| 1.1.                                  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |
| 1.2.                                  | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                             |
| 1.3.                                  | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4.                                  | <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b> |                                                                                                                                                                                                                                     |
| 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. PURPOSE AND OBJECTIVES

The Free State Development Corporation (FDC) intends to appoint a panel of training providers to partner with, and to facilitate the implementation of Digital Skills Development Programmes in the digital and ICT sector for 750 Unemployed Learners in the Free State Province for the duration of 6 months. This also includes an opportunity for these learners to be placed in jobs as part of the 6 months duration to ensure that what they have learnt can be applied meaningfully in order for these learners to develop some tangible skills. This training will be provided in classrooms and online where necessary.

## 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.

### Vision

A catalyst for inclusive and sustainable Economic Growth and Development in the Free State Province

### Mission

- To be a capable, Credible, resilient and sustainable developmental institution, driving inclusive economic development, growth and job creation through:
- Targeted investment facilitation and promotion
- Enterprise development and empowerment
- Trade and export promotion
- Catalytic project establishment
- Industrialization and localization promotion
- Strategic partnership creation

### Goals

To contribute to the economic growth of the Free State Province

To build a sustainable organisation that strives for business and service delivery excellence.

## 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 call= 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. SCOPE OF WORK

The service provider/s will roll out and implement digital transformation programmes in various towns throughout the five districts within the province and shall amongst other perform these services:

- 1.1 Learner registration
- 1.2 Quality Management
- 1.3 Facilitation
- 1.4 Assessments
- 1.5 Moderation
- 1.6 Certification

The appointment shall be on the basis of the duration of the learning programmes.

The FDC is applying a flat rate to all programmes, hence there is no need for the quote.

## 6. SUBMISSION REQUIREMENTS

The following document must accompany the bid proposal:

- a) Company registration document.
- b) Valid tax compliance status pin.
- c) SANAS accredited BBBEE Certificate or Certified sworn affidavit
- d) Proof of address for the business.
- e) Registration On Central Supplier Database
- f) Bidder's Company Profile.
- g) Proof of registration as a training provider with the proposed technology stack original equipment manufacturer (OEM)

The digital skills training to be provided will be in the following technologies and competencies, which are considered amongst the scarce skills in our country. Each category has a target number of learners to be trained within the training period.

| Technology to be Trained on | Description                                                                                                                                                                | Number of Learners |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| OutSystems                  | OutSystems is a low-code development platform for the development of mobile and web enterprise applications, which run in the cloud, on-premises or in hybrid environments | 750                |

## 7. PRE-REQUISITES

Service providers must demonstrate compliance with the below pre-requisites before being considered for functionality evaluation

- The primary bidding service provider must have local presence in South Africa. Presence in the Free State Province is preferred and must be demonstrated
- Registered as a training provider with the proposed technology stack Original Equipment Manufacturer (OEM). This applies to the service provider and/or its partners who will assist with delivering the required training
- Access to resources with either training expertise or know how of implementation expertise using the digital technologies to be facilitated. This can be demonstrated through the use of CVs that show this experience. Provide at least 3 CVs per Technologies to be Trained On.
- The service provider must have a partnership or accreditation to deliver one or more of the requested training categories directly or with its partners
- The service provider must be able to deliver the requested training digitally and have a detailed plan on how this is to be achieved. Training attendance must also be able to be conducted virtually

## 8. BID REQUIREMENTS

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

8.2 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 competency for the learning programme the bidder is making a submission for;
- c) Capacity in the form of the names and experience of Facilitators for the learning programme applied;
- d) Details of specific large-scale training projects successfully delivered in multiple localities at a time; and
- e) Contactable references.

8.3 Panel utilisation guide

- a) The bidder/s must achieve the minimum evaluation threshold of 80 points.
- b) The selection of service providers for specific work assignment will be on the basis of capacity and experience.
- c) Level of speciality.
- d) There is no guarantee that a service provider will be contracted for a specific work assignment during the tenure of this contract.

## 9. FUNCTIONALITY CRITERIA

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

| CRITERIA                                                                                                        | GUIDELINES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | WEIGHT | SCORE |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|
| <b>Relevant Experience &amp; References</b>                                                                     | <p>Proof of consulting or providing services using the relevant technology stack.<br/>Submit references on the client's letterhead and it must be signed by the referee.</p> <p>Relevant experience and contactable references:</p> <ul style="list-style-type: none"> <li>5 projects and above = 35</li> <li>4 projects = 20</li> <li>3 projects = 10</li> <li>1 – 2 projects = 5</li> </ul> <p>Each reference must clearly indicate.</p> <ul style="list-style-type: none"> <li>the name of the bidder and the project</li> <li>objectives of the project (nature of the project)</li> <li>recommendation and confirmation of completed or current project(s) and must be signed.</li> </ul> <p>NB: If any of the above information is omitted/missing, it will lead to the reference letter(s) not allocated points.<br/>NB: Reference letters must be on a referee's letterhead, signed and dated, otherwise they cannot be considered.</p> | 35     |       |
| <b>Project plan for the delivery of Skills programme</b>                                                        | <p>A clear structure, including training plan of the Skills programme in terms of the outcomes to be achieved.</p> <ul style="list-style-type: none"> <li>Clear Structure = 10 points</li> <li>Project Implementation plan = 10 points</li> <li>No clear structure, including training plan of the Skills programme in terms of the outcomes to be achieved = 0 points</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20     |       |
| <b>Profile of key staff (Please attach CVs and proof of qualification for Facilitators and Project Manager)</b> | <p>Relevant experience of Project Manager in managing similar projects = 10 points</p> <ul style="list-style-type: none"> <li>5 years plus = 10 points</li> <li>4 years = 8 points</li> <li>3 years = 6 points</li> <li>2 years = 4 points</li> <li>1 year = 2 points</li> </ul> <p>Relevant qualification and experience in facilitating a learning programme = 15 points</p> <p><b>Provide at least 3 CVs with Qualifications and relevant experience.</b> (each CV will be scored a maximum of 5 points).</p> <ul style="list-style-type: none"> <li>5 years of experience = 5 points</li> <li>4 years of experience = 4 points</li> <li>3 years of experience = 3 points</li> <li>2 years of experience = 2 points</li> <li>1 years of experience = 1 point</li> </ul>                                                                                                                                                                      | 25     |       |

|                                                                       |                                                                                                                                                                                                                                                                                           |     |  |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| <b>Infrastructure and Management Tools for the training programme</b> | <p>A clear demonstration of how the training quality management is to be achieved with digital tools = 10 points<br/>(Screen short of quality management system)</p> <p>No clear demonstration of how the training quality management is to be achieved with digital tools = 0 points</p> | 10  |  |
| <b>Free State based companies</b>                                     | (attach proof of a valid lease agreement or municipal account)                                                                                                                                                                                                                            | 10  |  |
| <b>TOTAL</b>                                                          |                                                                                                                                                                                                                                                                                           | 100 |  |
| <b>Minimum Threshold for Technical</b>                                |                                                                                                                                                                                                                                                                                           | 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 interest<sup>1</sup> in the enterprise,  
employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?  
**YES/NO**

2.2.1 If so, furnish particulars:  
.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as

---

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 Joint venture or Consortium means an association of persons for the purpose of

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

---

combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

#### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services

through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) | Supporting documents to be submitted with the tender documents |
|-------------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------------------------------|
| Pricing                                                     | 80                                        |                                         |                                                                |
| 100% Black Women Ownership                                  | 10                                        |                                         | BBBEE Certificate/ Sworn affidavit                             |
| 100% Black Youth Ownership                                  | 10                                        |                                         | BBBEE Certificate/ Sworn affidavit                             |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company

- ☐ Personal Liability Company
  - ☐ (Pty) Limited
  - ☐ Non-Profit Company
  - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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