



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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CAPRICORN TVET COLLEGE

CCTVET/14/2024/11

APPOINTMENT OF A PANEL OF TRAVEL MANAGEMENT SERVICES TO CAPRICORN TVET COLLEGE FOR A PERIOD OF 36 MONTHS

Name of Company	
Address	
Tender Amount (Vat Incl.)	
Tel (Office) Number	
Fax (Office) Number	
Cell Number	
E-Mail	

BID CLOSING DATE: 12 December 2024 AT 10:00 AM

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SECTION 1: INVITATION TO BID

ADVERTISEMENT

CAPRICORN COLLEGE FOR TVET INVITES CREDIBLE AND QUALIFIED SERVICES PROVIDERS TO RENDER THE FOLLOWING:

NO	DESCRIPTION	REFERENCE	TENDER DOCUMENT PRICE	CLOSING DATE & TIME	BRIEFING SESSION
1	Appointment for Panel of Travel Management Services for a period of 3 years.	CCTVET/14/2024/11	R1000.00	12 December 2024 @10H00 16 Market Street Central Office	No Briefing Session
2	Appointment of panel of Civil and Structural Engineering Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/15/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
3	Appointment of panel of Mechanical Engineering Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/16/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
4	Appointment of panel of Environmental Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/17/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session

5	Appointment of panel of Electrical Engineering Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/18/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
6	Appointment of panel of Quantity Surveying Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/19/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
7	Appointment of panel of Health & Safety Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/20/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
8	Appointment of panel of Architectural Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/21/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
9	Appointment of panel of Land Surveying to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/22/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session

10	Appointment of panel of Fire Engineering Consultants to support the delivery of infrastructure projects for a Period of 3 years.	CCTVET/23/2024/11	R1000.00	11 December 2024 @11H00 16 Market Street Central Office	No Briefing Session
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Credible and qualified services provider are cordially invited to Bid for the above mentioned Projects and Bid documents are obtainable from College website from **25-11-2024**.

Completed Bid Documents and supporting documents must be sealed in an envelope clearly marked **with the relevant bid number** and must be placed in the Bid box located at the Reception of Central Office, no. 18 Market Street, Polokwane, 0700. Telegraphic, facsimile or other similar transmissions will not be accepted.

A non-refundable tender deposit is a mandatory/eligibility requirement and deposit slip must be attached with the tender document. Banking details: Capricorn TVET College Branch Code 6302005 Account number 1150620372, and **company name & Tender Reference** should be used as reference.

Proposals received after the **closing date** will not be considered and will be rejected. All SCM Enquiries must be directed to Mr KD Kganyago 015 230 1800 during office hours. (7:30-16:00)

All the proposals will be evaluated in accordance with the Capricorn TVET College Supply Chain Management Policy.

.....

L.J. Mamabolo

.....

DATE

SECTION 2: GENERAL CONDITIONS OF BID

1. Proprietary Information

Capricorn TVET College (Capricorn College) considers this Bid and all related information, which is provided to the respondent, to be proprietary to Capricorn College. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this bid or related information to any third party without the prior written consent of Capricorn College.

2. Enquiries

All communication and attempts to solicit information of any kind relative to this Bid should be **in writing** as follows:

All SCM enquiries must be directed to Mr K.D Kganyago on kdkganyago@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

All technical enquiries must be directed to Ms M.V Mabula on Principal.SAO@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

Enquiries in relation to this Bid will not be responded to after **15h00 on Wednesday 04 December 2024**.

All responses to enquiries will not be responded to individually. Responses will be consolidated into one response and will be published on the College website www.capricorncollege.edu.za weekly from 29 November 2024.

Capricorn College may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the College on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this Bid received from bidders will be valid for a period of 90 days counted from the bid closing date. If you do not find a response or any correspondence from the College within 90 days, please consider your bid unsuccessful.

4. Instructions on submission of Bids

Bids should be submitted in duplicate (1 hard copy) and one electronic copy (on CD/USB in PDF format) all bound in a sealed envelope endorsed, **CCTVET/14/2024/11 APPOINTMENT OF A PANEL TO RENDER TRAVEL MANAGEMENT SERVICES TO CAPRICORN TVET COLLEGE FOR A PERIOD OF 36 MONTHS**

The sealed envelope must be placed in the bid box at the Main Reception area of the College. No. 18 Market Street, Polokwane by no later than 10:00am on **Wednesday, 12 December 2024**.

4.1 The bid closing date, bidder name and the return address must also be endorsed on the envelope.

4.2 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. Capricorn College will not be

held responsible for any delays where bid documents are handed to the Capricorn College Reception.

4.3 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

4.4 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the College's policy not to consider late bids for tender evaluation.

4.5 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the tender box before the closing time.

5. Preparation of Bid Response

5.1 All the documentation submitted in response to this bid must be in English.

5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, **duly certified**, must be submitted with the bid.

5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by Capricorn College in regard to anything arising from the fact that pages of a bid are missing or duplicated.

5.5 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation (tax compliance status pin) to this effect as part of their tender response.

5.6 Bid documents must be completed in full and each page of the bid initialized by the bidder.

6. Supplier Performance Management

Supplier Performance Management is viewed by the College as a critical component in ensuring value for money acquisition and good supplier relations between Capricorn College and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with Capricorn College, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier performance and ensure effective delivery of service, quality and value-add to Capricorn College's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives

of this condition.

7. Enterprise and Supplier Development

Capricorn College promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the College and the successful bidder.

8. Capricorn College's Rights

8.1 The College is entitled to amend any bid condition, bid validity period, bid specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the bid documents have been issued and where Capricorn College have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the College's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2 Capricorn College reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the College.

8.3 Capricorn College reserves the right to award this bid as a whole or in part.

8.4 Capricorn College reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

8.5 Capricorn College reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.

8.6 Capricorn College reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the College to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

9.1 By submitting a bid in response to the bid, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to Capricorn College on the terms and conditions and in accordance with the specifications stipulated in this bid document.

9.2 The bidder shall prepare for a possible presentation should Capricorn College require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical

demonstration of products or services as called for in this bid.

9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by Capricorn College during the bid validity period indicated in this bid and its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.

9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this bid; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with Capricorn College, as the principal(s) liable for the due fulfilment of such contract.

9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become Capricorn College property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

10.1 Capricorn College reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

10.1.1 bidders who do not submit an original valid Tax Compliance Status pin and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide Capricorn College with its SARS issued Tax Verification PIN code giving access to the College to electronically verify tax compliance;

10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;

10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;

10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;

10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in Section 3 of the RFP document;

10.1.6 bidders who do not complete and sign the following documents:

i) **SBD 1 – SBD 7 listed in Section 3 Returnable documents.**

10.1.7 bid documents which are late, incomplete, unsigned, not initialled and submitted by facsimile or electronically will not be accepted.

10.1.8 If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

11. Local Production and Content

Capricorn College promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. Capricorn College reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant. Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the dti) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender.

12. Annual Financial Statements

Annual financial statements submitted must comply with the requirements of the Companies Act or the Close Corporations Act.

- i) If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders most recent financial year.
- ii) If a bidder is a registered company, annual financial statements in compliance with the provisions of the Companies Act, Act No. 71 of 2008, prepared within six (6) months of the end of the bidders most recent financial year.

13. Certified documents

All documents that require certification by a Commissioner of Oath must be certified by a Certified Commissioner of Oath.

PLEASE NOTE THAT A VALID ORIGINAL OR COPY OR TCS PIN NUMBER OF A COMPANY'S TAX CLEARANCE CERTIFICATE (OR IN THE CASE OF A JOINT VENTURE, OF ALL THE PARTNERS IN THE JOINT VENTURE) MUST BE SUBMITTED WITH THE BID DOCUMENT

SECTION 3: RETURNABLE SCHEDULES AND MANDATORY ADMINISTRATIVE DOCUMENTS

Schedule 1

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Schedule 2

- 2.1 Original and valid SARS Tax Compliance Status Pin;
- 2.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 2.3 Originally certified copy of ID document for the Company Representative/s
- 2.4 Recent CSD Report (within 1 month)
- 2.5 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (where applicable)
- 2.6 Proof of bank account
- 2.7 Latest Annual Financial Statements.
- 2.8 Valid PPPFA verification certificate (Certified by a SANAS Accredited agency) indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the PPPFA Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).
- 2.9 Certificate of Authority of Signatory
- 2.10 Proof of Payment for Tender Document

NB: Failure to complete and submit the above documents (Schedule 1 and 2) will render your bid non-responsive and will not be considered for further evaluation.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPRICORN TVET COLLEGE

BID NUMBER:

DESCRIPTION:

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY ONLY COURIERED IF THE COURIER WILL DEPOSIT THE BID IN THE BOX.

OR

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

18 MARKET STREET POLOKWANE 0699

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open Monday to Friday, 7h30-17h00

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL

PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY

OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX COMPLIANCE STATUS PIN BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
.....

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE YES/NO
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? (IF YES ENCLOSE
PROOF)

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE:TOTAL NUMBER OF ITEMS OFFERED:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za

DECLARATION OF INTEREST

1. 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 a price quotation, advertised competitive bid, limited bid or proposal). 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/a person who are/is 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.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.6.1 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 paragraph 3 below.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

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:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

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

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.7.3 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?

YES / NO

2.7.4 If so, furnish particulars:

.....
.....
.....

2.8 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?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 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?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 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?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

a. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US\$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same

government institution, which in total over a two (2) year period exceeds US\$10 million.

- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

b. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1. (b) to 1.1. (d) above.

c. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in subparagraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rends), to

contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

d. PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF PPPFA, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. COLLEGE PREFERENTIAL PROCUREMENT GOALS

Section 2 of the PPPFA requires Organs of State to determine its preferential procurement policy and implement it within the following framework:

1.1 a preferential system must be followed;

1.1.1 for contracts with a Rand value above a prescribed amount a maximum of 10 points may be allocated for Specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 90 points for price;

1.1.2 for contracts with a Rand value equal to or below a prescribed amount a maximum of 20 points may be allocated for Specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 80 points for price;

1.1.3 Any acceptable tenders which are higher in price must score fewer points, on a pro rata basis, calculated on their tender prices in relation to the lowest acceptable tender in accordance with a prescribed formula.

1.1.4 the specific goals may include contracting with persons, or categories of persons historically disadvantaged by unfair discrimination on the basis of race, or disability;

1.1.5 any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender;

1.1.6 the contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer; and

1.1.7 any contract awarded on account of false information furnished by the tenderer in order to secure preference in terms of this Act, may be cancelled at the sole discretion of the Organ of State without prejudice to any other remedies the Organ of State may have.

1.1.8 Any goals contemplated in subsection 1(e) must be measurable, quantifiable and monitored for compliance.

1.2 Documentation relating to a specific goal is not only restricted to the list outlined above, but any other proof that the BSC might deem appropriate will suffice, should clearly be indicated in the bid document.

1.3 Either 10 or 20 points (depending on the prescribed amounts) may be allocated for the above preferential procurement goals.

1.4 The points allocation for 20 and 10 points on the 80/20 and 90/10 preference points system will be allocated as per table below respectively.

1.4.1 The below shall apply as a standard for targeting designated groups.

Specific goals	80/20 preference point system	90/10 preference point system
At least 51% Black owned companies	7 Points	3 Points
EME and/ or QSE	4 Points	2 Points
At least 51% Women owned companies	3 Points	1 Point
At least 51% owned companies by People with disability	2 Points	1 Point
At least 51% owned companies by Youth	1 Point	1 Point
Local Economic Participation		
· Limpopo Participants	3 Points	2 Point
· National participants	2 Point	1 Point

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

1. **DECLARATION WITH REGARD TO COMPANY/FIRM**

- 1.1 Name of company/firm:.....
- 1.2 VAT registration number:.....
- 1.3 Company registration number:.....

1.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

1.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

1.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

1.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the PPPFA status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that

person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

 WITNESSES 1. 2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2

CONTRACT FORM – RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference number dated.....for the purchase of
goods/works indicated hereunder and/or further specified in the annexure(s).

2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.


ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP 

WITNESSES
1.
2.

SECTION 4: FUNCTIONALITY REQUIREMENT SPECIFICATION (Scope of Work)

APPOINTMENT OF A PANEL FOR RENDERING TRAVEL MANAGEMENT SERVICES TO CAPRICORN TVET COLLEGE FOR A PERIOD OF 36 MONTHS.

Capricorn College's primary objective in issuing this RFP is to enter into agreement with a successful bidder who will achieve the following:

- a. Provide Capricorn College with the travel management services that are consistent and reliable and will maintain a high level of traveler satisfaction in line with the service levels;
- b. Achieve significant cost savings for Capricorn College without any degradation in the services;
- c. Appropriately contain Capricorn College's risk and traveler risk.

1. Service Requirements

The successful bidder will be required to provide travel management services. Deliverables under this section include without limitation, the following:

No.	Service Category
1	Air travel - Domestic
2	Air Travel - Regional & International
3	Car Rental - Domestic
4	Car Rental - Regional & International
5	Shuttle Services - Domestic
6	Accommodation - Domestic
7	Accommodation - Regional & International
8	Transfers - Domestic
9	Transfers - Regional & International
10	Bus/Coach bookings
11	Train - Regional & International
12	Conferences/Events Management
13	After Hours
14	Parking
15	Insurance
16	Forex

2. General

- a. The travel services will be provided to all Travelers travelling on behalf of Capricorn College, locally and internationally. This will include employees and contractors, consultants and clients where the agreement is that Capricorn College is responsible for the arrangement and cost of travel.
- b. Provide travel management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after hours and emergency services.
- c. Be available 24 hours a day for the College.
- d. Have a dedicated person responsible for the College.
- e. Familiarisation with current Capricorn College travel business processes.
- f. Familiarisation with current travel suppliers and negotiated agreements that are in place between Capricorn College and third parties. Assist with further negotiations for better deals with travel service providers.
- g. Familiarisation with current Capricorn College Travel Policy and implementations of controls to ensure compliance.
- h. Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the Travel Management Company (TMC) account, subject to the outcome of a formal dispute process.
- i. Provide a facility for Capricorn College to update their travelers' profiles.
- j. Manage the third party service providers by addressing service failures and complaints against these service providers.
- k. Consolidate all invoices from travel suppliers.
- l. Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.

3. Reservations

The Travel Management Company will:

- a. Receive travel requests from travelers and/or travel bookers, respond with quotations (confirmations) and availability. Upon the receipt of the relevant approval, the travel agent will issue the required e-tickets and vouchers immediately and send it to the travel booker and traveler via the agreed communication medium.
- b. Always endeavour to make the most cost effective travel arrangements based on the request from the traveler and/or travel booker.
- c. Apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the Traveler of alternative plans that are more cost effective and more convenient where necessary.
- d. Obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.

-
- e. Book the negotiated discounted fares and rates where possible.
 - f. Must keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveler's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
 - g. Book parking facilities at the airports where required for the duration of the travel.
 - h. Respond timely and process all queries, requests, changes and cancellations timeously and accurately.
 - i. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)
 - j. Must issue all necessary travel documents, itineraries and vouchers timeously to traveler(s) prior to departure dates and times.
 - k. Advise the Traveler of all visa and inoculation requirements well in advance.
 - l. Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
 - m. Facilitate any reservations that are not bookable on the Global Distribution System (GDS).
 - n. Facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.
 - o. Note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.
 - p. Visa applications will not be the responsibility of the TMC; however, the relevant information must be supplied to the traveler(s) where visas will be required.
 - q. Negotiated airline fares, accommodation establishment rates, car rental rates, etc. that are negotiated directly or established by National Treasury or by Capricorn College are non-commissionable, where commissions are earned for Capricorn College bookings all these commissions should be returned to Capricorn College on a quarterly basis.
 - r. Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by Capricorn College
 - s. Timeous submission of proof that services have been satisfactorily delivered (invoices) as per Capricorn College's instructions

Financial Management

- a. The TMC must implement the rates negotiated by Capricorn College with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.
- b. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to MOT for payment within the agreed time period.

-
- c. The TMC will be required to offer a 30-day bill-back account facility to institutions should a lodge card not be offered. 'Bill back', refers to the supplier sending the bill back to the TMC, who, in turn, invoices MOT for the services rendered.
 - d. Where pre-payments are required for Bed & Breakfast /Guest House facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.
 - e. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to Capricorn College's Financial Department on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.
 - f. Ensure Travel Supplier accounts are settled timeously.
 - g. Tax invoices for all transactions are to be provided weekly by Monday for the previous week to the Capricorn College Supply Chain Management Department.
 - h. Agent is required to submit tax invoices to Capricorn College to be reconciled to the Purchase Orders.
 - i. Service fee for local and foreign bookings must be fixed. If there is an annual increase in service fees, please state the amount in your proposal.

4. Account Management

- 4.1 The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the Capricorn College's account.
- 4.2 The necessary processes should be implemented to ensure good quality management and ensuring Traveler satisfaction at all times.
- 4.3 A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

The service provider will be required to plan, arrange, travelling and accommodation services; and amend shuttle service requirements with any contracted company rendering a shuttle and / or chauffeur services; and furthermore to ensure that the following functional activities are achieved:

- 1. Ability to arrange for both domestic and international air travel; car hire; shuttle services; parking and accommodation, to and from airports, accommodation, meetings and conferences venues;
- 2. Provide detailed itineraries, including airports information;
- 3. Capability of amending confirmed reservation should the need arise;
- 4. Assist travelling overseas with visa and international driver's license arrangement where applicable; notify the College of all instances where visas must be obtained. If requested to do so, the TMC shall obtain, pay and ensure visas are issued prior to travel;

-
5. Provide travelers with advice on necessary health requirements, including types of inoculations and vaccinations either required or suggested for travel to international destinations; ability to find and present various travel options/routes and connection flights to a requested destination;
 6. The service provider will upon receipt of a duly completed requisition, specification and approved official purchase order for official traveling, air transport, car hire and accommodation facilitate the request for reservation/s with relevant service providers;
 7. Provide feedback to College travel coordinators with regard to bookings, necessary changes, suggested alternative routes/service providers, suggested/possible cost savings and other related issues.
 8. Provide 24 hours service to accommodate after hours business for emergency bookings and amendments. There must be personnel available for after hour bookings and support services.
 9. Whenever the College requests a fare quotation for a particular route, the service provider shall be able to present the relevant information by email or delivered within 24 hours of the College's request. The service provider must ensure that all levies and taxes are included in the quotation price.
 10. The service provider must find the most economic options based on the economy class rates unless otherwise instructed by the College (combining the most direct and least expensive routes to achieve cost effectiveness). Negotiating discounts on standard tariffs for air travel with all available airline companies, hotel groups, private hotels, guest houses, shuttles and car rental companies to ensure that the rates are within the parameters of College spending. The TMC shall also provide at least three comparison airlines quotes with either the same or different route options.
 11. The TMC shall reserve and issue tickets and vouchers for all air travel, accommodations, shuttle services and other travel if requested upon receipt of authorisation in the form of College official purchase order.
 12. The travel tickets should be delivered electronically or physically to the premises of the College at least 48 hours before the time of departure. No additional charge should be made for this delivery service.
 13. The TMC provider must be able to provide services, including ticket delivery, during normal working hours of the College i.e. (Monday to Thursday 07:30-16:00; Friday 07:30-13:30). Services required during weekends and public holidays should be communicated with the Deputy Principal Financial Services/ CFO.
 14. The service provider must have a hotline service for urgent requests falling outside normal working hours (the name of a contact person, telephone number and email address must be provided).
 15. In the case of cancellation at short notice (within 4 working hours), the service provider shall endeavour to minimise any penalties applicable to the College. Penalties attributable to the fault of the service provider will not be accepted.
 16. In order to facilitate contacts and information exchange between the parties, the TMC shall be able to process reservation, booking and delivery requests received by phone or by email.
 17. The travel agent will be required to inform the College within 4 working hours, of any changes in scheduled flights, including industrial actions, natural disaster, political instability or other event which may affect travelling arrangements for the College delegates.

18. The service provider must provide sufficient knowledgeable and highly skilled consultants with the account personnel being able to manage and update College accounts. Service provider must manage the refund of unused tickets process from start to end and will report on these refunds on monthly basis; and report the number of changes made, all savings achieved and credits due; for example:

- ❖ Cancelled services;
- ❖ No shows fees;
- ❖ Incidents of theft and loss;
- ❖ Accidents and damages;
- ❖ Irregular use i.e. deviation from routes and;
- ❖ Traffic fine fees; etc.

19. The TMC will be required to ensure confidentiality in respect of all travel arrangements concerning all persons.

Project Timelines

The envisaged contract will be for a maximum period of three (3) years. All contracts are subjected to annual performance review.

SECTION 5: EVALUATION CRITERIA

SECTION 3 (A) TECHNICAL REQUIREMENTS

5.1 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

Note: The Capricorn TVET College will consider bids which best meet its technical requirements and bidders are required to provide relevant and comprehensive information to indicate its compliance with the stated technical requirements.

The bidder must provide the required information for each service category which the bidder has indicated in above.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Item Number	Description	Requirement	Circle yes if submitted	
			Yes	No
1	RFP Document	Each page of the RFP document to be initialed by a delegated representative	Yes	No
2	Technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
3	Proof of Bank Account	Confirmation letter from the bank	Yes	No
4	Company registration documents	Company registration documents	Yes	No

5	Tax clearance certification	A Valid tax compliance status pin	Yes	No
6	Annual Financial Statements	A copy of audited or independently reviewed annual financial statement for the recent financial year	Yes	No
7	PPPFA certification	A valid PPPFA certificate/Sworn Affidavit	Yes	No
8	Certificate of Authority of Signatory	Signed Board Resolution	Yes	No
9	Declaration of Interest	Please sign Form SBD 4.1 page 14 of this tender document	Yes	No
10	Recent CSD Report	Provide a copy of your unique supplier number (MAAA....).	Yes	No
11	ASATA certification	Provide certified copy of Association of South African TMC (ASATA) certificate / license	Yes	No
12	Proof of Payment for Tender Document	EFT Proof of Payment / Bank Teller Deposit Slip	Yes	No

NB: No points will be allocated to this phase; however, bidders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

Stage 2: Functionality / Technical Evaluation Criteria

- Bid responses will be evaluated in accordance with the Functional criteria as follows:
- **Mandatory Functional/ Technical Requirements**
- All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 3 of this bid document.
- Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

The following functionality elements and weightings will be applicable:

ELEMENT	WEIGHT
Bidder's Relevant Experience	25
Bidder's past and contactable experience	20
Registration/Certification/License with professional bodies:	20
PPPFA Regulation 2022 level of contribution	20
Financial Capacity	15
Total	100 points

Note: The minimum qualifying score for functionality is 70 points.

Detailed points scoring for functionality are as follows:

EVALUATION CRITERIA

Competence Achievement functionality schedule:

Table 1.1 Bidder’s Relevant Experience

Experience of Travel Management Agency – years in similar business (Submit company profile)	Max points	Claimed Points	Score
Implementation methodology	15		
Cost saving methodology			
Organisational structure	5		
Company profile	5		
Total	25 points		

Table 1.2 Bidder’s Past Experience and Contactable References

Provide Three (3) written and contactable references of contracts of similar size for the past five (5) years. Attach appointment letters and completed reference letters.	Max points	Claimed Points	Score
3 Written verifiable references	20		
2 Written verifiable references	15		
1 Written verifiable references	10		
0 Written verifiable reference	0		
Total	20 points		

REFERENCE ONE (1)

COMPLETE TABLE IN FULL BELOW

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
Attach Reference Letter 1			
<ul style="list-style-type: none"> • The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/14/2024/11 - Period of contract - Value of Contract - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation 			

REFERENCE TWO (2)

COMPLETE TABLE IN FULL BELOW

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
Attach Reference Letter 2			
<ul style="list-style-type: none"> • The reference letter should be on an official Letterhead from your Client with the following: <ul style="list-style-type: none"> - Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/14/2024/11 - Period of contract - Officially signed and dated with contact details (Name, telephone, email address) - Recommendation 			

REFERENCE THREE (3)

COMPLETE TABLE IN FULL BELOW

Reference Company Name of Institution:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value		
Attach Reference Letter 3 <ul style="list-style-type: none">• The reference letter should be on an official Letterhead from your Client with the following:<ul style="list-style-type: none">- Name of your business mentioned on the letterhead with Reference to Capricorn TVET College CCTVET/14/2024/11- Period of contract- Officially signed and dated with contact details (Name, telephone, email address)- Recommendation			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

Table 1.3 Registration with professional bodies

Bidders are required to submit the following (certified copies) registration/certificates/licences or any other professional travel body, where applicable	Max points	Claimed Points	Score
Association of South Africa TMC (ASATA)	20		
Total	20 points		

Table 1.4 PPPFA Regulation 2022 level of contribution

College Preferential goals	Max points	Claimed Points	Score
PPPFA Regulation 2022 level of contribution	20		
Total	20 points		

Table 1.5 Financial Capacity

The bidder must demonstrate financial capacity and this will be evaluated on the following criteria.	Max points	Claimed Points	Score
Audited Annual Financial Statements	10		
Financial Viability through recent bank statement balance above R 2 000 000 or credit facility secured to the same value	5		
Total	15 points		

SUMMARY OF POINTS SCORED

NO:	ELEMENT	WEIGHT	Claimed Points	Score
1	Bidder's Relevant Experience	25		
2	Bidder's past and contactable experience	20		
3	Registration/Certification/License with professional bodies:	20		
4	PPPFA Regulation 2022 level of contribution	20		
5	Financial Capacity	15		
Total		100 points		

PPPFA Regulation 2022 level of contribution (to guide calculation on Page 44)

Specific goals	80/20 preference point system	90/10 preference point system
At least 51% Black owned companies	7 Points	3 Points
EME and/ or QSE	4 Points	2 Points
At least 51% Women owned companies	3 Points	1 Point
At least 51% owned companies by People with disability	2 Points	1 Point
At least 51% owned companies by Youth	1 Point	1 Point
Local Economic Participation		
· Limpopo Participants	3 Points	2 Point
· National participants	2 Point	1 Point

Pricing

Please note that the cost structure should be based on the following costing schedule:

Domestic Travels Rates		International Travel Rates	
RATES		RATES	
Accommodation	R	Accommodation	R
Flights	R	Flights	R
Car Rental	R	Car Rental	R
Taxi Services	R	Taxi Services	R
Parking at Airports	R	Parking at Airports	R
Bus/Train	R	Bus/Train	R
Booking of conference venue & Facilities.	R	Booking of conference venue & Facilities.	R
Visa	R	Visa	R
Event(s) Management	%	Event(s) Management	%
Amendments to Bookings	R	Amendments to Bookings	R
Group booking	%	Group booking	%
Total Rates	R	Total Rates	R

Having read through and examined the Request for proposal (RFP) Document, the General Conditions, the Terms of Reference and all other Forms and Annexures to the RFP document, we offer to conduct travel management services at Capricorn TVET College, 16 Market Street.

We undertake to hold this offer (as per cost breakdown matrix) open for acceptance for a period of 90 days from the date of submission of the offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of services when required to do so by the Capricorn TVET College.

_____ Signature

_____ Date

Print name signatory-----

Designation-----

FOR AND ON BEHALF OF (Company name) -----

Tel No: -----

Fax No: ----- Cell No: -----

Email: -----