



QUOTATION STANDARD BIDDING DOCUMENT ANNEXURE

QUOTATION FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

QUOTATION NUMBER:	MICT-SETA/QDF/02/2016	CLOSING DATE	10 August 2016
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QUOTATION DESCRIPTION

The MICT SETA seeks to appoint service providers to facilitate the development of occupational qualifications with a registered Qualifications Development Facilitators (QDFs) trained and certified by the Quality of Councils on Trades and Occupations (QCTO). The QDFs should be listed on the QCTO Website to be considered.

The quotations should clearly indicate and detail qualifications being quoted for separately to allow for comparability with other service providers who will submit quotes for the development and registering of the same qualifications.

The selection will be based on the submissions received, which means MICT SETA reserves the right to allocate parts to different Qualifications Development Facilitators who are most responsive on that specific area. Each bidder will be allocated a maximum of three qualifications to diversify and develop as many QDFs as possible in an effort to empower as many QDFs as possible.

“BID” Definition – “bid” includes written price quotations, advertised competitive bids or proposals.

Validity period from date of closure:	60	days
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Preferential Procurement System applicable (points for price : points for procurement preference)

80:20 preference point system

This quotation is subject to the Preferential Procurement Policy Framework Act and its 2011 Regulations, includes the National Treasury General Conditions of Contract available on the National Treasury website

Acceptance of this quotation is through receipt of duly authorised and signed **written offer form (SBD7 Form) or Formal Contract from the MICT SETA.**

It is acknowledged that late quotations are not considered.

Quotations are submitted on the National Treasury official forms with additional information supplied on attached supporting schedules.

NAME OF SERVICE PROVIDER				
REPRESENTED BY				
POSTAL ADDRESS				
PHYSICAL ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELL PHONE NUMBER	CODE		NUMBER	
EMAIL ADDRESS				
VAT REGISTRATION NUMBER				
COMPANY REGISTRATION NUMBER				
DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:				
TYPE OF COMPANY/FIRM [Tick applicable box]				
Partnership/Joint Venture/Consortium		One person business/sole proprietor		
Close Corporation		Company		
(Pty) Limited		Other		
COMPANY CLASSIFICATION [Tick applicable box]				
Manufacturer		Supplier		
Professional Service Provider		Other service providers e.g. transporter, etc.		
TAX COMPLIANCE STATUS [Tick applicable box]				
Active Status on CSD			YES	NO
PREFERENCE POINTS CLAIMED [Tick applicable box]				
Has a Preference Claim form (SBD6.1) claiming your Preference Points been submitted (a B-BBEE status level verification certificate must support preference points claimed)			YES	NO
If Yes, who was the B-BBEE certificate issued by: [Tick applicable box]				
An accounting officer as contemplated in the Close Corporation Act (CCA)				
A verification agency accredited by the South African Accreditation System (SANAS)				
A registered auditor				
ACCREDITED REPRESENTATIVE [Tick applicable box]				
Accredited representative in South Africa for the goods/services/works offered. If yes, please enclose proof.			YES	NO
LEGAL IDENTITY PROOF [Tick applicable box]				
Certified copies of Certificate of Incorporation (as per entity type) are enclosed			YES	NO

1. PREFERENCE POINTS CLAIMED (SBD 6.1)

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are claimed for attaining the B-BBEE status level of contribution in accordance with the table set out below:

B-BBEE Status Level of Contributor per B-BEE Certificate	Number of points per system		B-BBEE Status Level of Contributor per B-BBEE Certificate	Number of points per system	
	90/10	80/20		90/10	80/20
1			6		
2			7		
3			8		
4			9		
5			0		

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:

Level	=	80:20	90:10

(Points claimed are substantiated by means of a B-BBEE certificate issued by a Verification Agency [accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA] which is on file with you through your supplier registration on your supplier database and is available if required for validation).

I/we, the undersigned, who is/are duly authorized to do so, on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, 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 the SBD 6.1.
- iii. In the event of a contract being awarded as a result of points claimed as shown above, the contractor has filed the documentary proof in the National Treasury Central Supplier Database (CSD) when registered and, upon request, furnish documentary proof to the satisfaction of the MICT SETA that the claims are correct;
- iv. I/we acknowledge that if the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the MICT SETA may, in addition to any other remedy it may have –
 - a) Disqualify the contractor from the bidding process;

- b) Recover costs, losses of damages it has incurred or suffered as a result of our 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) Restrict the contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

SUB-CONTRACTING (SBD 6.1)

Will any portion of the contract be sub-contracted		YES	NO
If Yes, indicate:			
(i) What percentage of the contract will be subcontracted?		%	
(ii) The name of the sub-contractor?			
(iii) The B-BBEE status level of the sub-contractor?			
(iv) Whether the sub-contractor is an EME?		YES	NO

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the information is true and correct and I/we acknowledge that:

- i. A Bidder will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- ii. A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the Bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

3. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

- The Bidder is employed by the State; and/or
- The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

- Full Name of Bidder or his/her representative.
- Identity Number.
- Position occupied in the Company (director, trustee, shareholder², member).
- Registration number of company, enterprise, close corporation, partnership agreement or trust.
- Tax Reference Number.
- VAT Registration Number.
- The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions.

Schedule attached with the above details for all directors/member/shareholders

YES	NO
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- Are you or any person connected with the Bidder presently employed by the state? If so, furnish the following particulars in an attached schedule:

YES	NO
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- Name of person/director/trustee/shareholder/member.
- Name of state institution at which you or the person connected to the Bidder is employed.
- Position occupied in the state institution.
- Any other particulars.

- If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

If **Yes**, did you attach proof of such authority to the Bid document?

If **No**, furnish reasons for non-submission of such proof as an attached schedule

(**Note:** Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)

YES	NO
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- Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State in the previous twelve months?

If so, furnish particulars as an attached schedule.

YES	NO
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- Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?

If so, furnish particulars as an attached schedule.

YES	NO
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- Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this Bid?

If so, furnish particulars as an attached schedule.

YES	NO
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- Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

If so, furnish particulars as an attached schedule.

YES	NO
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4. DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)

- Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

YES	NO
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If Yes, furnish particulars as an attached schedule.

- Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

YES	NO
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If Yes, furnish particulars as an attached schedule.

- Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

YES	NO
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If Yes, furnish particulars as an attached schedule.

- Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

YES	NO
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If Yes, furnish particulars as an attached schedule.

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

5. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the MICT SETA, do hereby make the following statements that I certify to be true and complete in every respect:

- I have read and I understand the contents of this Certificate;

YES	NO
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- I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

YES	NO
-----	----

- I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

YES	NO
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- Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

YES	NO
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For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

- a) Has been requested to submit a Bid in response to this Bid invitation;
- b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
- c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) Prices;
- b) Geographical area where product or service will be rendered (market allocation);
- c) Methods, factors or formulas used to calculate prices;

- d) The intention or decision to submit or not to submit, a Bid;
- e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or
- f) Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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.

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 ³Joint 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.

6. STANDARD BIDDING DOCUMENTS DECLARATION

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

- Declaration of Interest (SBD4)
- Registered on Central Supplier Database (CSD) managed by National Treasury
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011 (SBD6.1)

Where a valid B-BBEE Certificate is not on file with the MICT SETA, please attach

- Declaration of Bidder's past SCM practices (SBD8);
- Certificate of Independent Bid Determination (SBD9)
- General Conditions of Contract

The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement.

I certify that the information furnished in these declarations (Tax compliance status, SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that the MICT SETA may reject the Offer or act against me should these declarations prove to be false.

I confirm that I am duly authorised to sign this SBD declaration pack by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual)

NAME (PRINT) _____

WITNESSES

CAPACITY _____

1.

SIGNATURE _____

NAME OF FIRM _____

2.

DATE _____

Date _____



mictseta

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

**TERMS OF REFERENCE
FOR
PROCUREMENT OF SERVICES OF QUALIFICATIONS
DEVELOPMENT FACILITATORS**

CONFIDENTIAL

15 JULY 2016

1. BACKGROUND

1.1 The MICT SETA has submitted applications to develop and register new qualifications to the Quality Councils on Trades and Occupations (QCTO). To this end the industry has already agreed that the MICT SETA can serve as a Development Quality Partner (QDP).

1.2 The process of developing qualifications requires the appointment of a QCTO registered Qualification Development Facilitator(s) (QDF). The Qualification Development Facilitators will facilitate the development of these qualifications.

2. SCOPE OF WORK

2.1 The appointed service providers will be expected to deliver the following key requirements in compliance with the Public Finance Management Act, Act 1 of 1999 (PFMA) as amended.

MICT SETA wishes to allocate one qualification per QDF for the purpose of empowering qualified Qualification Development Facilitators (QDFs) in the MICT Sector. MICT SETA will allocate a maximum of three (3) qualifications to a qualifying service provider should the responses received not meet the envisaged eight (8) qualifying QDFs.

3. NATURE OF SERVICE/SPECIFICATIONS

MICT SETA is in the process of developing and registering a total of eight (8) qualifications for the following occupations:

- i. Qualifications to be developed and registered:

	Qualification Title	OFO Code
1	Computer Help Desk Operator	351201
2	Software Tester	251901
3	Network Engineer	252301
4	ICT Security Specialist	252901
5	Telecommunication Cable Jointer	672202
6	Electronics and Telecommunications Trades Assistant	862922
7	Telecommunication Technical Officer or Technologist	352201
8	Film and Television Production Manager	265409

- ii. Facilitating the process of obtaining an agreement with MICT SETA stakeholders on occupational qualification scope;
- iii. Facilitating the development of occupational qualifications using QCTO qualification development processes leading to the development of an occupational profile, knowledge, practical and work experience curricula and assessment specifications;
- iv. Conduct occupationally relevant research to enhance the quality of the occupational qualification developed;
- v. Capture inputs developed under the prescribed QCTO qualifications development IT system;
- vi. Deliver in the QCTO format, the following five documents per occupational qualification to the DQP:
 - Qualification Document
 - Curriculum Document
 - Assessment Specifications Document
 - Progress Report
 - Process Report
- vii. Train and mentor learner Development Facilitators on the occupational qualification development process, if assigned to by the QCTO through a Service Level Agreement (SLA) with the DQP.

4. EVALUATION METHODOLOGY

PRE-QUALIFICATION OF BIDS: EVIDENCE OF CAPABILITY

Bids will be evaluated according to documentation provided that indicates the following criteria are met:

WEIGHTED ELEMENTS OF SPECIFICATION EVALUATION		SCORE	WEIGHT
1	<p>Experience in developing occupational qualifications measured by:</p> <ol style="list-style-type: none"> 1. Qualifications of QDF: Weight = 10 <ul style="list-style-type: none"> • <i>Certificate in ETDP (Assessor, Moderator, SDF Course) = 1 point</i> • <i>QTCO Certificate = 3 points</i> • <i>Diploma/Degree in ODETDP = 5 points</i> 2. Past Experience and Number of Qualifications Developed: Weight = 30 <ul style="list-style-type: none"> • <i>Developed at least one qualification with 1 year experience = 3 points</i> • <i>Developed more than one qualification with 2 or more years' experience = 5 points</i> 3. Track Record and Contactable References: Weight = 10 		50

	<ul style="list-style-type: none"> • At least one reference = 3 points • More than one reference = 5 points 		
2	<p>Capacity and expertise of project team to meet requirements of the TOR:</p> <p>CVs of personnel/project team detailing roles, experience and qualifications relevant to qualifications being developed:</p> <ul style="list-style-type: none"> • At least TWO people to be assigned to project (Admin, Facilitator and Scriber)= 3 points • Three people to be assigned to project (Admin, Facilitator, Scriber) = 5 points 		20
3	<p>Methodology and Approach:</p> <p>1. Project Implementation Plan: Weight = 20</p> <ul style="list-style-type: none"> • Project Implementation Plan detailing the steps in the qualification development process in line with QCTO: = 5 points • Project Implementation Plan not in line with QCTO but other qualifications development bodies= 0 point <p>2. Project Timelines: Weight 10</p> <ul style="list-style-type: none"> • Qualification developed and completed in less than 8 months = 5 points • Qualifications developed and completed in over 8 months but less than 10 months = 3 points • Qualifications developed and completed in over 10 months = 1 point 		30
	Total		100
	Minimum Qualification Threshold	60	

5. EVALUATION CRITERIA

The weighted elements will be evaluated on a scale of 1 – 5, where 3 is considered the minimum acceptable points to be scored by the service provider and 5 is the maximum score.

- Documentation supplied must indicate that each of the above criteria are met.
- Bidders that do not meet the minimum qualification threshold will not be considered for further evaluation on the preference point system (Price and BBEE).
- Evaluation will be based on an 80:20 schema, with 80 points based on the Price, and 20 points based on B-BBEE score.

6. FORMAT OF QUOTATION

Use the template provided as Annexure A (form **SBD 3.3**).

7. VALIDITY

The rate quoted must remain valid for a period of thirty (60) days from the closing date of this Request for Quotations.

8. CLOSING TIME AND DATE

Completed quotations must be received by _____ on _____

9. ADDRESS

Quotations can be e-mailed to: Gugu.maseko@mict.org.za

or delivered by hand or courier to:

10. DISCLAIMER

MICT SETA will not consider late and/or incomplete submissions, nor ineligible bids.

Contacts:

BID PROCESS -		TECHNICAL INQUIRIES -
Sindi Hlanze		Fikile Dlamini
Email: sindi.hlanze@mict.org.za		Email: Fikile.dlamini@mict.org.za
Tel: 011 207 2620		Tel: 011 207 2651



mictseta

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Accelerating quality skills towards an information savvy society

Annexure A: SBD 3.3 PRICING SCHEDULE – PROFESSIONAL SERVICES

NAME OF BIDDER:		BID REF:	MICT-SETA/QDF/02/2016
CLOSING DATE:	10 August 2016	CLOSING TIME:	24:00 (midnight)

OFFER IS VALID FOR 60 DAYS AFTER CLOSING DATE OF BID

1. The following written information must accompany the quotation, in order for the bid to be correctly evaluated:
 - a. Documentation that indicates the above criteria, regarding specifications and delivery time, are met.
2. Pricing

Item Number	Qualification OFO Code	Description	Price VAT Inclusive (ZAR)
1			
2			
3			
4			
5			
6			
7			
8			
			VAT
			TOTAL

NOTES:

Price quoted must be fully inclusive of all costs involved including delivery.